



Arapahoe County Clerk and Recorder's Office
Elections Division

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NOTICE

This guide was created for reference and training purposes only related to a designated election official’s role in coordinating an election with Arapahoe County. It should not be used as a substitute for legal advice. It is the designated election official’s responsibility to obtain knowledge of any and all relevant laws and regulations.

Revised April 2025

Letter from the Arapahoe County Clerk and Recorder

Hello,

As your Clerk and Recorder, I want to thank you for exploring coordinating with our office for the upcoming election. I assure you that we will do everything in our power to make the process smooth and successful.

This guidebook contains all the deadlines, protocols and documentation you will need and will answer most, if not all, of the questions you have about coordinating an election with Arapahoe County.

Inside you will find helpful information on IGAs, ballot creation, voter lists, TABOR and more. We included a list of FAQs as well, but you should always feel free to reach out to our office with any questions or concerns.

Again, thank you for working with us. We are proud to share the opportunity of serving your voters with you.

Sincerely,

A handwritten signature in black ink, appearing to read "Joan Lopez".

Joan Lopez
Arapahoe County Clerk and Recorder

What is a Designated Election Official (DEO)?

A Designated Election Official (DEO) is the individual selected to be responsible for handling election duties on behalf of the jurisdiction, municipality, or district they represent. [C.R.S. 1-13.5-103(2)]

While Arapahoe County manages coordinated and general elections, DEOs are responsible for:

- Receiving all candidate filing information
- Submitting the Intent to Coordinate survey
- Approving the Address Library and District Map
- Signing the Intergovernmental Agreement
- Submitting ballot content, with certified Spanish translation
- Proofreading ballots
- Submitting TABOR information, if applicable
- Proofreading TABOR information, if applicable
- Submitting a Property Owner Ballot List, if applicable
- Attending the public Logic and Accuracy Test (optional)
- Attending the public Risk Limiting Audit (optional)
- Attending the Canvass Board meeting (optional)
- Paying your jurisdiction's share of election costs

DEOs are also responsible for ensuring that all election materials are:

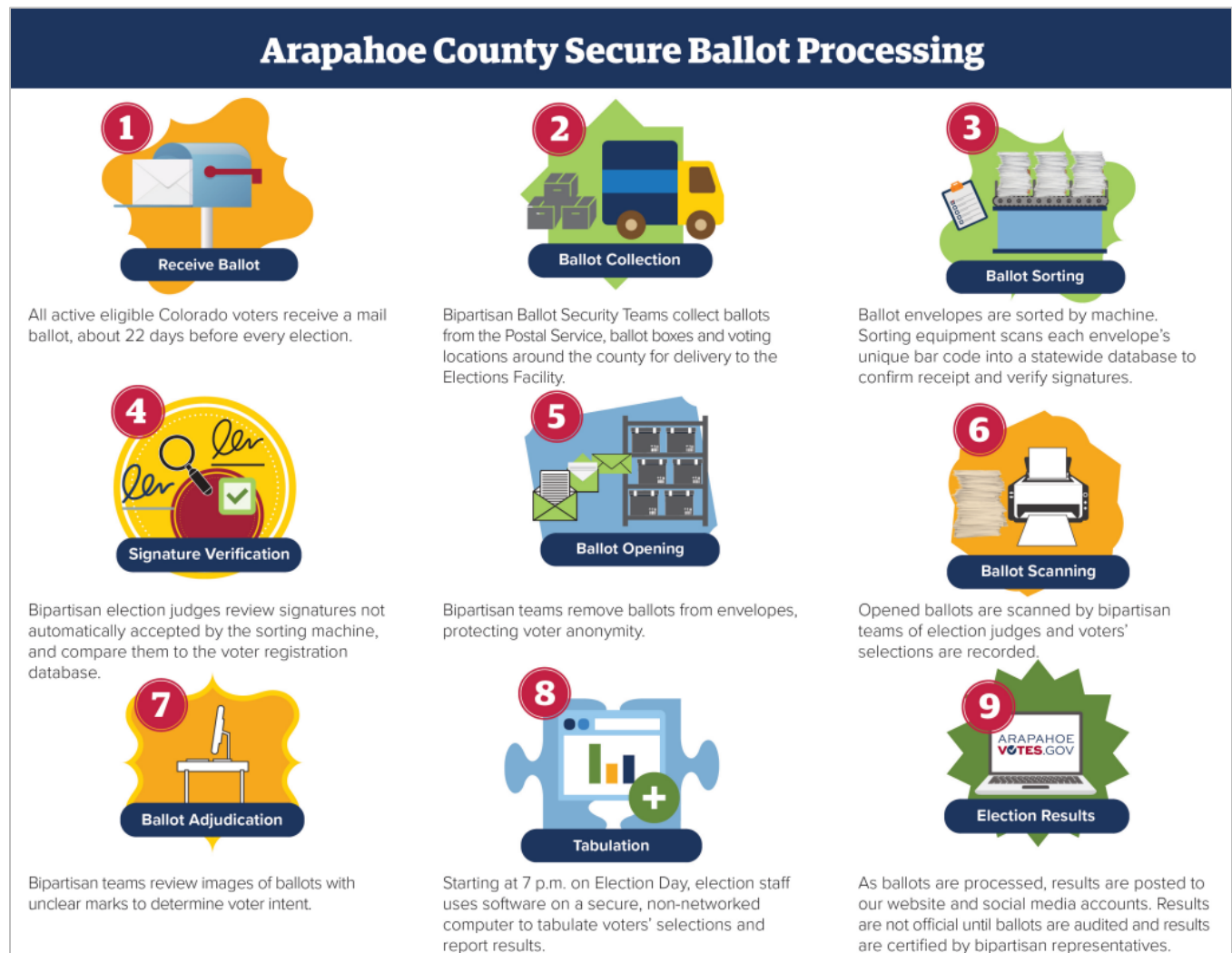
- Submitted correctly and on time
- Formatted according to legal and procedural requirements
- Translated into Spanish by a certified translator
- Reviewed and approved before ballots are printed

Colorado Title 1 Elections

Arapahoe County conducts elections under Title 1 in Colorado Revised Statute, which sets specific requirements and deadlines for election activities. Title 1 contains 22 Articles, although the most relevant Articles for the conduct of an election can be found in Articles 1 – 17. You can find the most recent statutes on the [LexisNexis website](#).

Title 1 designates Colorado as a mail ballot state, meaning all active registered voters over the age of 18 receive a ballot in the mail without having to request it. Voters still have the option to cast a ballot in-person at one of many Voter Service and Polling Center (VSPC) locations, although most choose to vote by mail ballot. In a typical election in Arapahoe County, more than 95% of voters choose to vote by mail while less than 5% choose to vote in-person.

Mail ballots are processed at our secure warehouse facility in Littleton. The graphic below provides an overview of how mail ballots are processed.



Voters who visit a Voter Service and Polling Center (VSPC) can:

- Drop off a voted mail ballot
- Register to vote
- Update an existing voter registration
- Request a replacement ballot if their mail ballot was damaged or missing
- Request to vote in-person, either on a tablet or on paper
- Receive language interpretation services

Every Voter Service and Polling Center location is also ADA accessible and offers several accessible voting options that allow voters with various disabilities to effectively vote, review, and cast a paper ballot in a private and independent manner. Voters may request any of the following:

- Wheelchair-accessible voting booth
- Audio ballot and headphones
- Large font size on the tablet
- Ability to connect to a voter's sip & puff or paddle devices
- Assistance from an Election Judge to fill out their ballot

When you coordinate with Arapahoe County, we will conduct all pre- and post-election processes on your behalf. The pre-election Logic and Accuracy test is a test to determine if voting equipment is functioning and counting ballots correctly. All DEOs are invited to attend this test at our Elections Facility in Littleton. To learn more about the Logic and Accuracy test, watch [this video](#) on our website, www.ArapahoeVotes.gov. DEOs are also invited to attend the post-election Risk Limiting Audit and the Canvass Board meeting. The Risk Limiting Audit is a process used to verify the accuracy of how voted ballots were counted. To learn more about the Risk Limiting Audit, watch [this video](#) on our website, www.ArapahoeVotes.gov. The Canvass Board is a bipartisan committee, comprising designees from both major political parties and the Clerk and Recorder. They review relevant data from the election and, if satisfied with their review, certify the results. Unofficial election results are posted to our website beginning at 7 p.m. on Election Night. Results remain unofficial until reviewed by the Canvass Board. This meeting typically happens at the end of November and is open to the public.

Election Calendar and Key Dates

As a DEO, meeting election deadlines is crucial to ensuring a smooth and successful election. An abridged calendar of key dates for coordinating jurisdictions for the current calendar year can be found on our website under Coordinating Jurisdictions. Use this guide as a quick reference tool to plan for the year.

February to July:

- Submit Intent to Coordinate Survey, effectively notifying the Clerk and Recorder that you plan to coordinate ballot content for the upcoming election
- Review your jurisdiction's Address Library and District Map, providing any changes or feedback as quickly as possible to ensure adequate time for changes and further review

August:

- Receive candidate filing information from members of the public interested in running for office
- Submit a signed Intergovernmental Agreement (IGA) that outlines roles and responsibilities

September:

- Submit certified ballot content with certified Spanish translations
- Proofread ballot content for accuracy
- Request a list of property owners, if applicable, from the Arapahoe County Assessor's office and submit it to the Clerk and Recorder's office
- Accept Pro/Con statements from the public for TABOR Notice, if applicable
- Submit full text of TABOR Notice to the Clerk and Recorder's office, if applicable
- Proofread TABOR notice for accuracy

October:

- Attend the Logic and Accuracy Test (optional)
- Order supplemental list of property owners, if applicable, from the Arapahoe County Assessor's office and submit to the Clerk and Recorder's office
- Promote participation in the upcoming election to voters in your jurisdiction

November:

- Review unofficial results on our website after 7 p.m. on Election Night
- Attend the Risk Limiting Audit (optional)
- Attend the Canvass Board meeting (optional)

December

- Pay your jurisdiction's share of election costs

Intergovernmental Agreements

What is an IGA and Why Do You Need One?

An Intergovernmental Agreement (IGA) is a contract between your jurisdiction and the Arapahoe County Clerk and Recorder's Office that defines:

- Which entity is responsible for specific tasks in the election
- Which charges/costs are paid by each entity
- Important deadlines

Think of the Clerk and Recorder as the primary election organizer. You as the DEO support them by submitting required information and assisting with voter outreach in your area.

What You Pay For (Election Costs)

Your jurisdiction shares costs with other participating jurisdictions in the election based on a weighted population average. This includes costs for:

- Overtime costs for non-exempt County full-time and temporary staff
- Election Judges
- Printing and mailing ballots
- Voter Service and Polling Center locations
- Security expenses related to Election Judges and Voter Service and Polling Center locations
- Election notices
- Postage

Address Library and District Map Verification Process

Arapahoe County utilizes the statewide voter registration system, known as SCORE, as the central database of address ranges and district boundaries within the County. We refer to the database of address ranges as the Address Library. The Address Library is the foundation of voters' registrations, so it's crucial that we verify the accuracy of the database before every election.

As the DEO, you are responsible for verifying the Address Library against your own records to ensure that every voter in your jurisdiction receives a ballot with the correct information. During the Address Library and District Map verification process, we will send you a spreadsheet with all address ranges we have assigned to your jurisdiction. It will also show a breakdown of the address ranges that each elected official boundary covers. In addition to the spreadsheet, we will include a map of your jurisdiction's current boundary lines. During the verification process, you will be responsible for ensuring that:

- The Address Library contains all address ranges in your jurisdiction
- All external boundary lines for your jurisdiction are correct
- All elected position boundary lines for your jurisdiction are correct

Any discrepancies should be communicated to Arapahoe County immediately so we can make changes as necessary. Upon approval of the Address Library and District Map, you will sign an Address Range Report Acknowledgement Form and return to the Clerk and Recorder's Office.

Ballot Content Certification

After your jurisdiction has passed a resolution placing candidates and/or questions on the ballot and you have collected all candidate filing paperwork, you will need to submit the certified content to the Clerk and Recorder's office. A template for providing certified content can be found on our website under Coordinating Jurisdictions. For candidate races on the ballot, you will also need to provide:

- Name of the jurisdiction
- Title of the office
- District of office
- Length of term
- The maximum number of candidates to be elected
- Full name(s) of the candidate(s)
 - Candidate(s)' names must be in the order they will appear on the ballot

Example of a candidate ballot certification:

City of Whoville

Mayor

At-Large

Four-year term

(Vote for one)

Cindy Lou Who

Martha May Whovier

Grinch

Betty Lou Who

Candidate names must be submitted in English only. Remember to double check the spelling of each name and whether any middle initial, suffix, or nickname should be included. The name will be printed on the ballot exactly how it appears in your certification to our office. Please remind candidates to call (303) 734-5365 to record their name for ADA accessible audio ballots.

When submitting certified content of ballot questions, you will also need to provide:

- Name of the jurisdiction
- Title of the question
- Full text of the ballot question

Example of a ballot question certification:

City of Whoville Question ____

Referred measure amending the City Charter to make Christmas a City Holiday

Shall Article 2-16, subsection (3) of the City Charter of the City of Whoville, Dr. SuessLand, be amended to make Christmas a City holiday?

The Clerk and Recorder's Office will assign the ballot question number based on Colorado law. More information about how a question number is assigned can be found on our website under Coordinating Jurisdictions. After the certification deadline, we will notify you of your question(s) number. Remember to double check all spelling and punctuation. Content cannot include bold or italic lettering, indenting, special formatting or charts, but may

include bullet points. Ballot content will appear on the ballot exactly how it appears in the certification to our office. Remember that TABOR (Taxpayer’s Bill of Rights) text must be in all capital letters.

Following the certification deadline, DEOs will receive a PDF of a ballot proof with your jurisdiction’s content. As the DEO, you must verify:

- Content matches the certification you provided
- Content is free from spelling errors
- Order of races and questions is correct
- Order of candidate names is correct

Translation Process

Beginning in 2025, DEOs are responsible for providing a certified translation of ballot content into Spanish. All ballot content, except candidate names, should be translated into Spanish including:

- Name of the jurisdiction
- Title of the office
- District of office
- Length of term
- The maximum number of candidates to be elected
- Title of the ballot question
- Full text of the ballot question
- Responses to the ballot question (Yes/For, No/Against)

Example of a candidate ballot certification:

English	Spanish
City of Whoville	Ciudad de Whoville
Mayor	Alcalde
At-Large	En general
Four-year term	Mandato de cuatro años
(Vote for one)	(Vote por uno)
Cindy Lou Who Martha May Whovier Grinch Betty Lou Who	Cindy Lou Who Martha May Whovier Grinch Betty Lou Who

Example of a ballot question certification:

English	Spanish
City of Whoville Question ____	Pregunta Numero ____ de la Boleta Electoral referida a la Ciudad de Whoville
Referred measure amending the City Charter to make Christmas a City Holiday	Medida remitida que modifica la Carta de la Cuidad para hacer de la Navidad un feriado municipal
Shall Article 2-16, subsection (3) of the City Charter of the City of Whoville, Dr. Suessland be amended to make Christmas a City holiday?	¿Se debe enmendar el Artículo 2-16, subsección (3) de la Carta de la Ciudad de Whoville, Dr. SuessLand para hacer de la Navidad un feriado municipal?
Yes/For	Sí/En Favor De
No/Against	No/En Contra De

Election Notices

There are three types of election notices required until Title 1. Those notices are the TABOR (Taxpayer's Bill of Rights) Notice, the Notice of Election, and Notice of the Logic and Accuracy Test. Jurisdictions that coordinate ballot content with Arapahoe County are not responsible for posting or mailing out required election notices. The Clerk and Recorder's office will coordinate all notices to minimize costs, but you as the DEO still have responsibilities related to the TABOR (Taxpayer's Bill of Rights) Notice if your jurisdiction has an issue on the ballot.

TABOR (Taxpayer's Bill of Rights) Notice

What is TABOR?

TABOR stands for the Taxpayer's Bill of Rights, a constitutional amendment passed by Colorado voters in 1992. It limits how much tax revenue state and local governments can collect, retain, and spend. It also requires voter approval for any new taxes or tax rate increases, and for keeping revenue that exceeds state-imposed limits (also known as "De-Brucing").

TABOR was designed to keep government growth in check, tie revenue increases to inflation and population growth, and give voters more control over public spending. It affects counties, municipalities, school districts, special districts, and any other public entity that imposes taxes.

TABOR only applies if your jurisdiction places a tax-related measure on the ballot such as a mill levy increase, new tax proposal, or a "De-Brucing" ballot question to retain excess revenue. As the DEO of a jurisdiction that is placing a TABOR question on the ballot, you are required to submit additional information to the Clerk and Recorder's office for the TABOR notice.

What content do I need to submit as a DEO?

A template for the TABOR Notice can be found on our website under [Coordinating Jurisdictions](#). As the DEO, you are required to submit:

- Required legal language
- Contact information for your jurisdiction
- Full text of the ballot issue
- Fiscal information
- Summary of written comments in favor of the issue (submitted by voters)
- Summary of written comments against the issue (submitted by voters)

Following the certification deadline, you will receive a PDF of the TABOR notice with your jurisdiction's content. As the DEO, you must verify:

- Content matches the certification you provided
- Content is free from spelling errors
- Order of content is correct

Once the notice has been approved, our office will mail a copy of the notice to all households in the County that have at least one registered voter at the address. We also post a copy of the notice on our website under Election Resources. Once VSPCs open, we also have copies of the notice on hand for voters to reference before voting their ballot.

Notice of Election

The Notice of Election is created and published by the Clerk and Recorder's office on behalf of all jurisdictions that are coordinating for the election. The notice provides details to voters about the upcoming election, including the final Election Day date, where to vote, Voter Service and Polling Center hours, and information about voter registration and receiving a mail ballot. The notice is posted to Arapahoe County's website under [Public Notices](#). It is also published in a newspaper that has wide circulation across Arapahoe County.

Notice of Logic and Accuracy Test

The Notice of Logic and Accuracy Test is created and published by the Clerk and Recorder's office on behalf of all jurisdictions that are coordinating for the election. The notice provides information about when and where the Logic and Accuracy Test will take place. This test must ensure that the equipment will correctly count votes cast for all contests and that the voting system will accurately tabulate ballots of all types and styles. The notice is posted to Arapahoe County's website under [Public Notices](#).

Property Owner Ballot Process

Arapahoe County will automatically mail ballots to all registered voters living within the jurisdiction. In some cases, an owner of real or personal taxable property within the jurisdiction--but who are not residents of the jurisdiction--may also be eligible to cast a ballot. Arapahoe County requires the DEO to send a list of certified property owners to the Clerk and Recorder's Office at least twice before every election. Our office will then mail a ballot to each eligible elector on the property owner ballot list.

To request a Property Owner Ballot List, please email the Arapahoe County Assessor's office at assessor@arapahoegov.com. The Assessor's office will return a list of property owners which can be forwarded to the Clerk and Recorder's Office. The original list of property owners should be provided no later than 30 days before the election. An optional, but strongly recommended, supplemental list should be provided no later than 20 days before the election. To order a supplemental list of property owners, email the Arapahoe County Assessor's office at assessor@arapahoegov.com.

Voter List Requests for Special Elections

In the event your jurisdiction does not coordinate with the Clerk and Recorder's office and runs an independent election, you as the DEO should request a list of eligible voters who are residing within your jurisdiction. The list will act as a guide of who is eligible to cast a ballot in your election. You should also request a list of eligible voters for any Special Election, which is typically held in odd years in May.

To request a list of voters in your jurisdiction, please email elections@arapahoegov.com at least 60 days before the election. The Clerk and Recorder's Office will send an invoice for \$25 per district which can be paid by credit card online, check through the mail, or by cash, credit card, or check in-person at the Littleton Administration Building. Upon receipt of payment, we will send you four (4) lists at various times, designated by statute, leading up to the election. The four (4) voter lists you will receive are:

1. Military and Overseas Voter (UOCAVA) List – This is a list of voters who are designated as UOCAVA voters and can choose to receive their ballot by mail or electronically. This group of voters also receives their ballots earlier than non-UOCAVA voters. You will receive this list immediately upon receipt of payment and at least 45 days before the election.
2. First List – This list contains all active and inactive voters (excluding UOCAVA voters) in the jurisdiction who will be at least 18 years old by Election Day. You will receive this list immediately upon receipt of payment and at least 30 days before the election.
3. Supplemental List – This list contains any active voters (including UOCAVA voters) in the jurisdiction who will be 18+ by Election Day who have newly registered to vote or updated their voter registration since the First List was sent. This list will be sent at least 20 days before the election.
4. Final List – This is a complete list of all active and inactive voters in the jurisdiction who will be at least 18 years old by Election Day. The list will be sent at least five (5) days before the election.

Voter lists will be sent through a secure, encrypted email. You must register an account with the Clerk and Recorder's Office when requesting the UOCAVA List.

Resources & Definitions

This section contains links to helpful resources and definitions to common election terms.

Resources

This is a list of links to resources that DEOs may find useful:

- Arapahoe County Elections: <https://www.arapahoevotes.gov/>
- Colorado Campaign Finance database: <https://tracer.sos.colorado.gov/PublicSite/Search.aspx>
- Colorado Constitution: <https://leg.colorado.gov/sites/default/files/images/olls/crs2024-title-00.pdf>
- Colorado Department of Local Affairs, Division of Local Government Special District Elections FAQs: <https://dlg.colorado.gov/special-district-elections>
- Colorado Election Rules: https://www.sos.state.co.us/pubs/rule_making/CurrentRules/8CCR1505-1Elections.html
- Colorado Revised Statutes: <https://advance.lexis.com/container/?pdmfid=1000516&crid=ec0c3a9f-53e2-421e-91e2-ca36d39d3de9&config=0345494EJAA5ZJE0MDIyYy1kNzZkLTRkNzktYTktMS04YmJhNjBINWUwYzYKAfBvZENhdGFsb2e4CaPI4cak6laXLCWylBO9&ecomp=8s85k&prid=727bf468-9988-446b-ad54-c41a4acb7e66>
- Colorado Secretary of State elections website: <https://www.coloradosos.gov/pubs/elections/main.html>
- Colorado Secretary of State voter website: www.GoVoteColorado.gov

Definitions

This is a list of definitions to common election terms:

- **Address Library Report:** The Address Report from the Secretary of State voter registration system that defines street addresses, precincts, and districts within the jurisdiction.
- **Canvass Board:** A bipartisan board which includes an appointee from each major political party and the Clerk and Recorder. This Board reviews and certifies election results.
- **Colorado Election Code (or "Code"):** Any part of the Uniform Election Code of 1992, (Articles 1- 13 of Title 1, C.R.S.) or any other Title of C.R.S. governing participating jurisdictions' election matters, as well as the Colorado Constitution, and the Colorado Secretary of State (SOS) Rules.
- **Coordinated Election:** An election where more than one jurisdiction with overlapping boundaries or with shared electors hold their elections on the same day.
- **Designated Election Official (or DEO):** The individual who shall be identified by a jurisdiction to act as the primary liaison between that jurisdiction and Arapahoe County. This individual has primary responsibility for the conduct of election procedures managed by the jurisdiction.
- **IGA (or Intergovernmental Agreement):** The formal agreement between the jurisdiction and the Clerk and Recorder that outlines how election responsibilities, costs, and logistics will be shared.
- **Jurisdiction:** A political subdivision, as defined in §1-7.5-103(6), C.R.S. and referenced in Code.
- **Logic and Accuracy Test:** A public test of electronic and electromagnetic voting equipment to ensure mail, provisional, and audio ballots are tabulated accurately, in accordance with §1-7-509, C.R.S.
- **Mail Ballot Packet:** A packet of information provided by the County to eligible electors in a mail ballot election. The packet includes the ballot, instructions for completing the ballot, and a return envelope. [§ 1-7.5-103(5), C.R.S.]

- **Post-Election Audit (or “Risk Limiting Audit”):** An audit, set forth in the Colorado Election Code. The audit compares randomly selected paper ballots to the Secretary of State's electronic records from the election. The audit verifies whether votes were counted in the correct manner.
- **Precinct:** An area with established boundaries within a political jurisdiction used to establish election districts.
- **Property Owner Ballot:** A ballot submitted by an eligible elector who owns real or personal taxable property within a district, but is not a resident of that district.
- **SOS:** The Colorado Secretary of State.
- **Election Calendar:** The calendar created by the SOS with all relevant dates, deadlines, and legal references that must be adhered to for the upcoming election. The most recent calendar can be found on the SOS website at <https://www.sos.state.co.us/pubs/elections/Resources/ElectionCalendars.html>.
- **TABOR (or “Taxpayer’s Bill of Rights”):** A ballot issue governed by article X, § 20 of the Colorado Constitution. It is a constitutional measure that limits government spending and requires voter approval for certain tax increases or fiscal decisions.
- **UOCAVA Voters:** Military personnel and overseas civilians who are registered to vote and receive services under the Uniformed and Overseas Citizens Absentee Voting Act of 1986 and the Military and Overseas Voter Empowerment Act of 2009.
- **Voter Service and Polling Center (or “VSPC”):** A physical location where voters can receive voter registration services, a replacement mail ballot packet, language interpretation services, or vote a ballot in-person.

Frequently Asked Questions

Where do I find more information about Colorado Title 1 Elections?

You can find additional information about Colorado Title 1 Elections on the [Lexis Nexis Legal Resources](#) website, or by visiting the [Colorado SOS](#) website.

Where can I find the election calendar for the current year?

Current election calendars are posted to the [Colorado SOS](#) website.

When can I expect my jurisdiction's Intergovernmental Agreement (IGA)?

Intergovernmental Agreements are typically emailed to the DEO beginning in June. If you need the agreement earlier, please contact us at elections@arapahoe.gov.

Where is the template for ballot certification?

The template for ballot certification can be found on our website www.ArapahoeVotes.gov under Coordinating Jurisdictions.

What companies do you recommend for Spanish translation?

Arapahoe County currently utilizes Propio/United Language Group (ULG). There are several other language translation service companies in the Denver metro area.

Where can I find more information about TABOR?

You can find more information about the Taxpayer's Bill of Rights on the [Colorado General Assembly](#) website.

When is the Logic and Accuracy Test?

Logic and Accuracy Tests are typically held 30-40 days before an election. For the current year Logic and Accuracy Test schedule, visit the www.ArapahoeVotes.gov homepage under "Election Dates and Deadlines."

Whom do I contact to receive a Property Owner Ballot list?

Please send an email to the Arapahoe County Assessor's Office at assessor@arapahoe.gov.

Whom do I contact to get a list of voters for my jurisdiction?

Please send an email to the Arapahoe County Clerk and Recorder's Office at elections@arapahoe.gov.

Whom do I contact with questions about coordinating an election with Arapahoe County?

For questions or more information about coordinating an election with Arapahoe County, please contact us at elections@arapahoe.gov or by calling (303) 795-4511.