

LIST MAINTENANCE

Acknowledgments/Transfers/Confirmations

STATISTICAL REPORTING REQUIREMENTS

- The State Board compiles an annual report which details the impact and productivity of the NVRA. Surveys are sent to County Boards.
- Records are to be maintained in your office for two years.

GENERATED STATISTICS

- The Total number of registered voters, both active and inactive, in the federal general election two years prior to the most recent federal general election.
- The total number of registered voters, both active and inactive, in the most recent federal general election, to be reported separately.



GENERATED STATISTICS

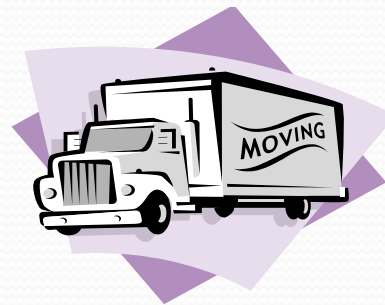
- The total number of valid new registration
- The total number of registrations that were deleted and Why?
- The total number of registrations received by mail; as well as those received centrally, and from your other outreach initiatives;
- The total number of duplicate registrations
 - by mail
 - from your outreach initiatives
 - from the NVRA
- The number of confirmation notices mailed out

ACKNOWLEDGEMENT – Sec 5-210.9

- Via First Class Mail (non-forwardable/address correction requested)
- Sent Promptly or not later than 21 days after receipt of application
- To all voter registration applicants who have been accepted by the Board
- Contains the following information
 - Notice that 'if this piece of mail is received by someone not residing at the address given in the notice, please mark same and drop it back in the mail
 - Effective date of registration & enrollment
 - Date & Hours of next election at which voter is eligible to vote
 - Polling place address & information & accessibility status
 - Information about absentee ballots & a phone number for such request
 - Contact information for serving as election day worker, additional registration forms & Miscellaneous information
 - Message that voter may notify board if information is inaccurate

TRANSFER NOTICE – 5-210.9

- via first class, forwardable mail
- to any voter for whom the board receives notice of a change of address within the county;
- to any voter who casts an affidavit ballot which sets forth the voter's new address in your county.



TRANSFER NOTICE – 5-210.9

- What Defines “Notice of Change of Address”
- Any NVRA participating agency’s change of address program
- NCOA Processing
- Mail returned by Post Office containing forwarding address
- A NY state of national voter registration form;
- Confirmation notice response card;
- Any notice sent to the board by a voter

TRANSFER NOTICE – 5-210.9

- Notice Contains:
 - Message indicating ‘your current voter registration has been transferred to new address
 - Includes a postage paid return card, so voter may notify you of changes
 - Information to the voter about the cards

TRANSFER NOTICE – 5-210.9

- When is Transfer Sent

Following transfer of voter to their new address

(as soon as practicable)

- If done due to Affidavit Ballot, the notice shall inform the voter whether or not such ballot was counted.
- If returned as undeliverable and/or without forwarding address; the board shall return the voter to original address & send a confirmation notice – voter is flagged Inactive

CONFIRMATIONS

5-712

You are reminded that no confirmations are to be mailed out after June 1st of any year unless the following criteria is met:

Returned Acknowledgment

Or

Returned mail shows an address not in your County



CONFIRMATIONS – 5-712

- SENT BY FORWARDABLE MAIL



CONFIRMATIONS – 5-712

- WHO GETS THEM?
- Voter who has mailed returned marked:
‘UNDELIVERABLE’ with no Forwarding
(send notice to old address)
- Voter who Board gets notice VIA USPS or NCOA
‘Moved left no forwarding address’
(send notice to old address)

OR

CONFIRMATIONS – 5-712

- To any voter you receive an unsigned change of address outside your County.
- In these instances the notice should be sent to New Address but if returned to you - should be re-sent to Old Address

OR

- Return mail indicates a change of address out of County

CONFIRMATIONS – 5-712

INCLUDES:

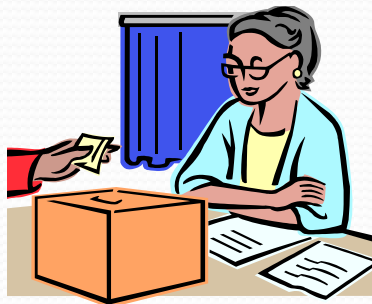
Postage Paid Card for the voter to use if needed

Asking Voter to reply with current address & must include a space for voter to indicate if they wish to be Election Day worker

Must contain a voter registration application & info on how to re-register in New York State

CONFIRMATIONS – 5-712

- Flag Voter as Inactive
- Track through two Federal Elections
- No voting through two Federal Elections
- Voter May be Purged during the NVRA Purge



Mail Check & Information Notice

4-117

- Sent First Clas Mail – “address correction requested”
- Between August 1st & August 5th of every year
- All voters without a change of address



Mail Check & Information Notice

4-117

Contains:

- Dates/Times of Primary & General Election
- Polling place address – Accessibility Icon
- Absentee/disability information
- Board Phone Number – Website address
- Further instructions to voter

Cancellation Notice – 5-402

- Via Forwardable Mail
- Voter no longer qualified to vote (except deceased)

Contains:

- Information to the voter about their options

Rejection Notice 5-210.9

- Sent promptly (no less than 21 days after receipt)
- Why was registration rejected
- Issues and how to correct
- Include new registration form
- Cut off date

NYS FTP SITE

FOR MORE INFORMATION

REFER TO

<ftp://ftp.elections.state.ny.us/vmlib>

Click on Updated Procedures

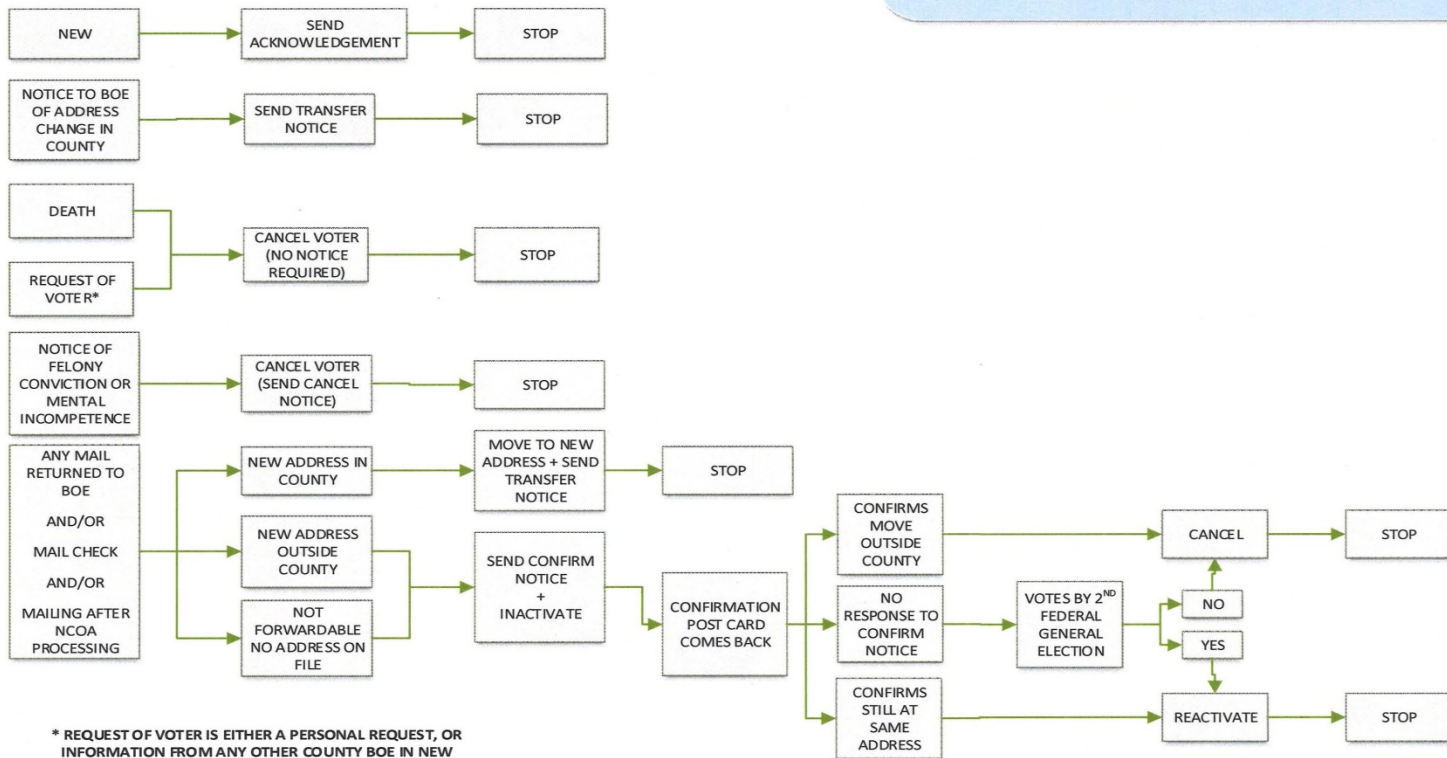
Updated Guide

Updated appendix

Contact Election Operations for log-on information

FLOW CHART

LIST MAINTENANCE FLOW CHART



* REQUEST OF VOTER IS EITHER A PERSONAL REQUEST, OR INFORMATION FROM ANY OTHER COUNTY BOE IN NEW YORK OR ANY OTHER STATE, WHICH DEMONSTRATES THAT THE VOTER IS NOW REGISTERED ELSEWHERE.

QUESTIONS

