



Democracy Suite Election Content Authorization Form

Carefully check all reports and ballots provided for accuracy.
 If applicable, verify all Information Included, whether It was submitted by yourself or another entity (e.g. Secretary of State). Initial where requested and sign this form before returning It to your support representative.

Checkpoint One: Jurisdictional Report Proofing			
Report		Verification Item	Initials
District Types Report	1,	Each district type necessary is listed.	
	2.	The spelling and naming of each district type is correct.	
	3.	The order of the district types is correct.	
Districts Report	4.	Each district needed for ballot creation and results reporting is listed.	
	5.	The spelling and naming of each district type is correct.	
	6.	Each Precinct that belongs in the district is listed.	
Precincts Report	7.	Each precinct in the election is listed	
	8.	Each district that should be associated with the precinct for the current election is listed.	
Ballot Types Report	9.	Each party-specific ballot type is listed.	
	10.	Each ballot type is listed.	
	11.	Ballot type names have been named as expected.	
	12.	The contests listed for each ballot type are correct.	
	13.	The rotations (by contest) for the ballot type are correct.	
Contests Report	14.	The contest name is correct.	
	15.	The Number of Positions equals the proper number to Vote For .	
	16.	The associated district is correct.	
	17.	The Choices for each contest are listed and spelled correctly.	

Checkpoint One must be approved before your ballot programmer will provide Proofing Ballots.

Signed:	
Date:	
County:	



Democracy Suite

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Checkpoint Two: Visual Ballot Proofing			
Report		Verification Item	Initials
Total Ballots	1,	All ballot styles are present	
Header/Footer	2.	Election Title is correct.	
	3.	Election Name and Jurisdiction is correct.	
	4.	Primary Election: Party Name is correct.	
	5.	Voting Instructions are correct.	
	6.	Precinct Name and Ballot ID or Ballot Type are correct.	
	7.	Card indicator is present and correct. (if applicable)	
	8.	Language indicator is present and correct. (if applicable)	
Contests	9.	The correct contests appear and in the correct order.	
	10.	The Contest Title is correct and consistent.	
	11.	The necessary Contest Headings are correct and consistent.	
	12.	The correct "Vote For" appears for each contest.	
	13.	The correct contests appear for each party/crossover ballot. (if applicable)	
Candidates	14.	The correct candidates appear in each contest.	
	15.	The candidate name, designation, an party preference are correct.	
	16.	The candidates are listed in the correct order (rotation) for each ballot type.	
	17.	Candidate names appear to be of a uniform font size for each contest.	
	18.	If there are write-in candidates, the number of write-ins matches the 'Vote For' number.	
Proposals	19.	The title and text is correct for every proposal	
	20.	The choices are correct for each proposal (e.g. Yes/No, BONDS-Yes/BONDS-No)	
	21.	All necessary formatting has been applied (bolding, italics, etc...)	

Checkpoint Two must be approved before your ballot programmer will provide Audio.

Signed:	
Date:	
County:	



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Checkpoint Three: Audio File Proofing			
Report		Verification Item	Initials
Contests	1.	An audio object/item is present for each contest title.	
	2.	The audio for each contest title is present and correct.	
	3.	The audio for each contest's Vote For plays immediate after the Contest name and is correct.	
Candidates	4.	An audio object/item is present for each choice	
	5.	The audio for the choice name is present and correct.	
	6.	The audio for each choice's party preference and/or designation is present and correct (where applicable).	
Contest Headings	7.	An audio object/item is present for each necessary contest heading.	
	8.	The audio for each contest heading is present and correct.	
Proposal	9..	The 'Description' each measure in the election is present and correct.	
	10.	Options for the choices for each proposal are present and correct.	
Header	11.	Audio for ballot headers is present.	
	12.	The audio file for each ballot header is correct and plays the appropriate information.	

Checkpoint Three must be approved before your ballot programmer will provide test data for ICX Proofing.

Signed:	
Date:	
County:	

Checkpoint Four: Screen Ballot Proofing			
Item		Verification Item	Initials
Header/Footer	1	Election Title is correct.	
	2.	Election Name and Jurisdiction is correct.	
	3.	Primary Election: Party Name is correct.	
	4.	Voting Instructions are correct.	
	5.	Precinct Name is correct.	
	6.	Each language is present. (if applicable)	
	7.	The Header on the printed QR Code ballot is correct.	
Contests	8.	The correct contests appear and in the correct order.	
	9.	The Contest Title is correct and consistent.	
	10.	The necessary Contest Headings are correct and consistent.	
	11.	The correct "Vote For" appears for each contest.	
	12.	The correct contests appear for each party/crossover ballot. (if applicable)	
	13.	The Contest Name appears correctly on the printed QR Code ballot.	
Candidates	14.	The correct candidates appear in each contest.	
	15	The candidate name, designation, an party preference are correct.	
	16.	The candidates are listed in the correct order (rotation) for each ballot.	
	17.	Candidate names appear to be of a uniform font size for each contest.	
	18.	If there are write-in candidates, the number of write-ins matches the 'Vote For' number.	
	19.	The Choice Name appears correctly on the printed QR Code ballot.	
Proposals	19.	The title and text is correct for every proposal	
	20.	The choices are correct for each proposal (e.g. Yes/No, BONDS-Yes/BONDS-No)	
	21.	All necessary formatting has been applied (bolding, italics, etc...)	
	22.	The Measure Title and Choice selection appear correctly on the printed QR code ballot.	

Signature approval authorizes agreement for services rendered.

Dominion will provide the final database to the county after all three checkpoints have been authorized.

Signed:	
Date:	
County:	

Redaction Log

Reason	Page (# of occurrences)	Description
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