

Let's Make it Clear!

Absentee Travel Board



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Introduction

This Capstone project will improve the absentee voting process for the absentee (ABS) travel board in St. Joseph County, Indiana. The current process has been used for many years, by the same veteran (and elderly) election workers, with the reasoning “That is how we have always done it.” However, after closer inspection, the process does not conform to Indiana Election Code. I have worked in Elections in St. Joseph County for almost 15 years, in many different roles, and 3 years ago, I was appointed as the Elections Clerk. My responsibilities encompass a multitude of election tasks, including overseeing the ABS travel board, which seems to have been a neglected task. Concerning errors, such as incomplete travel board applications, completed travel board applications with errors, errors on voter registration forms, miscommunication on scheduling the travel board, errors in the in-home voting procedures such as ID verification and over-functioning when assisting the voter are all reasons why this Capstone is essential to St. Joseph County elections.

In the broader reach of travel board, the public, voters and workers in care facilities and the home bound (and their caregivers) are confused about who qualifies, how the process works, and who is responsible for ensuring the voter’s vote is counted. I know this because as Elections Clerk, I am often the initial point of contact for care facilities and organizations, as well as families, who request the travel board. Recent changes in legislation have impacted travel board process which has added confusion. Prior to the recent legislation, facilities staff would provide a list of voters who wanted to vote, to the Voter Registration office and our travel board would send applications to those voters, and the staff was able to complete the forms. This is no longer allowed and has caused significant confusion and concerns of disenfranchising voters. I have dedicated a huge amount of time emailing and speaking with activity directors and caregivers

about how to register to vote and request an ABS travel board application. This Capstone will provide written, step by step resource for the public, homebound voters and facilities staff that can be used as a reference document for years to come, as well as a reference for our travel board election workers.

The current process is outdated and complex, resulting in facilities' staff and homebound caregivers being unsure where to find the correct registration and absentee forms. The activities directors and caregivers are often confused by recent legislative changes requiring proof of ID. For example, the voters' Indiana state ID number or driver's license number, or the last 4 of the voters' Social Security number. Often, voters' Indiana IDs have expired and do not qualify under Indiana's ID requirements for voting. In their confusion, without consulting our office, facilities provide alternative ID methods that were confidential (and unacceptable) such as the voter's personal health records and/or the voters personal application to the facility. They were unaware of alternative methods for registering voters when the ID requirement was difficult to meet. This demonstrates an obvious need for a simple, user-friendly pamphlet for activities directors and caregivers to educate them on registering voters and accessing the travel board. The pamphlet is designed to guide in a step-by-step manner, the process of travel board. The pamphlet will take the guesswork out of completing voter registration and travel board request forms.

As mentioned previously, the old way of doing travel board was no longer acceptable, and the election workers assisting with the travel board needed clear, understandable Standard Operating Procedures that provided much needed guidance. Previously, travel board workers brought blank applications to the voters' home, did not exercise photo ID verification and often provided more help/intervention during the voting process than was acceptable. Excessive compassion and empathy prevailed, and adherence to election code seemed to be in the background. The new

Standard Operating Procedure (SOPs) provides clear, written instructions and expectations. The SOP is a detailed, step-by-step guide to processing an ABS Travel board request from start to finish, in any format, whether an online request or a handwritten form that was delivered through the mail. The SOP covers entering a voter's absentee travel board request, scheduling the travel board's visit to the voter, and dictates procedures for printing the ballot and processing it after it has been voted. Using technology has been a challenging issue for our veteran travel board workers, encompassing login troubles, remembering passwords, confusion about screens, printing, etc. The SOP, as designed, will be very beneficial for ABS workers, as it will walk them through data entry on the computer. With the pamphlet, the travel board will have answers to frequently asked questions and a better understanding of how to complete an absentee ballot request. To put it simply, the travel board and caretakers will have additional resources that will make the ABS travel board process easier to understand.

Problem Description

We have experienced ongoing challenges assisting voters who are confined to their homes or living in care facilities, as well as their caregivers. The current travel board structure needs great improvement. Recent legislative changes affecting the travel board process have created unnecessary confusion not only for voters but also for staff and absentee travel boards working hard to assist them. State forms are often difficult for caregivers and facility staff to understand when registering voters. What forms of ID are accepted for voter registration is an ongoing issue in care facilities. Missing information is a constant issue encountered with both voter registration applications and ABS travel board requests. Another challenge encountered is confusion about who can utilize the travel board. Who can assist a voter in completing the forms is also confusing. The frustration of the facilities and caregivers is obvious. Often expressing at times that they don't

even want to bother with registering voters, let alone requesting an ABS application. Many of these voters are unable to get to a Vote Center on election day. They depend on the travel board to assist them in voting due to physical limitations. If the voter cannot sign their own name on an application or on the ballot, the voter must vote by a travel board. A review and reorganization of our approach is necessary to improve clarity, increase access, and ensure that our most vulnerable voters can fully participate in the electoral process. The pamphlet will provide clarification on how to properly complete the voter registration application and ABS travel board request. Including clarifying the new ID requirements for the ABS travel board applications, resulting in completed registration and ABS travel board applications. The SOP will assist travel board employees in coordinating with facilities or caregivers to reach the voter, so they will not need to worry about getting to a vote center. The SOP will also help the travel board better understand the ABS travel board applications they process. Previously, there was no structure for organizing and scheduling the travel board visits. The SOP will supply this by structuring the available times for a travel board visit. A reasonable, Monday – Friday between 10:00 and 2:00pm can provide accessibility and not leave scheduling of travel board wide open. With clearer information provided in the pamphlet, voter registrations, and the ABS travel board applications, it is less likely that important information will be missing. State ID requirements will be clear and easier to understand. Travel board election workers can focus on using Standard Operating Procedures (SOPs) to process the voter's application and schedule the travel board visit to assist the voter. This results in a much smoother, more efficient process for both voters and travel board staff.

Capstone Project

To clarify the absentee travel board process and educate absentee travel board staff on their roles and responsibilities. I have created clear, easy-to-follow Standard Operating Procedures (SOPs). Step-by-step instructions will ensure the travel board process is performed according to Indiana election code, and is consistent, efficient, and safe. It is a step-by-step approach to guide ABS travel board workers as they process the ABS travel board application. Regarding technology challenges, it will help minimize common log in and printing errors. Scheduling travel board visits according to the SOP will allow the travel board greater predictability and structured time availability. SOPs that educate the travel board on what strategies are appropriate for the travel board to assist the voter will curtail the excessive and unnecessary “help” given to voters. Understanding that travel board workers only assist voters with what the voter requests them to assist with, is imperative to adhering to Indiana code and gives voters their independence, all while helping them when needed. The SOPs will help travel board staff stay better organized from start to finish. Including how to handle the voted ballots and which reports need to be run and placed with the voted ballots. How to properly organize the ballots by precinct and day voted.

In addition, the informational pamphlet helps educate the public, caregivers and facilities to better understand the absentee travel board process. The pamphlet and SOPs provide a practical tool to assist voters, caregivers, and facilities' activities directors with clear, step-by-step information to help register voters and request the ABS travel board. Also, providing contact information for additional support. With a project like this, there will always be slight changes to the processes, due to continuous legislative changes but for 2026 elections, the project is

considered complete. I understand there will also be significant trial and error in perfecting the SOPs. This is how we learn what works after all.

Why Travel Board?

Experience within the absentee office has revealed significant gaps in understanding the ABS travel board's voting process. Who should use it, and who is required to use it? Most facilities and caregivers don't understand the requirements for the travel board. Most of the ABS workers are unclear about the requirements and procedures for the travel board. For example, the voter's voter registration status and the voter's registration location. Caretakers assumed that if a voter lives in a facility, they must be registered to vote at that location, even if they were only there for rehabilitative purposes. However, this is incorrect. Voters may be registered using their last address prior to admission to a facility, if they choose. If they are there for rehabilitative purposes, they should not reregister at the facility. Unfortunately, this was how things were handled in the past.

Drawing on nearly two decades of election administration experience, this project will close communication gaps by creating clear, accessible materials that improve understanding of the ABS travel board voting process, promote consistency, and reduce errors.

Project Goals

The goals of this project are as follows:

- Educate caregivers and facility staff who assist voters so they can confidently support voters and be election ready.
- Ensure ABS travel board staff are well-informed and follow clear, consistent procedures when assisting voters in care facilities.
- Reduce errors that currently occur during the travel board voting process.

The pamphlet was created in CANVA and has been sent to Smart Source for printing. This pamphlet will serve as a practical guide to help them navigate the process of registering individuals to vote and request an absentee ballot utilizing the Absentee Travel Board. The goal is to provide clear, accurate, and accessible information that ensures the process is handled properly and efficiently. The pamphlet could easily be adapted for use in any country.

Methods

The initial task is to gather current information on processes and procedures from those involved in the travel board. Our travel board workers were an excellent resource, from the “boots on the ground” perspective. During August and September 2025, I requested both written documentation and in-person discussions. Most of the information was neither useful, direct, or clear, some of it was outdated given recent legislative changes, and it was poorly organized.

I relied on the clear and concise Indiana Code and the SVRS data input process instructions. Starting in October and completed in November, I created a new SOP that provided detailed, accurate, step-by-step instructions. I appreciated the feedback from the travel board workers, but realized this process is used only twice per year and can be difficult to recall accurately.

I called the Secretary of State (SOS) HAVA administrator to determine which materials were currently available for travel board facilities and caregivers. Aside from the information on the SOS website, there are no additional informational materials. I also reached out to Real Services. The organization asked whether I had created anything they could provide for the vulnerable individuals they serve. This indicates a need for information on obtaining an absentee travel board.

The League of Women Voters (LMV) also assisted me with my research. They mentioned my efforts in their monthly newsletter. Asking if any of their members had any input for me. I had no responses, but I really appreciated the effort.

Simultaneously, I was working on my next goal: gathering information from facilities on how I could better assist them in getting their residents registered to vote and requesting absentee travel board ballots. I have had phone conversations over the years with activities directors. I answered their questions and, from time to time, sought guidance from the IED. I gathered all email communications related to the travel board request for the 2024 presidential election. This helped me reflect on the issues facing the facilities and the absentee (ABS) travel board workers. Knowing which solutions were used helped me identify the most important questions. My CEATS instructor, Ms. Alisia, suggested I conduct a survey by emailing the facilities to gather

their input. This really helped me see where guidance is needed. The pattern I saw was clear; facilities echoed similar feedback.

- Facilities are not familiar with how to register their residents to vote.
- Residents do not have the required ID.
- The need for clear instructions on how to get printed forms.
- Facilities are not familiar with how to request an absentee ballot.
- Facilities need instruction on completing the voter registration/absentee forms
- Need contact information for assistance with questions.

With this new information, along with guidance from the Secretary of State (SOS) regarding voter registration and Absentee (ABS) Travel Board procedures, add in the legislative summaries provided by our own Indiana Election Division (IED). I have developed a pamphlet designed to assist facilities and caregivers.

Projected Outcome

The goals of this project are expected to be achieved with the development and distribution of the travel board pamphlet. The pamphlet will educate caregivers and facilities. Providing them with clear guidance on how to better register their voters to vote, and clearer guidance on completing the ABS travel board application. This will build caregivers' confidence in the process by clarifying Indiana's state ID laws for voting and by providing completed registrations and ABS applications.

The new standard operating procedures (SOPs) will ensure that ABS travel board staff have consistent procedures for processing applications and coordinating with facilities and caregivers. This will improve the consistency and efficiency of the absentee travel board staff. Improving clarity of the processes for the ABS travel board staff who are here only twice a year for a couple of weeks before election day.

The success of the SOPs and pamphlets will be measured in the following ways:

- Less incomplete and incorrect voter registration and travel board applications.
- Fewer inquiries for guidance signaling confidence in the process of assisting voters for residential facilities and caregivers.
- More consistent procedures by the ABS staff.
- Travel Board is utilized more frequently by care facilities and individuals confined to their homes.

After circulating the pamphlet and implementing the SOPs. These improvements will result in a more efficient, smoother travel board process with more voter utilization for those who need it.

CEATS Principles and Tools:

- The Process of Elections
- Election Personnel Training and management needs -
- The Process of Voter Registration
- The Ongoing Process of Preparing for Elections, Election Personnel Ethics and Integrity, Effective Election Personnel Management

CEATS has equipped me with additional tools to strengthen worker training within our election administration. One of the most important lessons I learned is the necessity of having clear Standard Operating Procedures (SOPs) and comprehensive hands-on training for travel board workers. These practices help reduce common errors, ensure consistency, and maintain uniform procedures throughout the election process.

In addition, the program highlighted the importance of self-care for election workers, contributing to an effective and professional election administration in St. Joseph County. I am more aware of the value of educating the public about the electoral process. Giving voters a better understanding of how elections operate helps build public trust and confidence. These are important perspectives that I had not fully considered prior to participating in the CEATS program.

In Conclusion

I do not view this as a one-and-done project. Rather, I see it as an ongoing and evolving effort. With the SOPs, my goal is to create a clearer and more uniform process for absentee (ABS) travel board workers. I fully expect that modifications will be necessary over time. However, I believe this is a strong foundation to build on and adjust as needed.

For facilities and caregivers, I hope the pamphlet will serve as a valuable and practical resource. My intent is to reduce confusion surrounding the absentee (ABS) process, specifically regarding voter registration and requesting an absentee (ABS) ballot, whether by mail or through the

absentee (ABS) travel board. By clarifying these processes, we can ensure the travel board is utilized appropriately and efficiently for the voters it is intended to serve.

Ideally, this will create a smoother, less stressful experience for caregivers and facility staff when requesting an absentee (ABS) travel board. Providing clear contact information for assistance, along with answers to frequently asked questions within the pamphlet, should help reduce confusion and improve communication.

I anticipate and welcome additional input from those who use this information. In fact, I look forward to it. Ongoing feedback will be essential to refining and strengthening this effort for all involved, both those who depend on the absentee voting travel board and those who serve on the absentee (ABS) travel board

Acknowledgement's

I would like to acknowledge the following individuals. Without their expertise and assistance, I would never have had the result I have accomplished.

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IED - For creating such wonderful resources, such as the Election Administrators' manual

Trisha Carrico - for being here for me and giving me the idea to do the travel board as my Capstone in the first place.

Draft Survey Questions for Facility Activities Directors

1. What type of facility do you represent?
 - Nursing home
 - Assisted living facility.
 - Rehabilitation center
 - Other (please specify)
2. Approximately how many residents in your facility are eligible to vote?
 - Fewer than 25
 - 25–50
 - 51–100
 - More than 100
3. How familiar are you with the voter registration process for residents?
 - Very familiar
 - Somewhat familiar
 - Not very familiar
 - Not familiar at all
4. What challenges, if any, have you encountered when assisting residents with voter registration?
 - Lack of clear instructions
 - Missing/incorrect forms
 - Residents not having required identification.

- Time constraints/staff availability
 - Other (please describe)
5. What resources or training would help you better support residents with voter registration?
- Step-by-step written guide
 - Training session or webinar
 - Contact person with questions.
 - Printable forms and checklists
 - Other (please describe)

6. How familiar are you with absentee ballot request procedures, including travel board applications?

- Very familiar
- Somewhat familiar
- Not very familiar
- Not familiar at all

7. What challenges have you experienced when assisting residents with absentee ballot or travel board applications?
- Understanding eligibility requirements
 - Completing forms correctly
 - Submitting forms on time
 - Coordinating with election officials
 - Other (please describe)

8. What additional resources would be most helpful in improving this process?

- Clear deadlines and timelines
- Training materials specific to travel boards
- One-on-one support from election staff
- FAQ or quick reference sheet
- Other (please describe)

9. What additional information, support, or tools would help you assist residents more effectively with voting?



Register to Vote in Indiana

- Voter **MUST** be a U.S. citizen and a resident of Indiana.
- Voters **MUST** be 18 years of age by the next General Election.
- Not currently imprisoned following conviction of a crime.
- Lived in the precinct you vote for at least 30 days before the election.
- Voter **MUST** be registered to vote.

The registration deadline is 28 days before Election Day. When you register, you must complete the registration form in its entirety. You need to provide your name, address, date of birth, and a valid Indiana State ID, Indiana Driver's License, or the last four digits of your Social Security number. If you have not got any of the required ID, you can mark **NONE** in box 12 on the Voter Registration Form. If you choose this option, the voter will be assigned a system-generated ID number for voting. The last requirement for the voter would be to provide their signature.

If the voter is unable to sign the application due to disability, the person who wrote the voter's name on the application at the voter's request must provide their name and address on the application, under the voter's signature in the space provided, along with the voter's address. Their phone number is optional but appreciated, in case Voter Registration needs additional information.

This form **MUST** be hand-delivered or mailed to the registration office.

If registering online, you **MUST** provide an Indiana State ID or Indiana DL number.



Requesting Travel Board

To request a Travel Board, you must be registered to vote.

Find your registration status by contacting your local Election and Voter Registration office or visiting Indianavoters.IN.gov.



Important Contact Information

St. Joseph County Voter Registration
voters@sjcindiana.gov
 (574) 235 - 9521

Indiana Election Division Hotline
elections@iec.in.gov
 (800) 622-4941

Indiana Disability
info@IndianaDisabilityRights.org
 (800) 622-4845

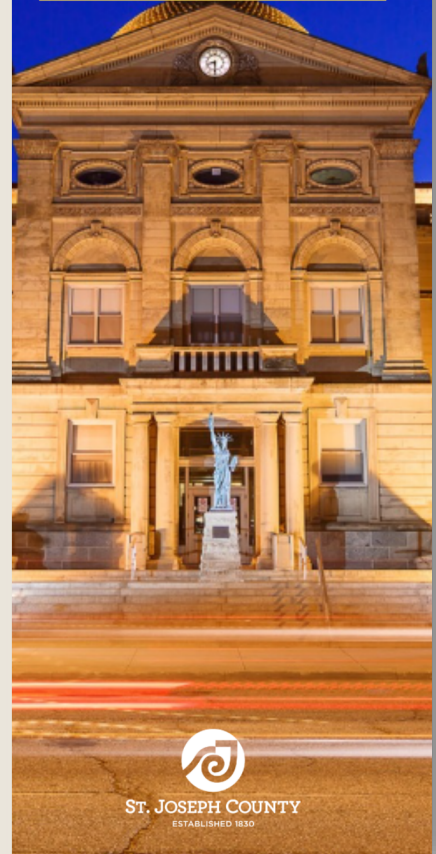
SCAN ME



Scan the barcode for
Indianavoters.IN.gov

Where you can:
 Check Voter Registration Status
 Register to vote
 Request an Absentee Application
 Print applications

ABSENTEE TRAVEL BOARD



ST. JOSEPH COUNTY
 ESTABLISHED 1830

About Absentee Travel Board

- Each Travel Board includes one Democrat and one Republican, nominated by county party chairs and appointed by the Circuit Court Clerk.
- This bipartisan structure ensures ballot security and election integrity, as required by Indiana Code 3-11-10-37.
- Travel Boards assist voters whose polling place is inaccessible or who are physically unable to complete or sign a ballot.
- Voters who cannot sign their name must vote using a Travel Board.
- The Travel Board may:
 - Deliver a ballot to the voter's home or facility
 - Read the ballot aloud
 - Explain voting instructions
 - Assist in marking the ballot as directed by the voter

Scheduling & Timing:

- Travel Board voting begins 19 days before Election Day.
- Visits occur during the Circuit Court Clerk's regular office hours.
- Voters must allow the Travel Board access at the scheduled time.
- Typically, one visit is conducted; an additional visit may be arranged in the event of a medical emergency.

Other Voting Options:

- Voters who can complete a ballot without assistance are encouraged to:
 - Vote in person on Election Day
 - Vote absentee in person
 - Vote by mail

Get an application:

- Visit Indianavoters.IN.gov
- (Indiana ID or Driver's License required)
- Or call your local Election & Voter Registration Office to request a mailed form

Complete the application:

Section 1 – Voter Information

- Name, date of birth, and home address
- Address where the Travel Board will assist (if different)
- Phone number or email (to avoid delays)
- Election date and year (listed at the top of the form)

Eligibility (choose ONE):

- Illness or injury
- Caring for a confined person at a private residence
- Disability and polling place is not accessible

Section 2 – Voter ID (choose ONE):

- Indiana Driver's License or ID number, voter registration ID, or last 4 digits of SSN
- OR include a photocopy of a valid photo ID
- (IC 3-5-2-40.5)



Section 3 – Primary Elections Only

- Select the political party ballot

Section 4 – Signature

- Voter must sign and date the application

Section 5 – Assistance (if applicable)

- If someone helps complete the application, they must complete the affidavit
- Assistants may not be the voter's employer or union representative
- If assistant is Power of Attorney, include POA documentation

Requesting Absentee Travel Board

Common Q&A's

Q 1. What ID is required to register to vote?

The voter identification number is the individual's Indiana driver's license number, Bureau of Motor Vehicles ID Card number, or Indiana learner's permit number. If the Voter does not have the Indiana ID or Driver's license card. The voter can provide the last four digits of their Social Security number.

Q 2. What if the voter does not have an Indiana DL number or another accepted form of ID?

Suppose the voter has not got one of the required forms of ID to register to vote. The voter can check the box on the voter registration form labeled "none." Or handwrite **NONE** in the required area for the voter ID number. The voter will then be assigned a unique registration number for voting purposes.

Q 3. Can a facility director or activities director request an absentee ballot for a voter?

No. Only the voter or a family member can request an absentee ballot for a voter.

Q 4. Can the facility director or activities director supply a blank absentee application if a voter asks for one?

Yes. A blank application form can be emailed or hand-delivered if the activities director contacts the Election and Voter Registration office or comes into the office. Blank applications are also available on the Indiana Election Division website.

Q 5. Can a facilities director or activities director assist a voter in completing an application?

Yes. As long as the person assisting the voter is not the voter's employer or union representative. They must also complete the assisting a voter affidavit of assistance on the bottom of the absentee application.

Travel Board SOP

BACKGROUND

1. The two major political parties must give two lists to the Election Board:
 - List of people on the travel board
 - List of absentee workers
2. The travel board is in the Courthouse 1 basement
3. There is a rotating schedule, and we offer travel board daily, but we limit the times we send people out.
 - **Example:**
 - Monday, Wednesday, Friday, and Sunday (if necessary) 9 A.M. -12 P.M.
 - Tuesday, Thursday, Saturday 12 P.M. – 4 P.M.
4. Each party has one person designated to answer phones and emails
 - These designated workers will also:
 - Monitor the ABS Hopper
 - Map out the Travel Board’s destinations using “Google Maps”
 - The starting point will always be the county city building
 - Print out the step-by-step directions for the bipartisan teams to follow
 - Create a spreadsheet to better keep track of travel board request
 - When not busy with Travel Board, these workers can assist in the ballot room and filing- also located in the Courthouse 1 basement


5. The travel board starts 18 days before the election and ends the day before noon
 - Only the unanimous vote of the Election Board can elect to send a travel board out for:
 - 1. Election Day emergency
 - 2. To a confined resident outside St. Joseph County
6. We cannot solicit travel board applications from nursing homes, etc., nor can we accept a list of individuals to whom we can send applications
 - We can send an application to the individual making the request for themselves /member of their immediate family.
 - We can give an individual a blank travel board application copy if they request one.
 - Or we can direct them to the website indianavoters.IN.gov (my preferred method).
 - Applications can be received by mail, fax, or email.
 - The application must be **signed** before the travel board is deployed (unless the Election Board approves otherwise),
 - ID, the last four digits of SS #, or the voter's unique ID number must match the voter record and be verified in the INSVRS system
 - **We do not take medical records as proof of residency; this violates HIPAA laws**
7. After receiving the travel board application, we review it.

- If accepted, we need to contact the individual or location and set up a time for our team(s) to come out and assist the voters.
 - We must print off the appropriate ballot label for the ballot envelope.
 - The application and empty ballot envelope should be placed together & sorted with any others in the exact location.
8. Contact the location and offer some days and times for the travel board to assist the voters
- Coordinate with the fleet person to arrange the vehicle for the team(s)
9. After the times are set up, **WE MUST:**
- Map out the travel board's route (on Google Maps)
 - Contact the travel board team(s)
 - Print the appropriate ballot for each voter (Printing instructions following Step-by-step)
 - Place the unvoted Ballot with the voter's secrecy envelope & attach the application. Do not staple.
10. When going to a voter's home, the voter **MUST** allow the Travel Board to enter the household to assist the voter
- Additional information is available directly from the Election Administrators Manual, following step-by-step directions

Travel Board Request by Phone

When a caller **calls** in for the travel board, keep them on the phone

1. Look up their name in INSVRS
2. From the home page, click on **Voter >Voter Search**


3. You will be on the Voter Search page
4. Type in the voter's Last name and date of birth for a male
5. For a female, type in First name and Date of Birth
6. Then click on Search.
7. Next, click on the last name of your voter. you will see the voter overview.
8. On the overview page, on the blue line, put your cursor over **Absentee >APP/Ballot Search**.
9. Now you are on the Absentee Overview Page.
10. Ensure you are on the correct election.
11. Now, click on the **Request App**.
12. You will now see **Election:*** Make sure it is on the correct election.
13. The request app will have a **Request Method**. Click the **V** and put it on the **Phone**.
14. **Application Type** is next, click on **V**, and put it on the **Travel Board**.
15. Next **Application Sent By:*** click on **V** and then click **Travel Board** or **Mail** (however sent).
16. If mailed, confirm the mailing address is the same as the resident address. If different, please provide the correct address.
17. Add any additional information, such as email and phone number.
18. Place a check mark in the Print Single App:
19. Next, check the Print Mailing Label:
20. Now, Click **Save**.
21. Now, a window with the voter application should pop up.
 - Click on that window and then click on the printer icon  .

22. Next, ensure the printer is the correct one you print on
23. Press **Print**. After the voter application prints, click the **X** (upper right corner) and close that window
24. Once that window is closed, another will open with the mailing label. Click **Print**, make sure your printer is set to your DYMO printer
25. After you do this, you will see in the voter's record under Absentee Applications that the voter had an absentee application mailed to them and the date it was sent.
26. Place the mailing label on the absentee envelope. In the mailing envelope, place a postage-paid return envelope with the application.

Receiving the Absentee Travel Board application back through the Mail

1. When you receive the application back in the mail
 - look up the voter's name in **INSVRS**.
2. From the home page, click on **Voter >Voter Search**
 - You will then be on the Voter Search page.
3. Type in the voter's Last name and date of birth for a male.
4. For a female, type in First name and Date of Birth.
5. Click on **Search**.
6. Click on the last name of your voter.
 - You will see the voter overview.
7. On the overview page, on the blue line, put your cursor over **Absentee >APP/Ballot Search**
8. **Absentee Overview Page** will appear
9. Confirm you are on the correct election

10. Go to the **Absentee Application** area

- Click on the pencil icon 

11. Fill in all the information from the application and enter it into the INSVRS system

12. When the travel board's address box appears, enter the address where the board needs to take the ballot

13. When filling in the voter ID information:

- The voter's last four digits of the Social Security number or the voter's Indiana DL, ID number, or unique voter ID number must be provided and verified in INSVRS.
- If more than one is provided, only one must verify.
- If not, contact the voter by phone


14. The voter also has the option to provide a photocopy of their picture ID

- If a photocopy is provided, the voter will not need to give the last four SS #, Indiana DL, Indiana State ID, or unique voter ID number.


15. After you add the application's information to the INSVRS system

- Save it,

16. A new line will appear for the Absentee Ballot

- Over to the right, there is a printer.
- Click on the printer .

17. A window with the voter ballot secrecy label and address label will appear

- Click on that window and then click on the printer icon 
- Be sure your printer is set to your DYMO printer

18. When printing the labels, print the address label for the voter

- One will be affixed to the Absentee Application in the upper left-hand corner
- This will assist with finding the application when/ if it is filed.

19. Confirm the following in the voter's record under Absentee Ballots:

- The voter had an Absentee Ballot printed for them
- The date the Absentee Ballot was taken to the address provided by the voter

Receiving the Absentee Travel Board application back through the E-Mail

1. When you receive the application back in the mail, you must look up their name in

INSVRS

2. From the home page, click on **Voter >Voter Search**

- You will then be on the Voter Search page.

3. Type in the voter's Last name and date of birth for a male

4. For a female, type in First name and Date of Birth

5. Click on Search.

6. Click on the last name of your voter

- you will see the voter overview

7. On the overview page, on the blue line, put your cursor over **Absentee >APP/Ballot**

Search

- Now you are on the Absentee Overview Page
 - Confirm you are in the correct election
8. Click on **Add Application**
 9. You will now see **Election**
 - Confirm it is in the correct election
 10. Fill in the **Received Date**
 11. Next is the **Received by Method**.
 12. Click on the **V**
 - place it under the **Digital Image** option
 13. **Application Type** is next,
 - Click on **V**,
 - Put it on the **ABS Travel Board**
 14. The following section, **Existing information**:
 - Confirm the information that the voter registration has already provided
 15. The following section is **New Information**
 - **Date of Birth** should be provided
 - **Date of Birth** should be provided
 16. Next, there are three sections: **Voter ID, SSN4, and DLN/SID**.
 - The voter should have provided at least one of these options on their ABS Travel Board Application
 - Fill in the appropriate information

- However, if the Voter did not provide the above information, they provided a Photocopy of their State ID
- Place a check mark in the box labeled **Photocopy Provided.**

17. Fill in any additional information the voter may have provided

- Please mark the box next to the mailing address if it is the same as the voter's record.
- Or fill in the alternative address if the voter provided one.

18. The following section starts with **Voting Method By:**

- Click the **V**
- mark **Travel Board.** (If not currently marked.)

19. Fill in the **Reason** by selecting the **V** and marking the option the voter marked on their application

20. If the Voter has a POA and has sent a copy of the POA with the Travel Board Application.
POA:

21. If the voter was helped:

- Mark the Affidavit of **Voter Assistance.**



22. Compare the Voter Signature from the Travel Board Application to the one provided in
 INSVRS

23. **Application Status:** should be on **Approved**


24. Click **Save**

25. Check the voter's record under Absentee Applications

- Confirm voter had mailed in an absentee Request for travel board and the date it was received

26. Click on the printer  on the far right-hand side below the Absentee Applications to print the **Absentee Ballots**
27. A window with the voter ballot secrecy label and address label will appear
 - Click on that window and then click on the printer icon .
 - Be sure your printer is set to your DYMO printer.
28. When printing the labels, print the address label for the voter
 - One will be affixed to the Absentee Application in the upper left-hand corner
 - This will assist you with finding the application when it is filed
29. Confirm the voter's record under Absentee Ballots for:
 - The voter had an Absentee Ballot printed for them
 - the date it was taken to the address the voter provided by the voter

Returning with an Absentee Ballot after assisting the voter

1. From the home page in INSVRS, place your cursor  over **Absentee** on the blue line
2. Go to where it says **Ballot Batch Receipt**
3. Confirm the **Date Received** is the day you received the ballot
4. Insert the **Received by Method** as **Travel Board** by clicking on the **V** and placing your cursor on **Travel Board**
5. Scan the barcode on the Ballot Envelope with the hand scanner that should be connected to your computer.
 - If you do not have a hand scanner, tell a department head/supervisor
6. Scan the barcode- it should make a beeping sound
7. Make sure that the name of your voter appears
8. Every name should appear where it says **Received Ballots**

- There will also be a **Count** number that should go up by one with every scanned ballot received

9. After the ballots are scanned, click save

Manually Receive a Voted Travel Board Ballot

1. Look their name up in INSVRS.

2. From the home page- click on **Voter >Voter Search**

- You will then be on the search page

3. Type in the voter's Last name and date of birth for a male

4. For a female, type in First name and Date of Birth

5. Click on Search

6. Click on the last name of your voter.

- You will see the voter overview.

7. On the overview page, on the blue line, put your cursor over **Absentee >APP/Ballot**

Search

8. You are on the Absentee Overview Page

9. Confirm you are in the correct election


10. Go to the Absentee Ballot Area

- Located under the Absentee Applications area

11. There should already be a date entered for the ballot **sent**

- Date created when the ballot barcode label is printed for the secrecy ballot envelope

12. Over to the far right, there is a pencil. 


13. Click on the pencil.  This screen will show you the following:

- **Date Sent:** Date Ballot was sent
- **Ballot Sent By:** How Ballot was sent to the voter should be Travel Board
- **Ballot Sent To:** Address Travel Board took the Ballot to the Voter
- **Ballot Election:** Year and Election Type Example 2024 Presidential General
- **Ballot Type:** Should say full Ballot
- **Ballot Date Printed:** When you printed the ballot
- **Ballot Date Received:** Date you are receiving the ballot
- **Ballot Received by Method:** click on the **V** to put on the **Travel Board**
- **Provisional:** Mark **yes** if the ballot is a provisional ballot and **no** if the ballot is not a provisional ballot.
- **Ballot Status:** should default to **Received**
- **Ballot Status Reason:** should be blank; however, if you need to make a note, you can do so here.
- **Reissue:** should say **NO**
- **Voter Registration Signature:** Should contain the signature on the voter's file.
- When Complete, click on **Save**.

14. You will see where it says absentee ballots, the election name, the dates sent and received, and whether it is a provisional or a reissue. Confirm the Status states Received. Ballot type and County.

15. Now that the ballots are mark received in the INSVRS system. You need to run an Absentee Ballot Summary Report.

16. Go to the Home page in the INSVRS system.

17. From the Home screen on the blue line, place your cursor  over the word **Reports**,
click on **Reports Library>Absentee>ABS Ballot Summary**

18. Once in the ABS Ballot Summary, make sure that it is on the correct election.

Ex:

Election: * Make sure this is on the correct election

Jurisdiction: County Precinct District

Ballot Sent By:

Voter Type: Military Overseas VPD (Leave Blank)

Party for Primary:

Ballot Status:

Start Date: Insert the date Ballots were received

End Date: Insert the same date as the start date

Sort By:

Report Type:

File Name:

Then Click **View/Print**

19. Load your printer with pink paper and do not duplex this report.

20. The report will show up on the home screen under the **Scheduled & Queued Reports**

21. When it shows up in the hopper, click on the report.

- Another screen will pop up to save the report.
 - Click save, and you will notice it pop up in the upper right corner of the screen under the download icon.
22. The report will print in precinct order with the names in alphabetical order.
23. Match up the ballots with each sheet of paper.
24. Take them to the ballot room, where the ballots must be filed with their applications and POA (if they have one) into a central count envelope
- The ballot envelope is placed in a large central count envelope and sealed.
25. A sticker with the precinct number is placed on the Central Count envelope
26. A sticker with the precinct number is placed on the back of the Absentee Ballot Summary report
- The date and how many ballots are on this report are written below the sticker
 - The report is wrapped around all ballots for that precinct
27. Once **ALL** ballots from **EVERY** precinct have gone through this process:
- Take them to the ballot room
 - Place them in precinct order by date
 - They are filed with other Travel Board and mail-in Ballots

Information Provided through the 2024 Indiana Election Administrators Manual

Absentee Voting by Traveling Board

A qualified voter confined within the county because of illness or injury, a voter caring for a confined person, or a disabled voter whose precinct is not accessible to a disabled voter may vote an absentee ballot before a bipartisan traveling absentee voter board. (IC 3-11-10-25) An absentee ballot voted before a traveling absentee voter board must be cast on any of the nineteen (19) days immediately preceding the election. (IC 3-11-10-25)

For voters voting absentee by mail or before a traveling board, a voter who is otherwise qualified to vote in person may vote by absentee ballot if the voter meets one of the following qualifications (IC 3-11-10-25):

- 1) Expects to be confined due to illness or injury;
- 2) Expects to be caring for a confined person at a private residence; or
- 3) A voter with disabilities who believes the voter's polling place is not accessible.

State law permits a traveling board to go OUTSIDE of the county to provide a ballot to a confined voter IF the county election board unanimously agrees to permit out-of-county travel. (IC 3-11-10-25)

A voter with a disability who is unable to make a voting mark on the ballot or sign the absentee ballot secrecy envelope MUST vote before an absentee voter board either in-person in the clerk's office or by traveling board. (IC 3-11-1024(d)) A voter with print disabilities may vote by using the system developed by the Secretary of State that complies with web content guidelines making web content available for these individuals. (IC 3-5-2-53.5; IC 3-11-4-6(k); IC 311-10-24(l))

Voter Identification Requirements to Vote by Travel Board

Voters who want to vote by any absentee method must provide voter identification information with their absentee ballot application, including the ABS-Travelling Board form. The application gives voters two options to select from:

1) Provide the voter's Indiana driver's license or state ID card number OR the voter's unique ID found in the statewide voter registration system on the voter's registration record OR the voter's last four digits of their Social Security number.

2) Photocopy of the voter's ID that complies with the state's photo ID law. See the "Photo ID Law" section of the "Election Day" chapter of this Manual for more information.

If a voter selects option 1, county election officials will confirm the number provided on their absentee ballot application matches the voter's registration. If the provided voter ID number is not on the voter's registration record or does not match, then county officials will validate the Indiana driver's license or state ID card credential number with the Indiana Bureau of Motor Vehicles or the Social Security number through SVRS. If the voter ID number is validated through this process, then it will be added to the voter's registration record, and the bipartisan review process will continue.

If it is not validated, then the absentee ballot application will be rejected, and the voter will be sent notice (ABS-24). Voters are encouraged to provide more than one of the required voter ID numbers.

If a voter selects option 2, county election officials will confirm that the photocopy of the ID meets the state's voter ID law. If the ID complies with this statute (IC 3-5-2-40.5), then a bipartisan team will continue the review of the application. If the supplied ID does not comply

with the state's photo ID law, then the absentee ballot application will be rejected, and the voter will be sent notice (ABS-24). Because an absentee application can be transmitted over email, a voter can send a digital image or photograph of the voter's ID with their emailed absentee ballot application.

Limitations on State or Political Subdivisions Mailing Any Absentee Ballot Application

An agency of the state or a political subdivision (meaning a county, city, town, township, school corporation, public library, local housing authority, fire protection district, public transportation corporation, local building authority, local hospital authority or corporation, local airport authority, special service district, special taxing district, or other type of local governmental corporate entity) may only mail any type of absentee ballot application (ABS-Mail, ABS-Traveling Board, ABS-VPD, FPCA, etc.) to an individual who requests the application for themselves or their family members (meaning their spouse, parent, father-in-law, mother-in-law, child, son-in-law, daughter-in-law, grandparent, grandchild, brother, sister, brother-in-law, sister-in-law, uncle, aunt, nephew, or niece). However, these entities may email or hand-deliver absentee applications to any voter.

This limitation does not apply to any private individual, political party, or other entity providing an absentee ballot application to another individual. For example, a political party may mail any absentee ballot application to voters, even if the absentee ballot application is unsolicited.

Additionally, government forms, like the absentee ballot application, must still be made available

to an individual, political party, or other entity appearing in person to request copies of the form. However, any entity other than the Indiana Election Division or county election board mailing an absentee ballot application to a voter must comply with applicable disclaimer requirements. See the “Required Disclaimer for Mailings that Include an Absentee Ballot Application” section later in this Chapter for more information.

Traveling Board Application (ABS-TRAVELING BOARD) Deadline

An application for an absentee ballot must be received by the circuit court clerk or the Lake or Porter County Election Director not earlier than the date the registration period resumes following an election and not later than noon, prevailing local time, on the day before Election Day. The application may be mailed, emailed, faxed, or hand-delivered from a confined voter or person caring for a confined person, and the applicant requests that a traveling board deliver the ballot.

Alternatively, Indiana voters can submit their ABS-Traveling Board application through indianavoters.com after logging in to their customized voter page. This requires a person to be currently registered to vote and enter the requested information into the website to access their page. A voter can select the ABS-Traveling Board application link on their portal page, which will prompt the voter to provide their Indiana driver’s license number, the last four digits of their Social Security Number, or the unique ID associated with the voter’s registration record. See “Voter Identification Requirements to Vote by Traveling Board” above for more information.

As noted above, “received” means the clerk, Lake County Election Director, or Porter County Election Board has physical custody of the form. Applications received after this deadline date,

even if postmarked on or before the deadline date, must be rejected. However, if the county election board determines by a unanimous vote that an otherwise qualified voter has been hospitalized or injured after the deadline to apply for an absentee ballot, the board may authorize the person to vote by absentee ballot. (IC 3-11-4-1(b))

Traveling board appointments are limited and are scheduled at a mutually agreeable time for the voter and the county election board. Voters should provide a reliable phone number or email address, if possible, for county election officials to schedule an appointment. As noted above, using the online traveling board application found on indianavoters.com, state law requires the voter to provide a phone number to submit the request electronically through the website. (IC 3-11-4.5-1)

Traveling board may not be denied access to a voter's residence or place of confinement if the voter is confined due to illness or injury, if the traveling board requests access at a time agreed to by both the board and the voter, and the time is during the regular office hours of the circuit court clerk.

An absentee traveling board visiting an individual already determined to be a voter of the county, and with the unanimous approval of the county election board, may permit the voter to complete the absentee application and proceed to cast an absentee ballot before the traveling board during that visit if both members of the absentee voter board approve the application. (IC 3-11-10-25)

Traveling Board Ballot Deadline & Emergency Exceptions on Election Day

Traveling board appointments must conclude the day before the election. (IC 3-11-10-25)

However, if the county election board determines by a unanimous vote that an otherwise

qualified voter has been hospitalized or injured after the deadline to apply for an absentee ballot, the board may authorize the person to vote by absentee ballot. (IC 3-11-4-1(b))

How to print a Ballot

- 1) Click on the print icon
- 2) Job type:
 - A. USB
- 3) Search For Precinct
- 4) Select the precinct
 - A. Will highlight when selected.
- 5) Click on settings
 - A. 2-sided: "Book."
9. Click on the number (Top right corner) to select the number of ballots to print.
10. Click Print.
11. Repeat for each selection.

Before selecting more ballots, be sure to unselect the previous selections.