OFFICIAL ELECTION INFORMATION
August 20, 2008

TO: County Election Officials

FROM: Wesley B. Tailor, Elections Division Director

RE: Voter Registration Applications and List Maintenance Procedures

In response to requests for increased flexibility to perform voter list maintenance, we are announcing the following changes to list maintenance procedures for voter registration applications. Please bear in mind that with the increased flexibility, you must be prepared to pay additional attention to details and be particularly aware of the implications when these guidelines are not followed.

New Voter Registration Applications (REG, MIDR, OCVA and PROV)

Counties may now add new voter registration applications at any time. The applications themselves, of course, will still be subject to Election Day registration deadlines. See O.C.G.A. § 21-2-224.

- Please be aware that when using the “report request screen” on the Voter Registration (VR) system to create a list of eligible voters, you must use the appropriate registration cut-off date for the selection criteria range to include, only voters whose registration date makes them eligible for a given election. (For instance on screen 14, all list of eligible voters reports start with a “from registration date” of 01-01-1900 to the registration cut-off date for the election of interest).

Changes to Absentee Voter Information

Any absentee voters that are added or whose information is changed after the ExpressPoll extract data is sent to KSU (2nd Thursday before Election Day) must be updated and synchronized on each of the individual ExpressPoll units. The VR system will not allow any voter information in the voter maintenance screen for that absentee voter to be changed until after Election Day.

Changes to Voter Information Within the County
Counties may enter within-county changes to voter information at any time. This process has not changed; however, please take note of the following reminders:

- If a voter’s registration application/change of address causes him/her to be in a different precinct in the same county and is postmarked before the registration cut-off date, but not entered until after the ExpressPoll extract data is sent to KSU (2nd Thursday before the Election Day), then the voter will appear on the ExpressPoll in the old precinct and on the supplemental list in the new precinct. You will need to go into each ExpressPoll unit in the old precinct and mark that voter with a “delete” status and update any printed electors lists.

- If a voter’s registration application/change of address causes him/her to be in a different precinct in the same county and is postmarked after the registration cut-off date, the voter would still be eligible to vote in the upcoming election at the old polling location and will appear on ExpressPoll in the old precinct. See O.C.G.A. § 21-2-218. The voter will not appear on the supplemental list in the new precinct. No action is required with respect to the electors list in either polling location.

- Please be aware that the Secretary of State’s Poll Locator will show the voter’s Polling Place for State & County Elections as the most recent precinct entered into the VR system. The Elections Division is developing language to include on the Poll Locator notifying voters that if the Registration Date shows a date after the registration cut-off date, the precinct may be different than that shown, and directing the voters to contact their local election officials.

**County-to-County Transfers**

1. For county-to-county transfers of voters before the registration cut-off date, the process has not changed. Counties may transfer voters before a registration cut-off date for an election without issue.

2. Counties may now conduct county-to-county transfers within the following expanded timeframes. (You no longer have to await completion of the credit for voting or your reconciliation process to complete a county-to-county transfer.)

   a. Counties may process voter applications to transfer new residents into their county for the period beginning the day after an election until the day after the registration cut-off date for the next election. For instance, October 6, 2008 is the voter registration cut-off date for the November 4, 2008 General Election. Therefore, county-to-county transfers may be entered from now through October 6, 2008.

   b. Counties may not process county-to-county transfers postmarked during the period between the day after the registration cut-off date and Election Day. For instance, October 6, 2008 is the voter registration cut-off date for the November 4, 2008 General Election. Therefore, voter registration applications for county-to-county transfers postmarked after October 6, 2008 may not be entered until November 5, 2008. Failure to adhere to these guidelines could result in voters not appearing on the electors list or ExpressPoll when they should.

   c. Because of the small number of counties conducting special elections, we do allow counties to coordinate county-to-county transfers postmarked during the period between the day after the registration cut-off date and Election Day for special elections only, provided that the counties exercise care when updating the ExpressPoll units and paper electors lists accordingly. This process has not changed.

- Please be aware that the Secretary of State’s Poll Locator will show the voter’s Polling Place for State & County Elections as the most recent precinct entered into the VR system. The
Elections Division is developing language to include on the Poll Locator notifying voters that if the Registration Date shows a date after the registration cut-off date, the polling location may be different than that shown, and directing the voters to contact their local election officials.

**Voter List Maintenance (O.C.G.A. § 21-2-228(a))**

Counties must continue to conduct voter list maintenance efforts to ensure that ineligible voters are removed from the electors list in a timely manner. County list maintenance should be conducted as frequently as is practicable to ensure that ineligible individuals do not remain on the electors list. Keep in mind that if you remove a voter from the electors list after the ExpressPoll extract data is sent to KSU (2nd Thursday before the Election Day), you will need to go into each ExpressPoll unit and mark that voter with a “delete” status.

**Deceased Voter List Maintenance (O.C.G.A. § 21-2-231)**

1. The Secretary of State’s Office receives electronic transmissions of death records from the Office of Vital Records every month. When there is an exact match of social security number, date of birth, and last name, the voter’s record is updated automatically by the system to mark that voter as ineligible to vote. These updates are listed on the SSVRZ561R1-R3 reports.

2. The SSVRZ561R4-R8 reports reflect voters that do not fit all the exacting criteria for automatic status change. The reports display the records and fields, side-by-side, for comparison from Vital Records and the VR system. Upon review, counties often will find that there is a slight spelling difference in the voter’s last name, or numbers are transposed, and that the voter is indeed deceased. Upon further review and confirmation, counties should change a deceased voter’s registration status to “D” with a reason code of deceased and conduct any ExpressPoll updates required.

**Felon Voter List Maintenance (O.C.G.A. § 21-2-231)**

1. The Secretary of State’s Office receives electronic transmissions of convicted felons from the Georgia Department of Corrections every month. Individuals currently serving a felony sentence, including any probation or parole, are prohibited from registering and voting.

2. The felon report series SSVR933R1-R8 reports are produced at month end. Unlike the deceased voter process, the felon matching process does not automatically change the voter status for felons. The county should review all reports to determine appropriate action and any associated status change. The reports display the records and fields, side-by-side, for comparison from Department of Corrections and the VR system. The Elections Division also receives reports from the U.S. Department of Justice of Georgians who have been convicted of federal felony offenses. The Secretary of State’s Office forwards this information to county registrars for appropriate action. In both instance, counties are responsible for changing the voter registration record to “D” status with a reason code of felon.