

vote!

## Welcome to King County Elections

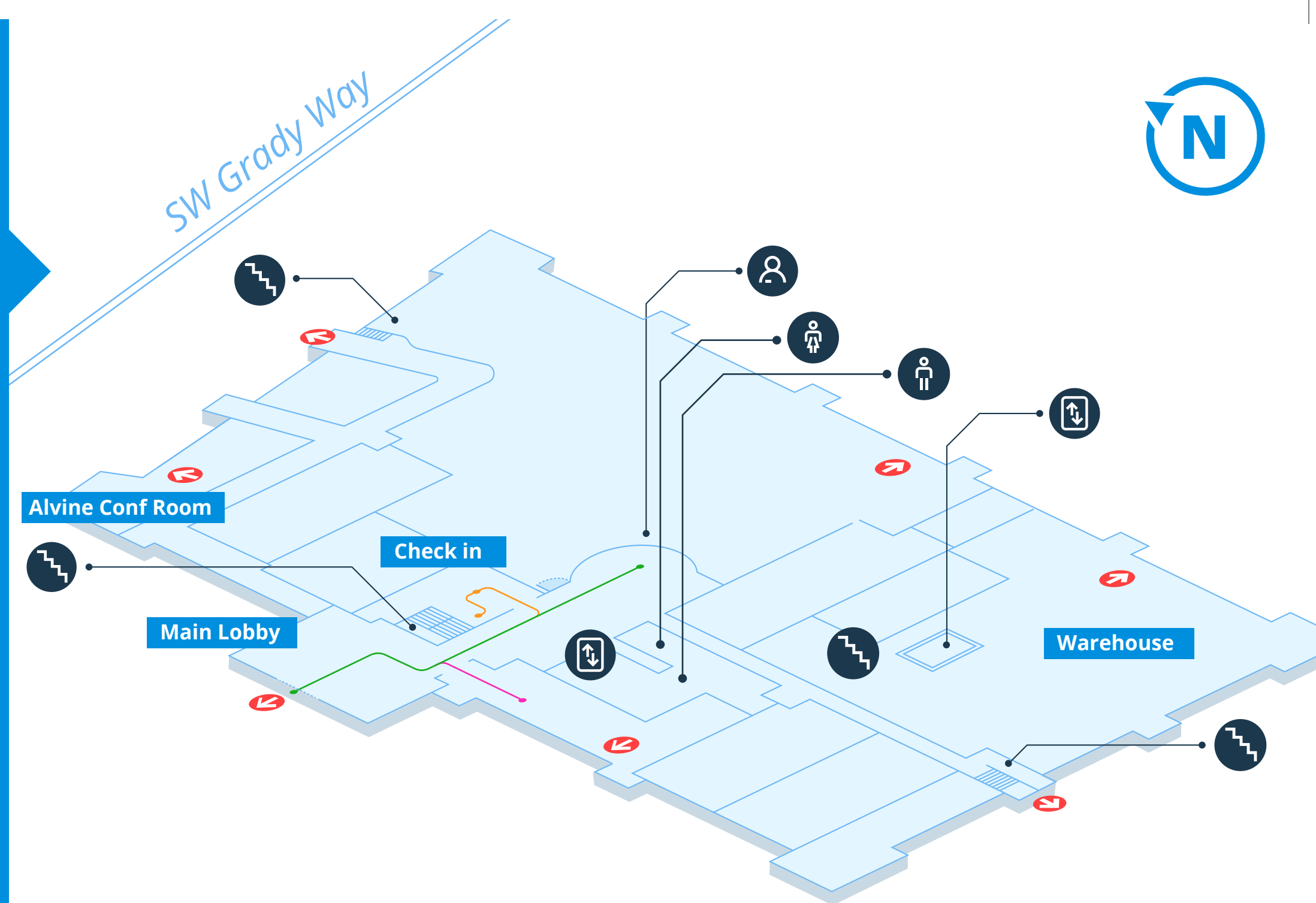
King County has 1.35 million registered voters and continues to grow every single day. The 13th most populated county in the United States and home to one-third of Washington's voters, we are the largest all vote-by-mail jurisdiction in the world.

We process all ballots for each election on the second floor of our Renton headquarters. We pride ourselves on utilizing some of the most innovative and advanced technology, equipment, and security practices in the nation. We invite you to "do the loop" around the second floor of the building to see how ballots are processed and counted. On the first floor, you may want to take a few moments to register to vote or make sure that your registration is up-to-date.








Thank you for visiting and learning about how we conduct secure, accurate, and open elections here in King County!

### Did you know?

King County Elections provides voting materials and information in FIVE languages – Chinese, English, Korean, Spanish, and Vietnamese.

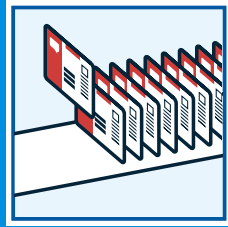


### First floor map

- |   |  |
|---|--|
|  Exit      |  Reception                            |
|  Stairs    |  Second floor tour                    |
|  Help Desk |  Black River Community Service Center |
|  Elevator  |  |
|  Bathrooms |  |

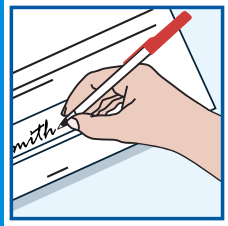
### 1st floor

- The Vote Center provides accessible voting and voter registration services. It opens eight days before each election and is open until 8 pm on Election Night.
- Ballots are delivered to the warehouse and brought to the 2nd floor Ballot Processing area on a secure freight elevator.



## Step One: Sorting

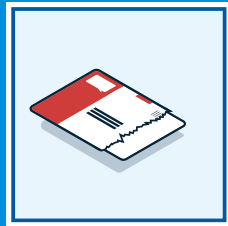
Our mail sorting machines process up to 40,000 ballots per hour, scanning the signature on each ballot to be sent over to the signature verification team. Once the signatures have been reviewed, the envelopes with verified signatures are cut open along the top and those with signature issues are held in secure storage, not to move until the issue is fixed and the signature is verified.



## Step Two: Signature Verification

Before any ballot is counted, we must compare the signature provided with the signatures on file in the voter's record. Trained specialists look for similar characteristics, such as height and spacing of letters. If the signatures match, the ballot packet heads to opening. If not, the ballot packet is flagged for further review.

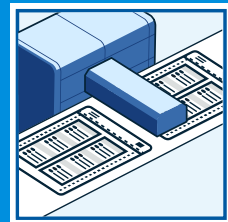
Approximately 1-2% of ballots returned in each election have an issue with the signature. This requires the voter to resolve the issue before their ballot can be counted. The majority of challenges are simply because the voter did not sign the envelope at all. If there is an issue, we contact the voter by letter, as well as phone and email if they've provided contact information, with instructions on how to resolve the issue.



## Step Three: Opening

Opening is a three-step process:

- The security envelope, containing the voted ballot, is removed from the return envelope.
- Once all return envelopes have been emptied and set aside, security sleeves are opened, and the voted ballot is removed.
- Ballots are unfolded and inspected to ensure they're ready for scanning and tabulation. Ballots with physical damage or unclear voter marks are sent to Ballot Review



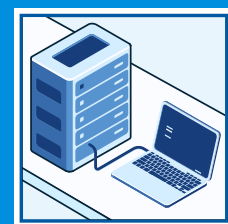
## Step Four: Scanning

A machine scans ballots, front and back, and stores the digital image on our secure, closed system for tabulation.



## Step Five: Ballot Review

Once ballots are scanned, ballot review staff works in teams of two to review all questionable marks and alternate format ballots to ensure votes are counted as the voter intended. Teams use the Voter Intent Manual from the Secretary of State to consistently determine voter intent. If intent cannot be determined based on the manual, ballots are forwarded to the Canvassing Board for final determination.

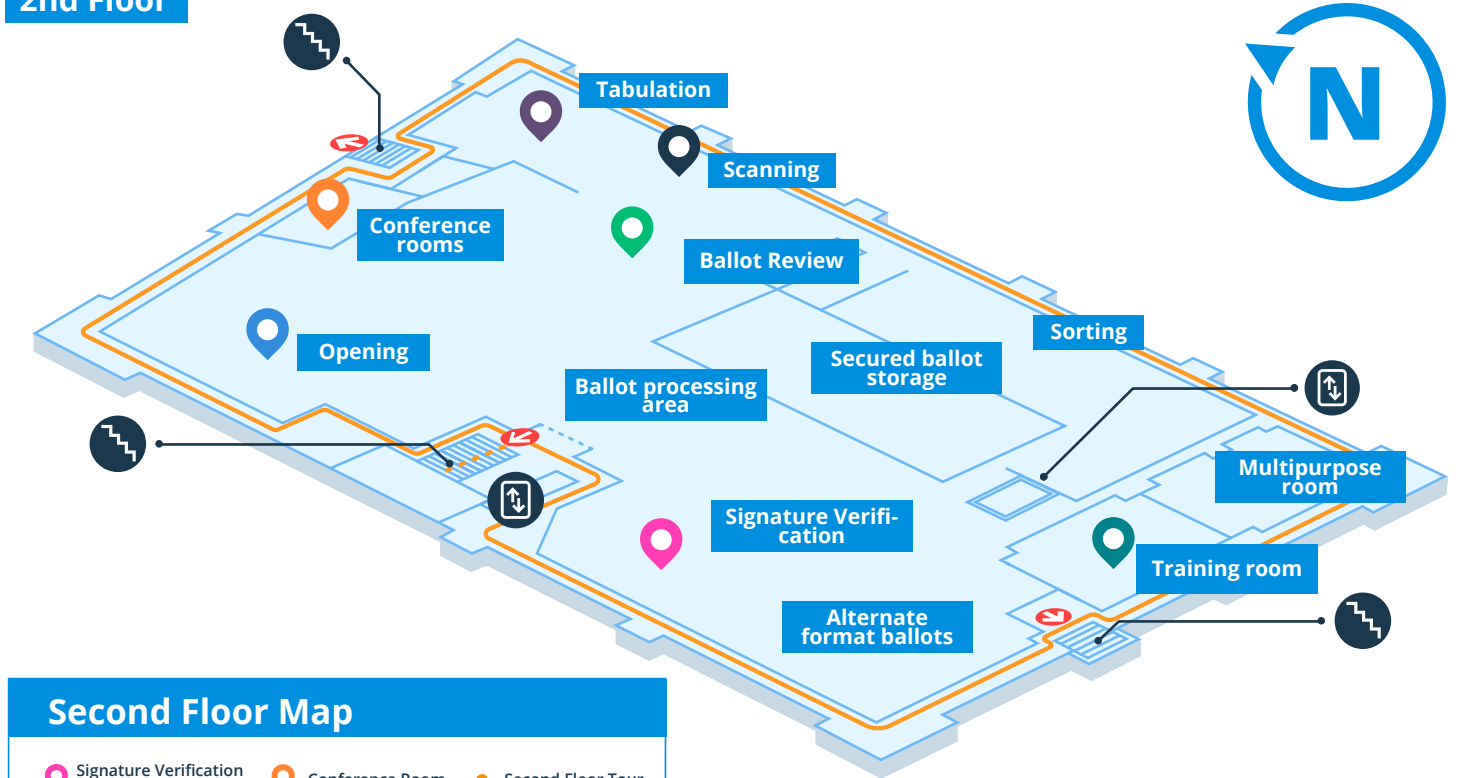


## Step Six: Tabulation

Tabulation occurs after 8 pm on Election Night when early results are produced and made public. Ballots continue to be processed, votes counted, and results shared until the election is certified.

The tabulation server is secured in a room that is monitored by security cameras, biometric controlled access, and tamper evident seals.

## 2nd Floor



### Second Floor Map

Signature Verification & Envelope Review	Conference Room	Second Floor Tour
Opening	Training Room	
Ballot Review	Stairs	
Scanning	Elevators	
Tabulation	Exit	

## Voting by mail

In 2009, Washington moved to voting entirely by mail. Ballots must be either post-marked by Election Day or a dropped in a secure ballot drop box by 8 p.m. on Election Day.

Military and overseas voters are mailed their ballots even earlier and are the only voters allowed to return their ballots by email or fax.

## Security

- More than 50 cameras monitor the building 24 hours a day.
- Key card and biometric access to ballot processing and storage.
- We invite observers from both major political parties for every election as added assurance of oversight and accountability.
- All staff, observers, and other visitors must be credentialed and wear a badge. Color-coded lanyards are required and allow for quick identification of security clearance.
- Webcams provide the public an opportunity to monitor activity 24 hours a day in key areas during an election.

## Do the Loop

Our building features a fifth-of-a-mile observation loop on the second floor. You can take a self-guided tour around the ballot processing area. On the loop, you'll see the journey a ballot takes once you vote and return it.

## Alternate Format Ballots

Ballots returned by email or fax from our overseas and military voters, as well as any ballots returned in any envelope other than the return envelope we provide, require special handling and are processed here.