

NOTICE TO REQUESTER

TO: Corrine Solomon (request+bd4zkw4nw2@foi.uipa.org)
(Requester's name)

FROM: Elections Division (elections@kauai.gov)
(Agency, and agency contact person's name, telephone number, & email address)

DATE THAT THE RECORD REQUEST WAS RECEIVED BY AGENCY: 09/28/2022

DATE OF THIS NOTICE: 10/12/2022

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

1. See attached.
- 2.
- 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

N/A

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: request+bd4zkw4nw2@foi.uipa.org

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

- On October 12, 2022.
- 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: \$ 0.00

- 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 \$ 0.00

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.

From: Corinne Solomon <request+bd4zkw4nw2@foi.uipa.org>
Sent: Wednesday, September 28, 2022 9:33 AM
To: Elections 1
Subject: Records Request for Kauai Office of the County Clerk - Elections: Kauai County 2022 General Election Places of Deposit Employee Manual [#834]
Attachments: form1_records_request.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: This email originated from outside the County of Kauai. Do not click links or open attachments even if the sender is known to you unless it is something you were expecting.

Aloha,

Pursuant to the public records law, I would like to request the following records in electronic format sent to my email address.

In electronic format, I hereby request the 2022 General Election Places of Deposit Employee manual, guide, handout, or reference materials.

Mahalo,

Corinne Solomon

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: 09-28-2022

TO: **Kauai Office of the County Clerk - Elections**
Agency that Maintains the Government Record

elections@kauai.gov
Agency's Contact Information

FROM: request+bd4zkw4nw2@foi.uipa.org
Requester's Name or Alias

request+bd4zkw4nw2@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.

In electronic format, I hereby request the 2022 General Election Places of Deposit Employee manual, guide, handout, or reference materials.

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+bd4zkw4nw2@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, oiip@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 oiip.hawaii.gov or from OIP.

BALLOT ENVELOPE PROCESSING PROCEDURE



ELECTIONS DIVISION
OFFICE OF THE COUNTY
COUNTY OF KAUA'I

September 27, 2022, v1.0

Disclaimer

This document is intended as a reference source only and should not be construed as the authority for the administration of elections or constituting legal advice.

Readers should consult the Hawai'i Revised Statutes and other sources for a complete and legal basis of the law or seek assistance from a licensed private attorney.

While every effort was made to keep this document up to date, if any item or section is outdated, the outdated material shall not affect other items or sections of this document that can be given effect without the outdated section or item, and to this end the sections of this document are severable.

1 OVERVIEW.

1.1 Terms and Acronyms.

AgilisDuo means the tabletop envelope scanner/sorter developed and supported by Runbeck Election Services, Inc.

Americans with Disabilities Act or **ADA** means the Americans with Disabilities Act of 1990 with amendments.

Ballot Dropbox or **Dropbox** means the apparatus set up by the County Clerk for receiving and securing voted ballots pursuant to HRS § 11-109.

Ballot Envelope or **Envelope** means the envelope containing a voter's voted ballot.

Ballot Tray or **Tray** means USPS mail trays containing validated mail ballot envelopes which are ready to be transferred to the Counting Center.

Ballot Vault or **Vault** means the safe or vault within the Elections Division which is used to secure Ballot Trays.

Console means the AgilisDuo software package.

Counting Center means the facility established for counting ballots pursuant to HRS § 16-41.

County Clerk or **Clerk** means the County Clerk of the County of Kaua'i, State of Hawai'i.

County means the County of Kaua'i, State of Hawai'i.

Deficient Ballot Deadline means the deadline for curing deficient ballots pursuant to HRS § 11-16.

Deficient Envelope means a Ballot Return Envelope which is missing the voter's signature, contains a non-matching signature, or includes some other condition which prohibits the ballot from being counted pursuant to HRS § 11-106.

DOJ means the U.S. Department of Justice.

DP means voting district and precinct.

Dropbox Late Invalid Envelope or **DLIE** means the envelope develop to secure ballots there were left outside a locked Dropbox.

Dropbox Locker or **DL** means a volunteer Election Day official whose responsibility is to lock the Dropbox at the close of polls on Election Day.

Elections Administrator or **EA** means the Elections Administrator of the Elections Division, Office of the County Clerk, County of Kaua'i, State of Hawai'i.

Elections Division means the Elections Division of the Office of the County Clerk, County of Kaua'i, State of Hawai'i.

Envelope Signature means the voter's signature contained on the ballot return envelope.

HAR means Hawai'i Administrative Rules.

HRS means Hawai'i Revised Statutes.

Mail Source means the location where a mail ballot was submitted.

Non-verified Envelope or **NVE** means a Ballot Envelope which has not yet completed the signature verification process.

Official Observer or **Observer** means volunteers from the public who are tasked with observing the ballot counting process pursuant to HRS § 16-45.

Place of Deposit or **POD** means the location designated by the County Clerk for the placement of a Ballot Dropbox pursuant to HRS § 11-109.

Reference Image means a digitized image of a voter's authenticated signature which is on file in the Elections Division.

Reference Signature means a voter's authenticated signature on file in the Elections Division.

Staff means employees of the Office of the County Clerk, County of Kaua'i.

State means the State of Hawai'i.

TotalVote means the computerized database of registered voters used to administer elections.

USPS means the United States Postal Service.

Verified Envelope or **VE** means Ballot Envelopes which have completed the signature verification process which can be transferred to the Counting Center for further processing.

Volunteer means an individual from the public assisting with an election process.

Watcher means an individual appointed by a political party pursuant to HRS § 11-77 to watch an election process.

BALLOT ENVELOPE PROCESSING

1.2 Authority.

1.2.1 The Office of the County Clerk through its Elections Division is authorized to administer all official elections conducted in the County of Kaua'i, State of Hawai'i pursuant to:

- (1) U.S. Constitution;
- (2) Help America Vote Act of 2002 (HAVA);
- (3) Hawai'i State Constitution;
- (4) Hawai'i Revised Statutes;
- (5) Hawai'i Administrative Rules;
- (6) Charter of the County of Kaua'i; and
- (7) Kaua'i County Code 1987 as amended.

1.2.2 Specifically, the Office of the County Clerk is responsible for conducting "*...all elections held within the county pursuant to this charter, the laws of the State of Hawai'i or the United States of America.*" Section 5.01 (B) (4) of Article V of the Charter of the Kaua'i County. Emphasis added.

1.2.3 Additional information is available on the State Office of Elections webpage at: <https://elections.hawaii.gov/resources/election-laws/>

1.3 Organization.

1.3.1 The County Clerk serves as the department head for the Office of the County Clerk, which is comprised of the Council Services and Elections Divisions.

1.3.2 The County Clerk delegates oversight of all Federal, State, and County elections conducted in the County of Kaua'i to the Elections Administrator (EA).

1.3.3 The EA serves as the division head for the Elections Division and oversees all election Staff and Volunteers in the County. The EA reports directly to the County Clerk.

1.3.4 The Elections Division consists of a combination of permanent staff members, seasonal temporary hires, and volunteers.

2 BALLOT ENVELOPE RECEIPT.

2.1 Ballot Envelope Security.

2.1.1 Ballot Envelopes shall be kept in secure areas of the building, which shall only be accessible to Staff.

BALLOT ENVELOPE PROCESSING

- 2.1.2 Non-verified Envelopes (NVE) shall not be commingled with Verified Envelopes (VE).
- 2.1.3 The County Clerk or designee may authorize Official Observers and other election volunteers to access areas where Envelopes are present.
- 2.1.4 Whenever non-Staff are authorized to be in secure areas of the Elections Division they shall be accompanied by Staff.
- 2.1.5 At the close of the business day, NVE and VE shall be locked in separate vaults in the Elections Division.
- 2.2 Ballot Envelope Preparation.
 - 2.2.1 Envelopes shall be kept segregated by receipt source (i.e., USPS, Place of Deposit, etc.).
 - 2.2.2 Each Envelope shall be date/time stamped on the front (address) side of the envelope.
 - 2.2.3 Envelopes shall be sorted by District and Precinct (DP) but shall remain segregated by receipt source.
- 3 PLACES OF DEPOSIT.
 - 3.1 Personnel.
 - 3.1.1 Staff.

Staff shall be responsible for maintaining, deploying, and retrieving Dropboxes from the field, and shall be the only individuals authorized to collect ballots pursuant to Hawai'i law and procedures described in the document.
 - 3.1.2 Dropbox Lockers.

Dropbox Lockers are members of the public who reside in the general area where a Dropbox is located and are only responsible for locking the Dropbox at the close of polls on Election Day.
 - 3.1.3 Official Observers.

Official Observers are members of the public who are appointed by a political party to oversee the ballot counting process pursuant to HRS § 16-45. Observers shall serve in a purely observational capacity and shall have no authority over the ballot envelope collection process. The absence of Observers during the ballot collection process shall not be cause for delaying or rescheduling any collection.

3.2 Locations.

3.2.1 Places of Deposit (POD) shall be established in locations which are commonly known to area residents. The list of current PODs is depicted in Appendix 7.1.

3.2.2 The placement of Dropboxes shall be in a visible location which is accessible pursuant to the DOJ's Americans with Disabilities Act Checklist for Polling Place.

3.3 Dropboxes.

3.3.1 Deployment.

- (1) Dropboxes shall be deployed at approximately the same time that ballots are initially mailed to voters.
- (2) Deployment may be staggered to accommodate logistical or location specific issues.
- (3) Dropboxes shall be secured to a fixed object at each Place of Deposit.

3.3.2 Maintenance.

- (1) Prior to deployment Dropboxes shall be examined to ensure that the exterior and interior of the unit is clean.
- (2) Locks, doors, and the envelope chute shall be examined to ensure that they are clean, clear of obstruction, and functioning properly.
- (3) Dropboxes shall be examined and cleaned at every ballot collection.
- (4) Damaged Dropboxes shall not be deployed. A Dropbox damaged in the field shall be removed from service and a report shall be filed with the Kaua'i Police Department, if applicable.
- (5) A damaged Dropbox shall be replaced as soon as possible if a spare is available and an announcement shall be issued to inform the public of the temporary or permanent unavailability of the POD as applicable.

3.3.3 Retrieval.

- (1) Staff shall retrieve and transport Dropboxes back to the Elections Division as soon after the election as practicable.

- (2) Retrieval may be staggered to accommodate logistical or location specific issues.

3.4 Envelope Collection.

3.4.1 General Requirements.

- (1) Ballot Envelopes shall be transported to the Elections Division inside an enclosed container, which shall be sealed with a uniquely numbered wire hasp seal.
- (2) A separate transport container shall be used for each Dropbox.

3.4.2 Documentation.

- (1) Staff shall complete a Place of Deposit Collection Record form (Form) in ink to document the collection of Ballot Envelopes from each Dropbox. A sample of the Form is depicted in Appendix 7.2.
- (2) Official Observers, if present, shall initial in the Observer Initial(s) field of the Form to confirm that the information and the field count of Envelopes recorded on the Form is correct.
- (3) The Envelope count recorded on the Form shall represent a manual hand-count of envelopes taken as envelopes are transferred from Dropboxes to transport containers. The Envelope count from the statewide voter registration system shall be the official count of Envelopes collected.
- (4) Not all Envelopes collected from Dropboxes will be forwarded for counting as some may contain deficiencies, such as missing or non-matching signatures, which prohibit the ballot from being counted until the deficiency is cured pursuant to HRS §§ 11-106 and 11-108.

3.4.3 Staff shall be responsible for:

- (1) Ensuring that all Envelopes from Dropboxes are transferred to transport containers;
- (2) Securing transport containers with a uniquely numbered wire hasp seal;
- (3) Examining the Dropbox to ensure it is secured to a fixed object and is in proper working order; and

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- (4) Ensuring the collection bin door is locked after Envelopes are removed.
 - 3.4.4 Official Observers, if any, shall confirm the manual hand-count of Envelopes is correct and that the Dropbox is emptied before being locked.
 - 3.4.5 Prior to Election Day any voter appearing at the Dropbox before the transport container is sealed shall be allowed to place their Envelope in the container.
- 3.5 Transport Container Security.
 - 3.5.1 Upon completion of the Form, the white (original) copy shall be placed in the clear pouch affixed to each transport container and the yellow (NCR copy) shall be sealed inside the container with the Ballot Envelopes.
 - 3.5.2 A uniquely numbered wire hasp seal shall be properly affixed to the transport container to prevent it from being opened without cutting the seal or damaging the container.
 - 3.5.3 During Envelope collection the transport vehicles shall:
 - (1) Be locked when occupants exit the vehicle and shall not be left unattended for prolonged periods of time;
 - (2) Proceed directly from one Dropbox to the next using the most direct route of travel possible; and
 - (3) Only stop at Dropbox locations and engage in functions relevant to the secure collection and transport of Envelopes to the Elections Division.
- 3.6 Processing at Election Division.
 - 3.6.1 Staff shall document the receipt of transport containers on the White (original) copy of the Form and remove the seal securing the transport container after validating the seal numbers. The cut seal shall be affixed to the White copy of the Form.
 - 3.6.5 Envelopes from each transport container shall be kept together until Envelopes are manually sorted into districts and precincts.
 - 3.6.2 The number of Envelopes collected from each Dropbox shall be entered into a spreadsheet or similar document for future reference. The

BALLOT ENVELOPE PROCESSING

Envelope count from the statewide voter registration system shall be the official count of Envelopes collected.

3.6.3 Not all Envelopes reflected in the spreadsheet count will be forwarded for counting as some of the Envelopes may contain deficiencies, such as missing or non-matching signatures, which prohibit the ballot from being counted until the deficiency is cured pursuant to HRS §§ 11-106 and 11-108.

3.6.4 The White (original) and Yellow (NCR copy) of the Form shall be filed together for future reference.

3.7 Election Day.

3.7.1 Personnel.

- (1) Two (2) Election Staff.
- (2) Seven (7) Election Day volunteers.
- (3) Official Observers, if any.

3.7.2 Logistics.

- (1) Dropboxes on the island shall be divided into two (2) service areas: Kōloa to Waimea and Waipouli to Hanalei. (Staff shall be responsible for servicing the Dropbox in the front of the Elections Division.)
- (2) Staff shall be responsible for collecting Ballot Envelopes from each service area.
- (3) A Dropbox Locker shall be assigned to each Dropbox.
- (4) Staff and Dropbox Lockers shall be provided with the keys for their assigned Dropbox ballot chute.
- (5) Staff shall be provided with the collection bin keys for all Dropboxes in their service area.

3.7.3 To ensure Dropboxes are locked at the same time on Election Day, all Staff and Dropbox Lockers shall use the time at <https://time.gov/> and shall be at their assigned Dropbox prior to the close of polls at 7:00 p.m. on Election Day.

- (1) A Staff person shall be assigned to each of the last Dropboxes at the extreme ends of the island.

(2) A Dropbox Locker shall be at all other Dropboxes.

3.7.4 Staff collecting Ballot Envelopes shall only travel directly between Dropboxes in their assigned service area and shall collect Envelopes pursuant to sections 3.4 and 3.5.

3.7.5 At the close of polls, an envelope chute plate shall be locked into place on each Dropbox to prevent Envelopes from being deposited into the Dropbox after the close of polls at 7:00 p.m.

(1) A voter appearing at the Dropbox before the envelope chute is locked shall be allowed to deposit the Ballot Envelope in the Dropbox.

(2) Once an envelope chute plate is locked in place, no more Ballot Envelopes shall be accepted.

3.7.6 Ballot Envelopes left by the Dropbox or dropped off by voters after the envelope chute is locked shall be deemed late and invalid and shall not be counted.

(1) Late invalid Envelopes shall not be comingled with Envelopes which were received prior to Dropbox being locked.

(2) Any late invalid Envelopes shall be secured inside a Dropbox Late Invalid Envelope (DLIE). A sample of the DLIE is depicted in Appendix 7.3.

(3) The DLIE containing the late invalid Envelopes shall be sealed inside the corresponding transport container.

4 ENVELOPE SCANNING.

4.1 AgilisDuo Envelope Scanning System.

4.1.1 AgilisDuo hardware consists of four (4) components:

- (1) An envelope hooper;
- (2) A belt driven envelope feeders;
- (3) A camera; and
- (4) Sorting pockets (3 total).

4.1.2 AgilisDuo software consists of:

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- (1) Devise controllers which provide the functionality to operate the device;
- (2) File management tools to produce, extract, and upload files required to manage data captured by the scanner; and
- (3) Signature display tools used to conduct a manual side-by-side comparison of the Envelope Signature captured by the AgilisDuo and a Reference Signature on file in the Elections Division.

4.1.3 The AgilisDuo shall be used to capture an image of Ballot Envelopes which are received prior to Election Day.

4.2 TotalVote Voter Registration System.

4.2.1 System Components.

- (1) Database used to secure and maintain voter data pursuant to federal and state law.
- (2) Mail voting component to manage ballot mailing data.
- (3) Online voter registration portal for individuals possessing a Hawai'i driver license or Hawai'i State identification card.
- (4) Mail ballot status portal for voters to determine the status of their mail ballot.
- (5) Electronic ballot transmittal for military, overseas, and ADA voters, and replacement ballot transmittal.
- (6) File generation used to validate mail ballot envelopes processed through the AgilisDuo.

4.2.2 TotalVote shall serve as the system of record and shall be used to process Ballot Envelopes which are received on Election Day.

4.3 Process Summary.

4.3.1 The TotalVote Voter Registration System and AgilisDuo Envelope Scanner/Sorter work in concert to manage the mail voting process.

4.3.2 Prior to Election Day, Envelope Signatures images shall be captured using the AgilisDuo and manually compared using its display software.

- (1) If the Envelope Signature matches the corresponding voter's Reference Signature, the Envelope will be transferred to the Counting Center for further processing.

- (2) If the Envelope Signature does not match the corresponding voter's Reference Signature or the Envelope Signature is missing, the Envelope shall be deemed deficient and shall not be transferred to the Counting Center until the deficiency is cured.

4.3.3 On Election Day, Envelopes shall not be scanned using the AgilisDuo. The signature verification process shall be manually completed by directly comparing the Envelope Signature with the Reference Signature stored in TotalVote.

5 SIGNATURE VERIFICATION.

5.1 Overview and Assumptions.

5.1.1 Signatures vary depending on the writing instrument, writing surface, writing environment, whether it was made while sitting or standing, the signer's physical and mental state, and numerous other factors.

5.1.2 Signature evaluation shall focus on identifying similarities between the Envelope Signature and Reference Signature as opposed to focusing on identifying discrepancies.

- (1) Focusing on identifying signature similarities errs on the side of the voter and minimizes the impact of signature imperfections due to factors summarized in Item 5.1.1.

- (2) Conversely, focusing on identifying signature discrepancies penalizes voters by emphasizing signature imperfections due to factors summarized in Item 5.1.1.

5.1.3 Printed Signatures.

- (1) Printed (non-cursive) signatures are becoming increasingly common and shall be accepted if a Reference Signature is also printed.

- (2) Follow-up shall be conducted for voters who submit a printed Envelope Signature but who do not have a printed Reference Signature.

5.2 Signature Evaluation Process.

5.2.1 Signature (evaluation) verification is a manual visual comparison of an Envelope Signature against the corresponding voter's Reference Signature.

5.2.2 Election Division personnel shall be responsible for manually verifying Envelope signatures using AgilisDuo software, and shall render one of the following decisions:

- (1) MATCH (Signature Match);
- (2) NMAT (Signature No Match);
- (3) NSIG (Signature Missing);
- (4) NWIT (Witness Missing); and
- (5) REF? (Reference Image Missing).

(The "TV Reject" option will appear on-screen but shall be reserved solely for file transfer protocols.)

5.2.3 Envelopes containing signatures which match will be transferred to the Counting Center for further processing.

5.2.4 For Envelopes containing non-matching signatures or other deficiencies:

- (1) The corresponding voters will be contacted to address the deficiency.
- (2) If the deficiency is cured before the Deficient Ballot Deadline the voter's Envelope will forwarded to the Counting Center for further processing.
- (3) If the deficiency is not cured before the Deficient Ballot Deadline the voter's ballot will be invalidated and not counted.

5.2.5 A signature verification workflow is depicted in Appendix 7.4.

5.2.6 Detailed signature verification procedures are depicted in Appendix 7.5.

5.3 Deficient Envelopes.

5.3.1 Ballot Envelope Cure Form.

- (1) A Ballot Envelope Cure Form (form) shall be completed and mailed each voter who submits a Deficient Envelope
- (2) A sample Form is depicted in Appendix 7.6.

5.3.2 Voter Follow-up.

- (1) A Ballot Envelope Cure Form (Form) and a postage-paid envelope shall be mailed to each voter who submits a Deficient Envelope.
- (2) A copy of the Form and related documents, if any, shall be attached to the voter's Deficient Envelope and filed in alphabetical order.
- (3) A voter submitting a Deficient Envelope shall be required to properly complete and submit a Form no later than 7:00 p.m. on the date of the election.
- (5) If a voter submitting a Deficient Envelope has not already submitted the Ballot Envelope Cure Form, the voter shall have the option to vote in-person at the Voter Service Center.
- (6) The Ballot Envelope Cure Form shall be the final attempt to contact the voter.
- (7) If there is insufficient time to mail the voter a Ballot Envelope Cure Form, the voter shall be contact by phone and instructed to correct the deficiency in-person at the Elections or vote in-person at the Voter Service Center.

5.3.3 Deficient Envelope Disposition.

- (1) If a voter submitting a Deficient Envelopes submits a properly completed Ballot Envelope Cure Form by the Deficient Ballot Deadline pursuant to HRS § 11-106, the voter's Ballot Return Envelope shall be forwarded to the Counting Center for processing.
- (2) If a voter submitting a Deficient Envelope fails to submit a properly completed Ballot Envelope Cure form by the Deficient Ballot Deadline pursuant to HRS § 11-106, the voter's ballot will not be forwarded to the Counting Center.

5.4 Invalid Envelope Documentation.

5.4.1 Invalid File.

- (1) "Invalid" shall be stamped in red ink on the front and back of each Deficient Envelope and photocopies shall be made of both sides of the stamped envelopes.

- (2) A copy of the front and back of the Deficient Envelope, and the Deficient Envelope Form, and related documents shall be filed in alphabetical sequence.
- (3) The Invalid File shall be archived pursuant to § 50 USC 20701. Circumstances permitting, the Invalid File retention period may exceed the time specified in § 20701.

5.4.2 Invalid Ballot Container.

- (1) The Deficient Envelope, original Ballot Envelope Cure Form, and related documents shall be secured in an Invalid Ballot Container, which shall be sealed using a uniquely numbered wire hasp seal.
- (2) The Invalid Ballot Container shall be shipped back to the Office of Elections and shall be archived pursuant to § 50 USC 20701. Circumstances permitting, Invalid Ballot Containers retention period may exceed § 20701.

6 VERIFIED ENVELOPE TRANSFER.

6.1 Personnel.

- 6.1.2 Election Staff shall be responsible for transferring Envelope Trays from the Vault and completing an Envelope Tray Transfer Record Form.
- 6.1.3 Official Observers shall be responsible for confirming Tray counts and escorting the Trays during transport to the Counting Center.

6.2 Verified Envelope Tray Security.

- 6.2.1 Verified Envelope Trays shall only be comprised of signature validated Ballot Envelopes which are ready to be transferred to the Counting Center.
- 6.2.2 Work involving Ballot Envelopes and/or Envelope Trays shall be completed in secure areas of the Elections Division, which are not accessible to the public.
- 6.2.3 Once work involving Ballot Envelopes and/or Envelope Trays is completed, all envelopes and Trays shall be secured in the Elections Division Vault until they are ready to be transferred to the Counting Center.

BALLOT ENVELOPE PROCESSING

- 6.2.4 Ballot Envelopes and/or Envelopes Trays may be temporarily removed from the Vault to expedite the addition or removal of Envelopes pursuant to law.
- 6.2.5 Only the County Clerk or designee may authorize access to the Ballot Vault. Access to the Vault shall be restricted to Staff provided that Official Observers may be granted access as part of the process for transferring custody of Envelope Trays to the Counting Center.
- 6.3 Verified Ballot Tray Transfer.
 - 6.3.1 Staff shall complete a Envelope Tray Transfer Record Form (Form) to document the transfer of custody of Envelope Trays from the Elections Division to the Counting Center. A sample Form is depicted in Appendix 7.7.
 - (1) Official Observers shall verify the quantity of Envelope Trays being transferred and shall confirm the count by initialing in the OBSERVER Initials field in the upper portion of the form.
 - (2) The WHITE (original) copy of the form shall be transferred to the Counting Center.
 - (3) The YELLOW copy of the form shall remain at the Elections Division.
 - 6.3.2 Official Observers shall escort Envelope Trays during transport to the Counting Center.
- 6.4 Counting Center Acceptance.
 - 6.4.1 At the Counting Center a different set of Official Observers shall verify the quantity of Envelope Trays being received and shall confirm the count by initialing in the OBSERVER Initials field in the lower portion of the form.
 - 6.4.2 After Tray counts are confirmed, the Envelope Trays and the completed Envelope Tray Transfer Record form shall be transferred to the Ballot Opening team.

7 APPENDIX

7.1 Places of Deposit

NO.	LOCATION
1	Hanalei Neighborhood Center
2	Princeville Library
3	Kīlauea Neighborhood Center
4	Waipouli Shopping Center
5	Elections Division
6	Kōloa Neighborhood Center
7	Kalāheo Neighborhood Center
8	Hanapēpē Neighborhood Center
9	Waimea Neighborhood Center

BALLOT ENVELOPE PROCESSING

7.2 Place of Deposit Collection Record

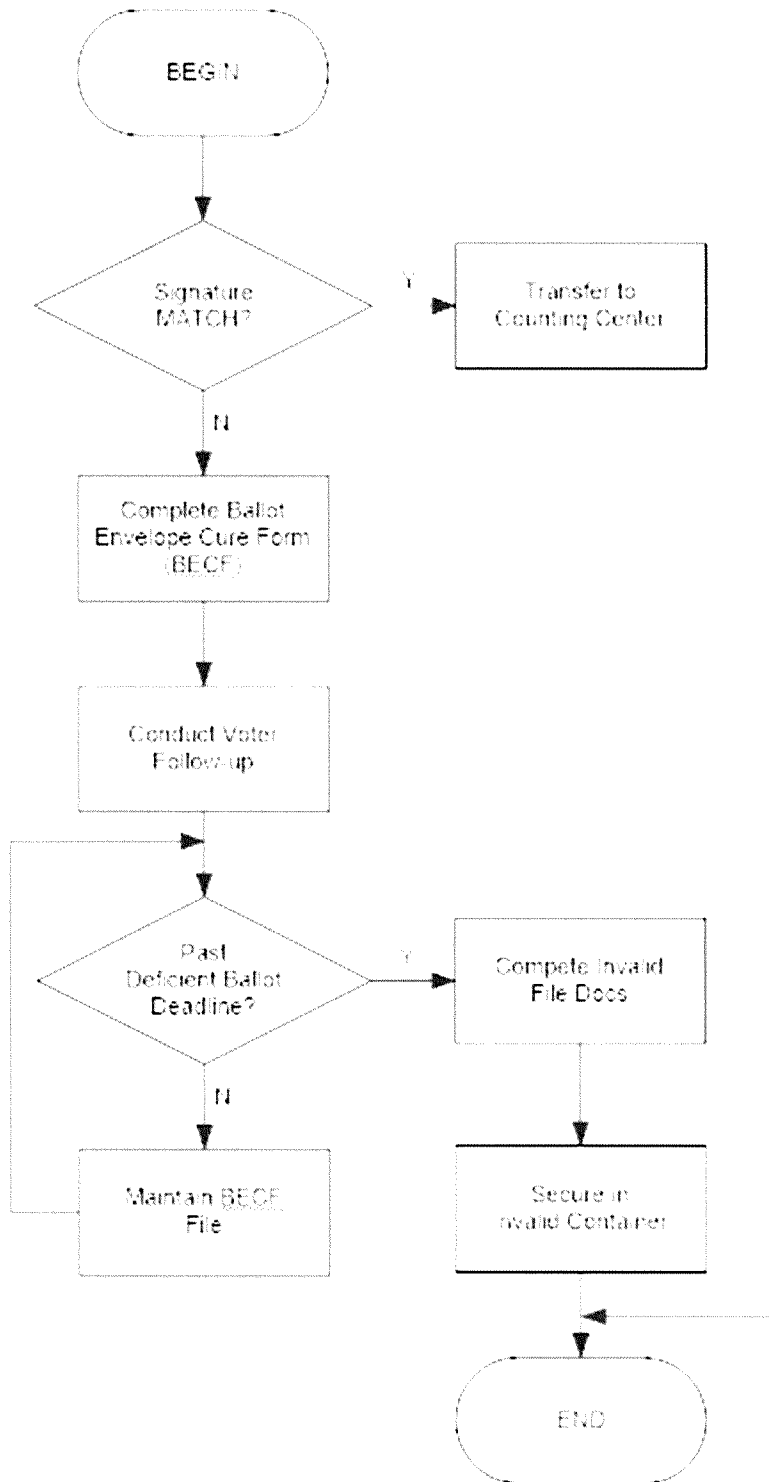
PLACE OF DEPOSIT COLLECTION RECORD			
Date	Location		
Time ARRIVED		Time DEPARTED	
Inspection Check List <input type="checkbox"/> Secured to fixed object with wheels locked. <input type="checkbox"/> Exterior clean. <input type="checkbox"/> Interior clean and dry. <input type="checkbox"/> Collection bin clean and dry. <input type="checkbox"/> Deposit chute unlocked and free of obstruction. <input type="checkbox"/> Doors locked.			
Note(s)		Seal No.	
		Staff Initial	Observer Initial(s)
Time ARRIVED		Seal No.	
Note(s)		Tape seal here on ORIGINAL COPY	
		Staff Initials	
No. Envelopes		Staff Initials	

Office of the County Clerk, County of Kauai WHITE Original / YELLOW Copy

7.3 Dropbox Late Invalid Envelope

DROPBOX LATE INVALID		
YEAR	ELECTION <input type="checkbox"/> Primary <input type="checkbox"/> General	
LOCATION: <input type="checkbox"/> Hanalei Neighborhood Center <input type="checkbox"/> Princeville Library <input type="checkbox"/> Kīlauea Neighborhood Center <input type="checkbox"/> Waipouli Shopping Center <input type="checkbox"/> Elections Division <input type="checkbox"/> Kōloa Neighborhood Center <input type="checkbox"/> Kalāheo Neighborhood Center <input type="checkbox"/> Hanapēpē Neighborhood Center <input type="checkbox"/> Waimea Neighborhood Center		
DATE	TIME	QUANTITY
NOTE(S)		
OBSERVER INITIAL(S)		STAFF INITIAL(S)


7.4 Signature Verification Workflow.



7.5 Procedure Signature Verification v2.0.

SEPARATE DOCUMENT.

7.6 Ballot Envelope Cure Form.



Elections Division
Office of the County Clerk
4386 Rice Street
Līhū'e Hawai'i 96766

(808) 241-4800
election@kauai.gov

BALLOT ENVELOPE CURE FORM

The Elections Division has received your ballot but it cannot be counted because of the following issue:

- Envelope not signed
- Envelope signature does NOT match the signature on file
- Other: _____

To cure the above issue so that your ballot is counted, please do the following:

- 1) Complete the information below,
- 2) Sign in the Green box below, and
- 3) Return this form using the enclosed postage-paid envelope or hand-deliver the completed form to the address above.

Your completed form must be received by 7:00 p.m. on Tuesday, November 8, 2022.

You also have the option to vote in-person at the Voter Service Center located in the basement of the Elections Division located at 4386 Rice Street in Līhū'e.

Please complete at least one (1) item below (REQUIRED)

Month/Day of Birth	Hawai'i Driver License or State ID number	Last 4-digits of SSN		
	OR		OR	

By signing below, I affirm that the information provided above is true and correct and that I have personally voted the mail ballot that was provided to me.

(Signature REQUIRED in block above)

Pursuant to HAR § 3-177-654, this form will be used to validate the mail ballot of the voter named above.

7.7 Envelope Tray Transfer Record.

ENVELOPE TRAY TRANSFER RECORD	
Date / Time	Origination
	ELECTIONS DIVISION
No. HALF Length Trays	No. FULL Length Trays
Total Trays SENT	OBSERVER Initials
Note(s)	
Date / Time	Destination
	COUNTING CENTER
No. HALF Length Trays	No. FULL Length Trays
Total Trays RECEIVED	OBSERVER Initials
Notes(s)	
<small>Office of the County Clerk, County of Kaua'i WHITE Counting Center / YELLOW Elections</small>	

DOCUMENT HISTORY

Date	Version	Comments
09/27/2022	1.0	Document origination v1.0; codification of Ballot Envelope Receipt and Verified Envelope Transfer process; consolidation of Place of Deposit Collection and Signature Verification processes

SIGNATURE VERIFICATION PROCEDURE



ELECTIONS DIVISION
OFFICE OF THE COUNTY
COUNTY OF KAUA'I

Revised September 23, 2022, v2.0

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1 Overview.

1.1 Introduction.

This procedure was developed from material presented during handwriting analysis training conducted by Mr. Reed Hayes, Certified Document Examiner and specifically from chapter 10 of his book, titled, "Forensic Handwriting Examination A Definitive Guide" (©2006 ReedWrite Press).

Mr. Hayes is a court certified handwriting and document examiner from Honolulu, Hawai'i, who has studied handwriting for over three decades. He is a graduate of the Andrew Bradley Training Course in Forensic Document Examination (beginning and advanced) and holds certifications from the National Association of Document Examiners and the American Institute of Applied Science.

1.2 Definitions.

AgilisDuo means the tabletop envelope scanner/sorter developed and supported by Runbeck Election Services, Inc.

Ballot Envelope or **Envelope** means the envelope containing a voter's voted ballot.

Counting Center means the facility established for counting ballots pursuant to HRS § 16-41.

Deficient Ballot Deadline means the deadline for curing deficient ballots pursuant to HRS § 11-16.

Deficient Envelope means a Ballot Return Envelope which is missing the voter's signature, contains a non-matching signature, or includes some other condition which prohibits the ballot from being counted pursuant to HRS § 11-106.

Envelope Signature means the voter's signature contained on the ballot return envelope.

HRS means Hawai'i Revised Statutes.

Reference Image means a digitized image of a voter's authenticated signature which is on file in the Elections Division.

TotalVote means the computerized database of registered voters used to administer elections.

1.3 Assumptions.

1.3.1 Signatures vary depending on the writing instrument, writing surface, writing environment, whether it was made while sitting or standing, the signer's physical and mental state, and numerous other factors.

1.3.2 Signature evaluation shall focus on identifying similarities between the Envelope Signature and Reference Signature as opposed to focusing on identifying discrepancies.

(1) Focusing on identifying signature similarities errs on the side of the voter and minimizes the impact of signature imperfections due to factors summarized in Item 1.3.1.

(2) Conversely, focusing on identifying signature discrepancies penalizes voters by emphasizing signature imperfections due to factors summarized in Item 1.3.1.

1.3.3 Printed Signatures.

(1) Printed (non-cursive) signatures are becoming increasingly common and shall be accepted if a Reference Signature is also printed.

(2) Follow-up shall be conducted for voters who submit a printed Envelope Signature but who do not have a printed Reference Signature.

1.3.4 Common methods of forgery are summarized in Appendix 6.1.

2 Signature Verification.

2.1 Ballot Envelope Processing.

2.1.1 Ballot Return Envelopes received prior to Election Day will be scanned through a AgilisDuo envelope scanner/sorter.

(1) An image of the entire signature/affirmation side of each Ballot Return Envelope is captured.

(2) Software creates a cropped signature image which shall be manually verified against the voter's Reference Signature, and produces files required to update TotalVote.

(3) Envelopes with unscannable (damaged) barcodes shall be processed manually directly into TotalVote.

2.1.2 Ballot Envelopes received on Election Day shall be processed directly into the TotalVote using a hand-held barcode scanner to access the voter's Reference Signature. The corresponding voters will be manually marked as voted if the Envelope and Reference Signature match.

2.2 Signature Evaluation Process.

2.2.1 Signature (evaluation) verification is a manual visual comparison of an Envelope Signature against the corresponding voter's Reference Signature.

2.2.2 Election Division personnel shall be responsible for manually verifying Envelope signatures using AgilisDuo software, and shall render one of the following decisions:

- (1) MATCH (Signature Match);
- ii. NMAT (Signature No Match);
- (2) NSIG (Signature Missing);
- (3) NWIT (Witness Missing); and
- (4) REF? (Reference Image Missing).

(The "TV Reject" option will appear on-screen but shall be reserved solely for file transfer protocols.)

2.2.3 Envelopes containing signatures which match will be transferred to the Counting Center for further processing.

2.2.4 For Envelopes containing non-matching signatures or other deficiencies:

- (1) The corresponding voters shall be mailed a Ballot Envelope Cure Form to cure the deficiency on the Ballot Envelope.
- (2) If the deficiency is cured before the Deficient Ballot Deadline the voter's ballot shall be forwarded to the Counting Center for further processing.
- (3) If the deficiency is not cured before the Deficient Ballot Deadline the voter's ballot shall be invalidated and not counted.

2.2.5 A signature verification workflow is depicted in Appendix 6.2.

3 Determining Authenticity.

3.1. Signature Evaluation Criteria.

3.1.1 To be accepted an Envelope Signature must demonstrate reasonable similarity when evaluated against the corresponding voter's Reference Signature so that a reasonable person would determine that the Envelope Signature was made by the named individual.

3.1.2 To be rejected an Envelope Signature must demonstrate significant differences when evaluated against the corresponding voter's Reference Signature so that a reasonable person would determine that the Envelope Signature was not made by the named individual.

3.2 Broad Characteristic Review.

3.2.1 Evaluate the overall look of the Envelope Signature in comparison to the Reference Signature:

- (1) Type of writing (cursive v. print);
- (2) Spelling;
- (3) Alignment (placement w/ respect to printed line);
- (4) Slant (slope);
- (5) Capital letters;
- (6) Overall size and proportions; and
- (7) Writing speed.

3.2.2 If the Broad Characteristics of the Envelope Signature are consistent with the Broad Characteristics of the Reference Signature, the signature shall be accepted.

3.2.3 If the Broad Characteristics of the Envelope Signature are not consistent with the Reference Signature, review Local Characteristics.

3.2.4 A sample review of Broad Characteristics is depicted in Appendix 6.3.

3.3 Local Characteristic Review.

3.3.1 Evaluate the specific characteristics of the Envelope Signature in comparison to the Reference Signature:

- (1) Internal spacing;
- (2) Size/proportions of letters & letter combinations;
- (3) Connecting strokes;
- (4) Curves, loops & angles;
- (5) Presence or absence of pen lifts;
- (6) Beginning & ending strokes; and

(7) Line quality.

3.3.2 If the Local Characteristics of the Envelope Signature are consistent with the Local Characteristics of the Reference Signature, the signature shall be accepted.

3.3.3 If the Local Characteristics of the Envelope Signature are not consistent with the Reference Signature, the signature shall not be accepted.

(1) Envelopes which are missing a signature or which contains a non-matching signature shall be deemed deficient and will not be forward to the Counting Center until the deficiency is addressed.

(2) If it is prior to 7:00 p.m. on Election Day, follow-up with the corresponding voter immediately pursuant to Section 4 of this procedure.

(3) If it is after 7:00 p.m. on Election Day, document the Deficient Envelope pursuant to section 5 of this procedure.

3.3.4 A sample review of Local Characteristics is depicted in Appendix 6.4.

4 Deficient Envelopes.

4.1 Ballot Envelope Cure Form.

4.1.1 A Ballot Envelope Cure Form (Form) shall be completed to document each Deficient Envelope.

4.1.2 The completed Form and a postage-free return envelope shall be mailed to the voter.

4.1.3 A copy of the completed Form and related documents, if any, shall attached to the voter's Deficient Envelope and filed in alphabetical order.

4.1.4 A sample Form is depicted in Appendix 6.5.

4.2 Voter Follow-up.

4.2.1 A voter submitting a Deficient Envelope shall be mailed a Ballot Envelope Cure Form immediately to address the issue.

(1) A copy of the letter shall be attached to the Deficient Envelope Form and the voter's ballot envelope, and shall be filed in alphabetical order;

(2) Deficient Envelopes shall not be comingled with non-Deficient Envelopes; and

(3) The mailing of the Ballot Envelope Cure Form shall be the final attempt to contact the voter.

4.2.2 If there is insufficient time to mail the voter a Ballot Envelope Cure Form, the voter shall be contact by phone and instructed to correct the deficiency in-person at the Elections or vote in-person at the Voter Service Center.

4.3 Envelope and Ballot Disposition.

4.3.1 If a voter cures the deficiency by the Deficient Ballot Deadline the voter's Ballot Return Envelope shall be forwarded to ballot preparation personnel and the ballot will be counted.

4.3.2 If a voter fails to cure the issue(s) by the Deficient Ballot Deadline pursuant to HRS § 11-106, the voter's ballot will not be counted.

5 Deficient (Invalid) Ballot Documentation.

5.1 Invalid File.

5.1.1 "Invalid" shall be stamped in red ink on the front and back of each Deficient Envelope and photocopies shall be made of both sides of the stamped envelopes.

5.1.2 A copy of the front and back of the Deficient Envelope, and the Ballot Envelope Cure Form, and related documents shall be filed in alphabetical sequence.

5.1.3 The Invalid File shall be maintained for two (2) federal election cycles or four (4) years, which is greater than the twenty-two (22) month record retention period pursuant to § 50 USC 20701.

5.2 Invalid Ballot Container.

5.2.1 The Deficient Envelope, original Ballot Envelope Cure Form, and related documents shall be secured in an Invalid Ballot Container, which shall be sealed using a uniquely numbered wire hasp seal.

5.2.2 The Invalid Ballot Container shall be shipped back to the Office of Elections and shall be maintained for at least 22 months pursuant to § 50 USC 20701.

6 Appendix.

6.1 Common Methods of Forgery.

A. Freehand simulation.

- i. The forger attempts to copy a genuine signature by looking at it while trying to reproduce it.
- ii. This process entails looking back and forth between the genuine signature and the forgery, which tends to result in hesitation, inaccurate lines, and/or distortions.
- iii. Rehearsed simulations are apt to be somewhat smoother but will still show signs of uncertainty or movements that are not consistent with the genuine signature.
- iv. It is difficult to simultaneously adopt writing movements required to accurately forge a genuine signature, while suppressing one's own writing habits.
- v. Signs of simulated signatures.
 - 1) Slowly executed letters and shapes.
 - 2) Poor line quality.
 - 3) Uncertain, interrupted lines.
 - 4) Wavering strokes (gross or muscular tremors).
 - 5) Blunt starts and stops.
 - 6) Pen rests.
 - 7) Touched up letters.
 - 8) Marked variation of slant.
 - 9) Disproportionate letter sizes and loops.

B. Tracing.

- i. Tracing is a drawn reproduction taken directly from a genuine signature.
- ii. Tracing methods.
 - 1) Light transmission.

6 Appendix.

- Light transmitted below a document containing a genuine signature with a false document immediately above.
 - The light will cast an outline of the genuine signature onto the false document.
 - The forger traces the outline of the genuine signature onto the false document.
 - Requires considerable concentration so the forged signature often lacks fluidity and good line quality.
- 2) Heavy tracing.
- A genuine signature is traced heavily over a false document to create an impression on a false document beneath it.
 - Once the impression is created on the false document, the forger carefully writes over the impression lines.
 - More difficult than light transmission forgery.
- 3) Carbon paper.
- Carbon paper is placed beneath a genuine signature and above a false document.
 - Genuine signature is traced, which transfers an image of the signature to the false document beneath it.
 - The carbon image of the genuine signature on the false document is then traced by the forger.
 - Once the carbon image is traced, there may be attempts to erase it so there may be smear marks or the paper's fiber may be damaged/disrupted.
- 4) Pin pricks.
- Pin prick are made to outline a genuine signature on a false document beneath it.
 - The forger follows the pin pricks on the false document to forge the genuine signature.

6 Appendix.

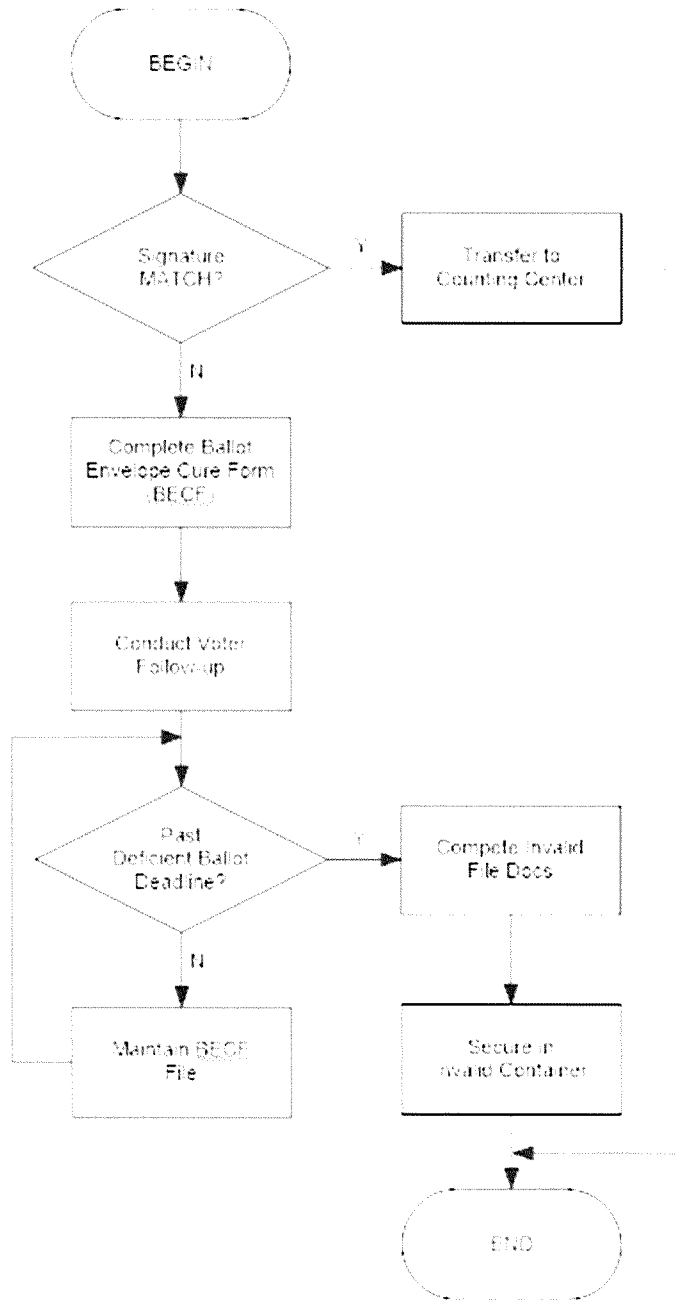
- Uncommon method, which is unlikely to produce an accurate reproduction and will leave obvious pin holes in the false document.

iii. Signs of tracing.

- 1) Deliberate appearance because the writing hand is not moving freely across the paper.
 - 2) Evidence of gross tremor, which results in inferior line quality.
 - 3) Writing pressure is generally constant and heavy (non-variable) and shading of strokes is absent.
 - 4) Blunt initial and terminal strokes.
 - 5) Slight deviation in line direction possibly accompanied by pen lifts.
 - 6) Abrupt starts and stops of the pen.
 - 7) Ink blotches indicating pen rests.
- 8) Corrections or retouching of strokes, sometimes subtle, sometimes written in the wrong direction.

6 Appendix.

6.2 Signature Verification Workflow.



6 Appendix.

6.3 Sample Broad Characteristics Review.

SEPARATE DOCUMENT.

6 Appendix.

6.4 Sample Local Characteristics Review.

SEPARATE DOCUMENT.

6 Appendix.

6.5 Ballot Envelope Cure Form.



Elections Division
Office of the County Clerk
4386 Rice Street
Līhu'e Hawai'i 96766

(808) 241-4800
election@kauai.gov

BALLOT ENVELOPE CURE FORM

The Elections Division has received your ballot but it cannot be counted because of the following issue:

Envelope not signed

Envelope signature does NOT match the signature on file

Other: _____

To cure the above issue so that your ballot is counted, please do the following:

- 1) Complete the information below,
- 2) Sign in the Green box below, and
- 3) Return this form using the enclosed postage-paid envelope or hand-deliver the completed form to the address above.

Your completed form must be received by 7:00 p.m. on Tuesday, November 8, 2022.

You also have the option to vote in-person at the Voter Service Center located in the basement of the Elections Division located at 4386 Rice Street in Līhu'e.

Please complete at least one (1) item below (REQUIRED)

Month/Day of Birth	Hawai'i Driver License or State ID number	Last 4-digits of SSN
<input type="text"/>	OR <input type="text"/>	OR <input type="text"/>

By signing below, I affirm that the information provided above is true and correct and that I have personally voted the mail ballot that was provided to me.

(Signature REQUIRED in block above)

Pursuant to HAR § 3-177-654, this form will be used to validate the mail ballot of the voter named above.

Document History

Date	Version	Comments
06/15/2020	1.0	Origination v1.0
03/01/2022	1.1	Correct typos & other non-substantive edits
09/23/2022	2.0	Revised documentation and clarifying language

Determining Authenticity

Step 1: Review of Broad Characteristics

- Type of writing (cursive v. print)
- Spelling
- Alignment (placement w/ respect to printed line)
- Slant (slope)
- Capital letters
- Overall size & proportions
- Writing speed

Determining Authenticity

Broad Characteristics—Spelling

Genuine

Michael

Suspect

iMichael

Genuine

e Cecilia ↑

Suspect

Cecilia
CELIA MONTS

Determining Authenticity

Broad Characteristics—Alignment

A. *Graded Lujan Cruz*
ISABEL LUJAN CRUZ.

B. *Julia D. Dennis*

C. *John Paul Mitchell*

D. *John Paul*

Determining Authenticity

Broad Characteristics—Alignment

Secretary

Secretary

Determining Authenticity

Broad Characteristics—Slant (Slope)

Barbara Bush

Jim Baffer

John Altheil

Richard B. Rosenberg

Determining Authenticity

Broad Characteristics—Slant (Slope)

Genuine

A handwritten signature in cursive that reads "John Adams." The letters are slanted to the right, and the strokes are fluid and connected.

Suspect

A handwritten signature in cursive that reads "John Adams." The letters are less slanted than the genuine signature, and the strokes appear more rigid and less connected.

Determining Authenticity

Broad Characteristics—Size (absolute)

Truman Capote

Truman Capote

Barbara Bush

Barbara Bush

Frances Farmer

Frances Farmer

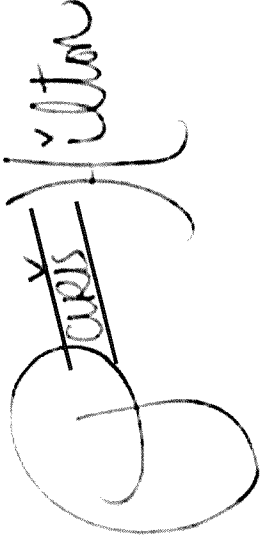
Anthony Bordain

Anthony Bordain

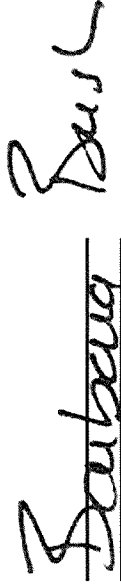
Determining Authenticity

Broad Characteristics—Size (midzone)

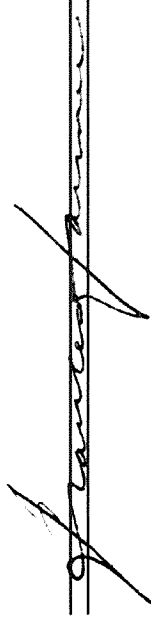
Paris Hilton

A handwritten signature in cursive script that reads "Paris Hilton". The word "Paris" is written in a smaller, more compact style, while "Hilton" is larger and more expansive, with a large loop at the end of the "n".

Barbara Bush

A handwritten signature in cursive script that reads "Barbara Bush". The word "Barbara" is written in a smaller, more compact style, while "Bush" is larger and more expansive, with a large loop at the end of the "h".

Frances Farmer

A handwritten signature in cursive script that reads "Frances Farmer". The word "Frances" is written in a smaller, more compact style, while "Farmer" is larger and more expansive, with a large loop at the end of the "r".

Determining Authenticity

Broad Characteristics—Proportions

Jeremiah Wagoner

Jim Baker

Clayton

CHURCH

John Alford

L. J. Wagoner
My life. My c

Francis James

Determining Authenticity

Broad Characteristics—Speed

Fast Writing

Spontaneous, free-flowing

Natural look

Smooth line quality

Tapered initial & terminal strokes

“Flying” i-dots

Slow Writing

Hesitant

Awkward, poor rhythm

Jerky, shaky

Blunt initial & terminal strokes

Static or heavy i-dots

Determining Authenticity

Broad Characteristics—Speed

David David

Genuine

Suspect

Yolanda Yolanda

Genuine

Suspect

Determining Authenticity

If the broad characteristics of the signature are clearly consistent with the broad characteristics of the reference signatures, accept the signature as valid.

If the broad characteristics are not in agreement with reference signatures, a local characteristics review.

Determining Authenticity

Step 2: Review of Local Characteristics

- Internal spacing
- Size/proportions of letters & letter combinations
- Connecting strokes
- Curves, loops & angles
- Presence or absence of pen lifts
- Beginning & ending strokes
- Line quality

Determining Authenticity

Local Characteristics—Spacing (word)

A handwritten signature in cursive script that reads "David H. Patraeus".

David Patraeus

A handwritten signature in cursive script that reads "Luciano Pavarotti" followed by the number "86" written below it.


Luciano Pavarotti

A handwritten signature in cursive script that reads "Joyce Carol Oates".

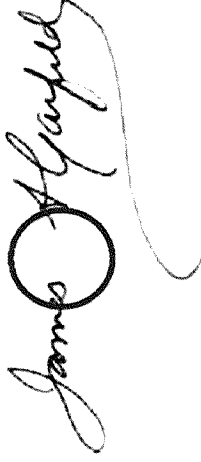
Joyce Carol Oates

Determining Authenticity

Local Characteristics—Spacing (word)

A cursive signature of "James A. Garfield." with a distinct space between "James" and "A. Garfield." and a long, sweeping flourish at the end.

Genuine

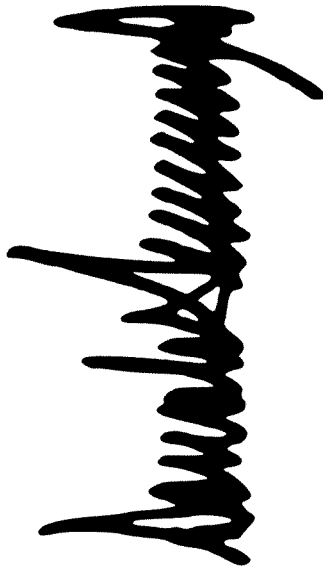
A cursive signature of "James A. Garfield" where the "A" is written as a large circle that overlaps the "G" in "Garfield," and the flourish is less distinct.

Suspect

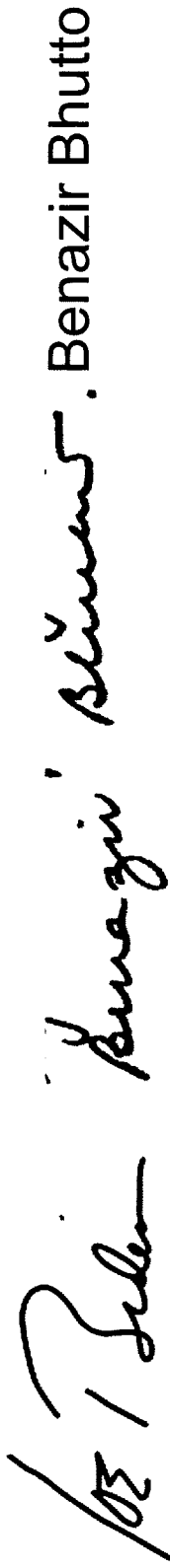
Determining Authenticity

Local Characteristics—Spacing (letter)

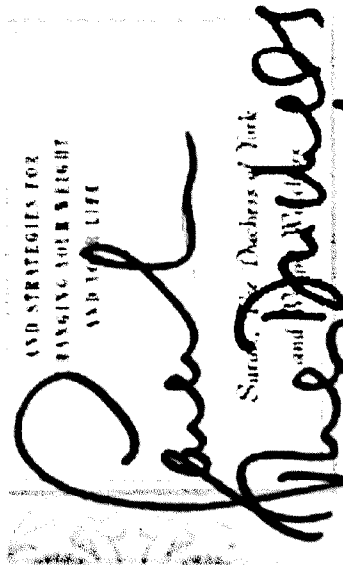
Donald Trump

A handwritten signature of Donald Trump in black ink, showing a cursive style with a prominent 'D' and 'T'.

Joe Biden

A handwritten signature of Joe Biden in black ink, showing a cursive style with a large 'J' and 'B'.

Benazir Bhutto

A handwritten signature of Sarah Ferguson in black ink, showing a cursive style with a large 'S' and 'F'.

Sarah Ferguson

Kevin Federline

Determining Authenticity

Local Characteristics—Spacing (letter)

John Adams.

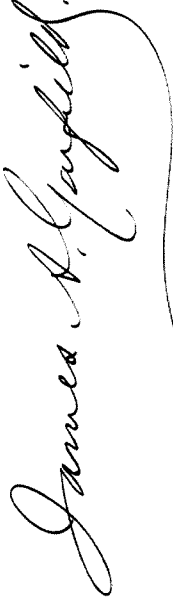
Genuine

John Adams


Suspect

Determining Authenticity

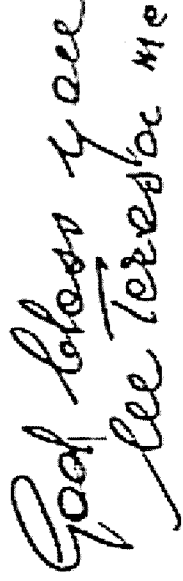
Local Characteristics—Connecting Strokes (Garlands)



James Garfield



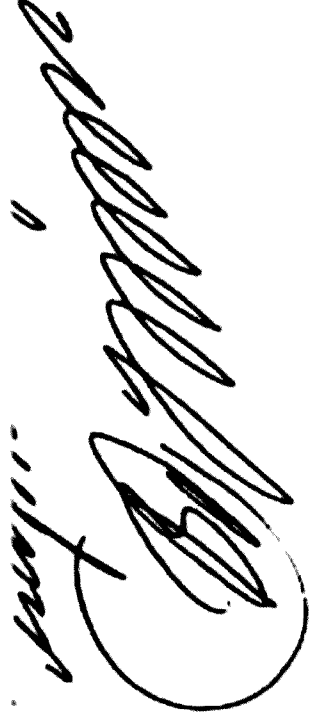
Nelson Mandela



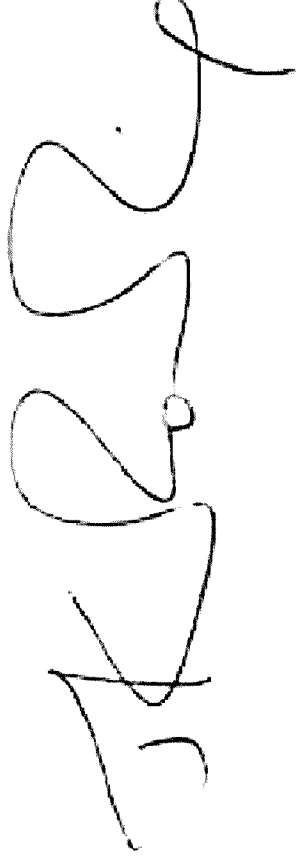
Mother Teresa

Determining Authenticity

Local Characteristics—Connecting Strokes (Arcades)

A handwritten signature in black ink, featuring a large, stylized initial 'V' and 'P' that are connected to the rest of the name. The signature is written in a cursive, flowing style.

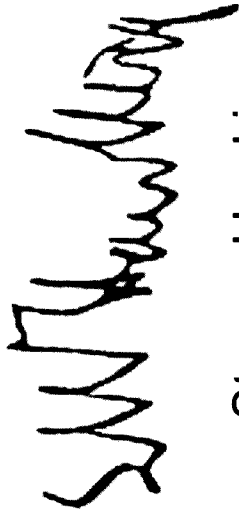
Vladimir Putin

A handwritten signature in black ink, consisting of the letters 'JKR' followed by a long, sweeping flourish that extends to the right. The letters are bold and slightly slanted.

J. K. Rowling

Determining Authenticity

Local Characteristics—Connecting Strokes (Angles)

A handwritten signature in black ink, appearing to read "S. Hawking". The letters are connected, with a prominent loop at the end of the word "Hawking".

Steven Hawking

A handwritten signature in black ink, appearing to read "R. Polanski". The letters are highly stylized and connected, with a long horizontal stroke at the end.

Roman Polanski

A handwritten signature in black ink, appearing to read "A. Hitler". The letters are highly stylized and connected, with a long horizontal stroke at the end.

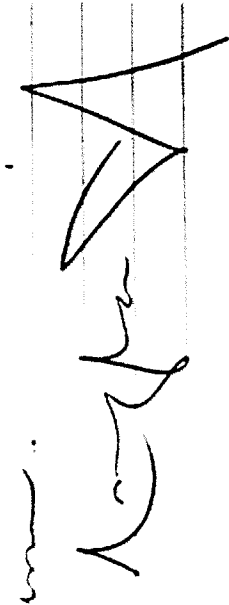
Adolf Hitler

Determining Authenticity

Local Characteristics—Connecting Strokes (Threads)



Steve Irwin



Angelina Jolie



Yoko Ono

Determining Authenticity

Local Characteristics—Curves v. Angles

A handwritten signature in black ink, appearing to read "Barack Obama". The signature is fluid and cursive, with a prominent 'B' and 'O'.

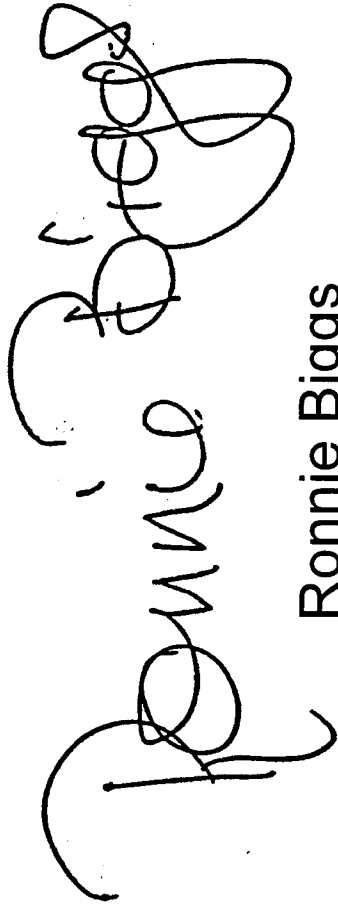
Barack Obama

A handwritten signature in black ink, appearing to read "Donald Trump". The signature is highly stylized and cursive, with a prominent 'D' and 'T'.

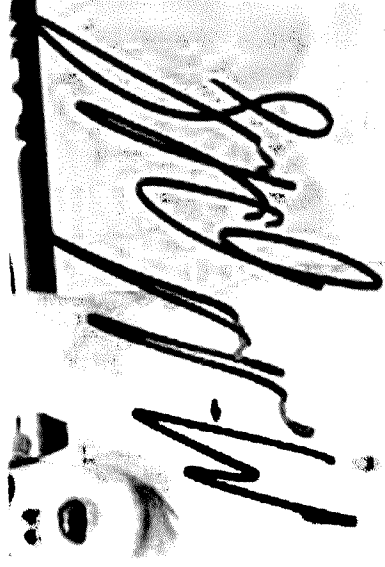
Donald Trump

Determining Authenticity

Local Characteristics—Curves v. Angles

A handwritten signature in cursive script that reads "Ronnie Biggs". The letters are fluid and connected, with a prominent loop at the end of the last name.

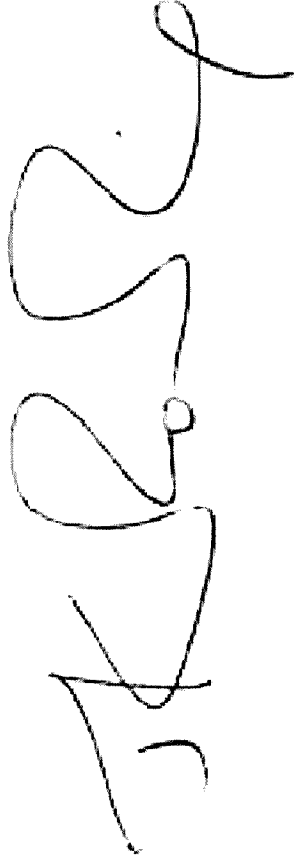
Ronnie Biggs

A handwritten signature in cursive script that reads "Michael Phelps". The signature is written in a bold, somewhat blocky cursive style with a large, sweeping initial "M".

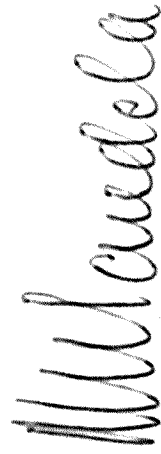
Michael Phelps

Determining Authenticity

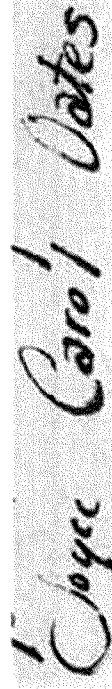
Local Characteristics—Pen Lifts

A handwritten signature in black ink that reads "JKR" with a long, sweeping flourish extending from the end of the "R".

J. K. Rowling

A handwritten signature in black ink that reads "Nelson Mandela" in a cursive script.

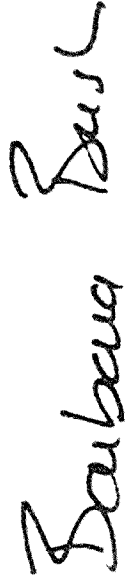
Nelson Mandela

A handwritten signature in black ink that reads "Joyce Carol Oates" in a cursive script.

Joyce Carol Oates

Determining Authenticity

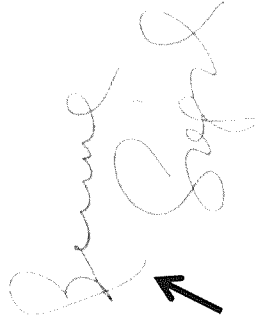
Local Characteristics—Beginning Strokes

Handwritten signature of Barbara Bush in cursive script.

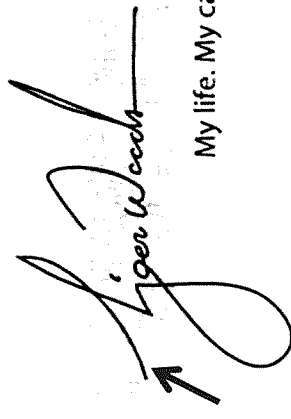
Barbara Bush

Handwritten signature of Babe Ruth in cursive script. A downward-pointing arrow is positioned at the beginning of the first stroke.

Babe Ruth

Handwritten signature of Bernie Siegal in cursive script. An upward-pointing arrow is positioned at the beginning of the first stroke.

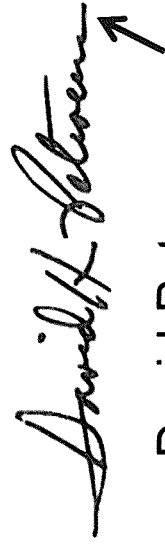
Bernie Siegal

Handwritten signature of Tiger Woods in cursive script. An upward-pointing arrow is positioned at the beginning of the first stroke. Below the signature, the text "My life. My c..." is written.

Tiger Woods

Determining Authenticity

Local Characteristics—Ending Strokes

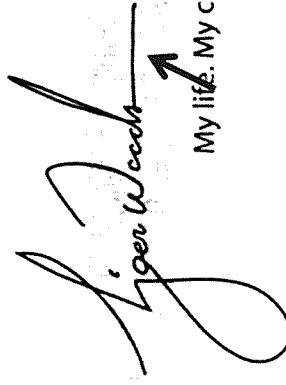


David Patraeus

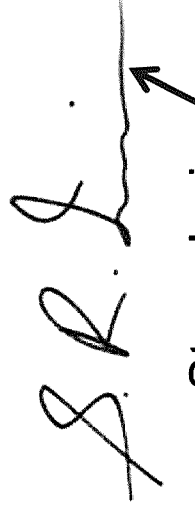
David Patraeus



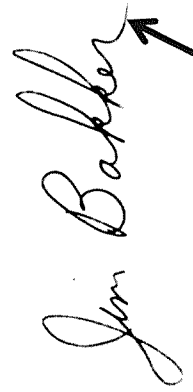
Bernie Sanders



Tiger Woods



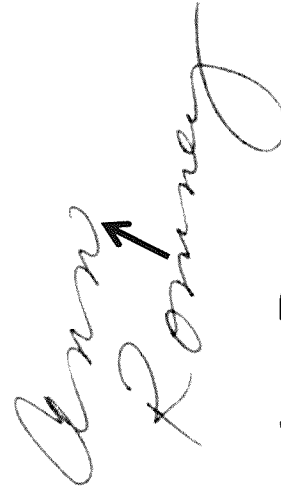
Steve Irwin



Jim Bakker



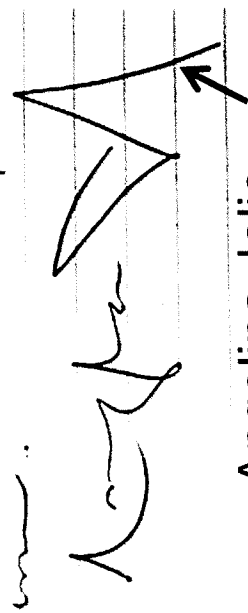
Nelson Mandela



Ann Romney

Determining Authenticity

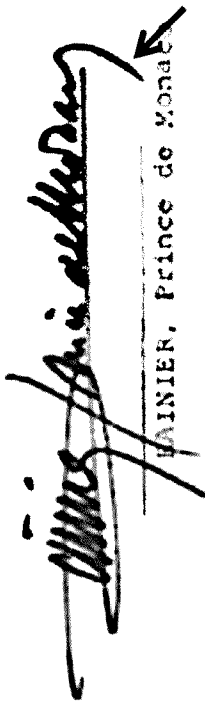
Local Characteristics—Ending Strokes



Angelina Jolie



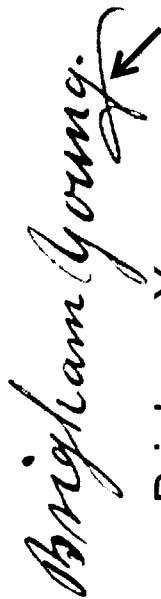
Arthur Rubenstein



RAINIER, Prince de Monaco



Oliver Sacks



Brigham Young

Local Characteristics—Line Quality

- Physical attributes of a written line or stroke
- The degree of fluency & speed
- “The visual record of the path of motion traced by the pen or pencil on the writing surface.”

—Klara Roman, *Encyclopedia of the Written Word*

Local Characteristics—Line Quality

The writing line may be:

- Smooth, fluid and consistent
- Irregular, halting and inconsistent
- Heavy or light
- Firm or uncertain

Local Characteristics—Line Quality

The writing line:

- Might involve tremor
- May be influenced by the writing surface
- May show writing instrument anomalies such as a leaky or faulty pen
- Is subject to internal and external influences (health, age, medications, circumstances)

Local Characteristics—Line Quality

Good line quality:

- Smoothness of movement
- Evenness or consistency of pressure
- Smoothly written curves
- Free of tremor, jerkiness, sudden changes in pressure
- No broken or patched strokes

Local Characteristics—Line Quality

Good line quality:

Atula B. Acosta
AUTHORIZED SIGNATURE
MP

Gertrude Harriet Tsugawa
GERTRUDE HARRIET TSUGAWA

Sincerely yours,

Gertrude Harriet Tsugawa

Local Characteristics—Line Quality

Poor line quality:

- Irregularity
- Jerkiness
- Tremor
- Haphazard or sudden changes in curvature
- Lack of smooth transition from one formation or letter to another

Local Characteristics—Line Quality

Poor line quality may be caused by:

- Underdeveloped writing skills
- Illness / health issues / fatigue
- Poor muscular control
- Tension
- Alcohol or drugs
- Forgery or disguise

Local Characteristics—Line Quality

Poor line quality:

Esther H. D. H.

Tolson Peter Vojtek
N [REDACTED] R

Local Characteristics—Line Quality

- Fine Tremor (Essential Tremor)
 - Usually related to one's health or physical condition
 - Shaky, zigzagged
- Gross Tremor (Muscular Tremor)
 - Excessive control of writing muscles as in unskilled, simulated or disguised writing
 - Longer wave length, gradually deviates

Local Characteristics—Line Quality

Fine tremor due to illness

There is a
keep, of course,
course balance

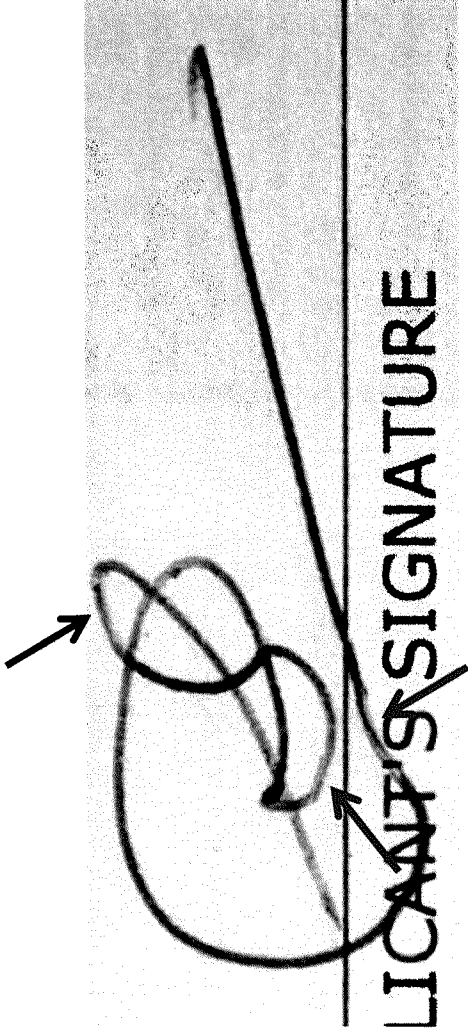
Local Characteristics—Line Quality

Gross tremor (poor skill level)

That is a useful tool.

Local Characteristics—Line Quality

Simulated



Genuine

