



JEFFERSON COUNTY COMMISSIONERS
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Louisville GA 30434
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INVOICE

DATE: OCTOBER 16, 2019

TO:

Austin B. Evers
American Oversight

FOR: COPIES

Open Records Request

58-6000847 – Federal I D Number

DESCRIPTION	HOURS	RATE	AMOUNT
25 Sheet (s)		\$0.10	\$2.50
Time	0.750	\$11.66	\$8.75
C D		\$7.00	\$0.00
TOTAL			\$11.25

Make all checks payable to Jefferson County Commissioners
Total due in 15 days. Overdue accounts subject to a service charge of 1% per month.

Thank you for your business!



OFFICIAL ELECTION INFORMATION

November 4, 2016

TO: County Registrars and County Election Officials
FROM: Chris Harvey, Elections Director
RE: Supplemental Electors List for the November 8, 2016 Election

The Supplemental Electors Lists, for the November 8, 2016 Elections, will be available on eNet on Saturday, November 5, 2016. These reports provide a summary of additions or changes to voter registration information for the November 8, 2016 Elections completed since the October 27, 2016 ExpressPoll download. The report will also include exception voters (9999). The status codes used on the report include:

IDR- Identification Required (status should be updated in ExpressPoll)

AB- Mailed Ballot Issued (status should be updated as AB in ExpressPoll)

AV – In person Ballot Issued (status should be updated as AB in ExpressPoll)

Pending – Voters in Pending Status (Pending SSN, Pending DDS and Pending Citizenship – poll worker should contact registrar for further instructions.)

For Voters in ExpressPoll with a changed status on the Supplemental List

To manually update a voter's status on the ExpressPoll, simply follow the same steps as you would follow to manually update a voter's absentee status. In the ExpressPoll manual, instructions are found under the Update Absentee Voters – Standard Process which begins on page 10 of the manual: <http://elections.kennesaw.edu/?q=documents/expresspoll-users-manual>. Step 12 in the standard process addresses the ability to update a voter's status from active to other status categories. ExpressPoll is currently configured to handle the following voter status categories:

A= Active

I = Inactive

X = Noncitizen

V = Not Verified

D = Deleted

Newly Added Voters Not in ExpressPoll

Be sure you instruct Poll Workers to check the supplemental list for voters added after October 27, 2016 when the voter is not listed on the ExpressPoll, **PRIOR** to offering a Provisional Ballot.

Voters with Combo/Precinct Changes after ExpressPoll Extract (after October 27, 2016)

If your county made any changes to the combo or precinct of a voter after October 27, 2016, instruct your poll managers to have their ExpressPoll personnel in any affected precincts review the supplemental list before attempting to find the voter in the Express Poll unit. If the voter is found on the supplemental list, please have the ExpressPoll personnel issue the voter access card using the encoder option on the ExpressPoll and add the voter's name to the paper numbered list.

Exception (9999) Voters

Exception (9999) voters are electors in eNet with either missing address for the residential address or voters with a residential address not included in the eNet street file. Our office recommends that each registrar's office makes every attempt to properly identify the district/combo or street information for voters within the 9999 Precinct and make the corrections available to the affected precincts' poll managers. If you can properly identify the correct district/combo information prior to Election Day, please add the correct information to the supplemental list for the affected precinct. Please instruct the ExpressPoll personnel to issue the voter access card using the encoder option on the ExpressPoll and mark the voter as voted on the supplemental list.

If you are unable to properly correct the district/combo information for the voter prior to Election Day, please instruct the poll managers to contact the County Registrar's Office to obtain the correct districting information for the voter. Once the information has been provided by the registrar's office, either have the ExpressPoll personnel issue the voter access card using the encoder option on the ExpressPoll and add the voter's name to the paper numbered list or direct the voter to correct polling place.

If the voter is on the exception (9999) voter precinct list with a residential address of "missing address," please instruct the poll managers to ask the elector for their current residence address. Once the poll managers have obtained the voter's residence address, instruct them to contact the County Registrar's Office to obtain the correct districting information for the voter. Once the information has been provided by the registrar's office, either have the ExpressPoll personnel issue the voter access card using the encoder option on the ExpressPoll and add the voter's name to the paper numbered list or direct the voter to correct polling place.



OFFICIAL ELECTION BULLETIN

August 18, 2017

TO: County Election Officials and County Registrars
FROM: Chris Harvey, Elections Division Director
RE: NVRA and Change of Residency Challenges

The National Voting Registration Act (52 U.S.C. § 20507(d)) limits when a jurisdiction can remove an elector from the voter rolls due to moving outside of the jurisdiction or due to a change of address. The statute prohibits removal unless:

1. There is written confirmation of the change in residency by the elector; or
2. The NVRA Confirmation Notice Process (NOACT2GE), described in 52 U.S.C. § 20507(d)(2), is followed.

O.C.G.A. § 21-2-228 allows county boards of registration to conduct hearings in order to determine the qualification of electors. O.C.G.A. § 21-2-229 allows electors of the county or municipality to challenge, in writing, the qualifications of any elector who appears on the list of electors. These challenge hearings for qualifications cannot, however, result in a voter being *removed from the list of electors* for any change of address. The NVRA does not prohibit removing an elector from the list of electors for other disqualifications such as citizenship, felony sentence, judicially declared mental incompetence, or insufficient age.

Options for Counties with Knowledge of a Change of Address: If a county has reason to believe a person has changed their address and hasn't updated their voter registration record, it is reasonable for the county to mail the elector a letter at their registered address to let the elector know that the county believes the elector may have moved and for the elector to provide a current address. Usually, the more specific you can be in the letter the better. There can be no consequence if the elector does not respond to the letter as none is provided by law. If the elector completes and returns the letter with a new address, the county now has written confirmation of a change in residency that it can act upon consistent with NVRA. However, if the letter is returned undeliverable, this would begin the "returned mail" list maintenance process and a confirmation notice would be issued to the elector. Because state law specifies instances when confirmation notices are to be sent, a county should not send a confirmation notice outside of the instances in state law (Returned Mail, NCOA, No Contact). Further, there is no current mechanism in eNet for a county to cause a confirmation notice to be printed by the print vendor outside

of those 3 list maintenance processes. If the elector then fails to respond to the confirmation notice as required by law, the elector's status will then become "Inactive."

National Voter Registration Act Citation

52 U.S.C. § 20507(d) Removal of names from voting rolls.

(1) A State shall not remove the name of a registrant from the official list of eligible voters in elections for Federal office on the ground that the registrant has changed residence unless the registrant--

(A) confirms in writing that the registrant has changed residence to a place outside the registrar's jurisdiction in which the registrant is registered; or

(B) (i) has failed to respond to a notice described in paragraph (2); and

(ii) has not voted or appeared to vote (and, if necessary, correct the registrar's record of the registrant's address) in an election during the period beginning on the date of the notice and ending on the day after the date of the second general election for Federal office that occurs after the date of the notice.

I encourage you to review this information with your boards and county attorneys and to make sure that any cancellation of voters from the electors lists, or change in status to inactive, is done in compliance with this federal law. I also encourage you to share this information with any municipalities within your county as they prepare for municipal elections in November.



OFFICIAL ELECTION BULLETIN

February 23, 2017

TO: County Election Officials and County Registrars
FROM: Chris Harvey, Elections Division Director
RE: Updated Pending Voters Action

Update to Pending Voter Registration Processing

A lawsuit has ended regarding the issue of the handling of voter registration applications that fail to verify with Division of Driver Services (DDS) and Social Security Administration (SSA). Prior to the lawsuit, when a voter registration failed to verify with DDS/SSA, a letter was generated by ENET and mailed to the applicant. If the applicant did not respond to the letter within 40 days, the application was rejected and the voter registration status in ENET was changed to cancelled.

Going forward, as required under the lawsuit, voter registration applications that fail verification will remain in pending status without a time limit. We have updated the failed verification letters generated in ENET to reflect these changes. Please make sure failed verification letters sent to voter applicants are substantively the same as the letter generated in ENET.

A voter in "pending" status can immediately update their status to "active" by providing appropriate verification documentation at your office or at any polling place.

Also pursuant to the lawsuit, we are sending two groups of voter registration applications back through the verification process so that they can be sent the updated failed verification letter. The first group are voter registrations in cancelled status since October 1, 2013 that were cancelled for failing to verify with DDS/SSA. This group is estimated to be about 4,000 voter registrations.

The second group are voter registrations that were already in pending status when the 40 day clock was stopped at the end of September 2016, and who were sent the old failed verification letter. That group is estimated to be about 11,000 voter registrations.

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These registrations will be sent back through the verification process later this week, and only those that fail to verify will appear on your dashboards to be timely processed and mailed failed verification letters.

Finally, going forward, please mail failed verification letters within seven (7) business days of the registration application being processed.

I appreciate your cooperation with this updated procedure.

Please feel free to contact me directly if you have any questions.



OFFICIAL ELECTION BULLETIN

February 15, 2017

TO: County Election Officials and County Registrars
FROM: Chris Harvey, Elections Division Director
RE: Kansas Cross-Check Inquiries Coming to the Counties

Since 2013, Georgia has participated as a member of a voter registration cross-check program known as “The Kansas Cross-Check.” The goal of this program was to identify voters who might be registered to vote in more than one state and improve the accuracy of voter lists of those states participating in the program. One of the ways of achieving this end is to compare names of people who might be registered in more than one state. As you are aware, there is no single centralized voter registration system that automatically removes a voter from Georgia if they move unannounced to Florida and then register there, or vice-versa.

With large database comparisons, the differences are in the details, and “matches” must be verified and confirmed responsibly and legally before removing a voter from the elector’s list.

In the past, Georgia has supplied its voter list to the program and let other states use the data to examine their lists. Now, Georgia is taking a more active role in this process. Going forward, County election/registration office contact information will be provided to out-of-state election officials who are requesting additional voter information on a specific voter believed to be registered in Georgia.

What This Means for the Counties

States have previously requested information from our office that we are simply unable to provide (signatures on absentee ballot application, voter registration applications, other correspondence, etc.) You may get requests from other states for voter information including the information mentioned above. Your response to these inquiries is to be made at your discretion. It is our stance that original voter registration applications are not subject to disclosure under the restrictions of O.C.G.A. § 21-2-225(a). I urge you to use secure means to transmit any Personal Identifying Information (PII) if you do respond to these inquiries.

What this Doesn't Mean for the Counties

Notifications from another state that they might have a matching voter registration alone is NOT sufficient grounds to remove a voter from the elector list in Georgia. For example, if a person registered in Florida in 2000, and then moved to Georgia and registered to vote in DeKalb County in 2003, and has stayed properly registered in DeKalb County, the fact that the person was never removed from the electors list in Florida is NOT reason to now remove the person from DeKalb County registration even though Florida indicates that there might be a match. Because the Georgia registration came after the Florida registration, Florida may determine that they need to take action with the voter, but that is their prerogative.

If, on the other hand, Gwinnett County gets notice (and confirms!) that one of their voters has registered in Florida two years after they last registered in Gwinnett County, Gwinnett County may decide to hold a hearing or attempt to contact the voter to determine if they are still a Gwinnett County voter. Gwinnett County would still have the responsibility to make sure it met all requirements before removing a voter from the electors list. All of these decisions are still the responsibility of the county in determining whether a voter is still eligible to remain on the list of electors.

If you have questions about inquiries from other states or sources, feel free to contact our office for any clarification we can provide.



OFFICIAL ELECTION BULLETIN

February 7, 2018

TO: County Election Officials and County Registrars
FROM: Chris Harvey, Elections Division Director
RE: NCOA Changes for Within-County Moves

Due to a recent court case, we have decided to make changes to the list maintenance processes with regard to change-of-address information received from the U.S. Postal Service's National Change of Address database (NCOA) for voters that moved **within the county**. These changes are consistent with the process laid out in O.C.G.A. § 21-2-233(b) for voters that move within their county.

We will be working to improve the NCOA process so that by 2019, there will be an easier way to process NCOA information received regarding voters moving within the county. In the meantime, we need to update certain addresses of "**within-county**" movers from the 2017 NCOA list maintenance process.

This must be completed by February 20, 2018, at the latest.

Your liaison will email you an excel spreadsheet with the voter registration numbers and the USPS NCOA addresses that need to replace the existing residence addresses of "**within-county**" movers. The email will have specific instructions on how to accomplish this.

We appreciate your prompt attention in implementing this solution.



OFFICIAL ELECTION INFORMATION

March 16, 2018

TO: County Registrars, Election Directors, and Combined Boards of Elections and Registration

FROM: Chris Harvey, Director of Elections

RE: Voter Registration Deadline Changed for Federal Runoffs Only

On October 13, 2017, Judge Timothy C. Batten, Sr. signed a federal consent order in which the Secretary of State's Office agreed to re-open voter registration for runoff elections in federal elections only.

The order states:

"The voter-registration deadline for all elections for federal office, including all run-off elections, shall be the close of business on the thirtieth day prior to the election, or the time otherwise prescribed by state, whichever is less. Pursuant to O.C.G.A. § 21-2-14 and § 21-2-224(a), if such deadline should fall on a Saturday, Sunday, or legal holiday, the voter registration deadline shall be the close of business on the following business day."

In the event that a federal runoff is required, voter registration would re-open immediately after a federal election in those counties conducting a federal runoff, and would close thirty days before the federal runoff election. Voters who registered to vote during this time between the federal election and the federal runoff would only be eligible to vote in the immediate federal runoff election (not in state, county, or local runoff elections happening at the same time) but, after the federal runoff, would be fully eligible to vote in all future elections.

This order is permanent unless or until state law is passed that conforms to this standard.

We are prepared to meet the technical challenges should a county face a federal runoff election this year. However, one of the best things each county can do in anticipation of this possibility is to keep their backlog of voter registration applications as low as possible heading into the election and possible runoff.

This year, the voter registration deadline for federal runoff elections only are:

June 25, 2018 is the voter registration deadline for the Primary Federal Runoff on July 24, 2018 (if necessary.)

December 10, 2018 is the voter registration deadline for the Federal General Election Runoff on January 8, 2019 (if necessary.)

The Secretary of State's Office will coordinate details and further instructions for ENET, absentee voting, and Election Day voting for any counties that find themselves facing a federal runoff in the primary or general election.

A complete copy of Judge Batten's order is posted on Firefly with this document under "Official Communications."



OFFICIAL ELECTION BULLETIN

June 5, 2018

TO: County Election Officials and County Registrars

FROM: Chris Harvey, Elections Division Director

RE: Update to Felon Process in GVRs

The Department of Corrections sends reports to the Secretary of State's office for people serving felony sentences in custody. As reported last year, the Department of Community Supervision now sends separate felon lists for people serving felony sentences on probation and parole. This recent change is a result of broader legislative efforts spearheaded by Governor Nathan Deal for criminal justice reform in Georgia.

With this new change in effect, the Secretary of State's office found that the Department of Community Supervision's data included individuals with special statuses of First Offender, *Nolo Contendere*, and Conditional Discharge. People with statuses for First Offender, *Nolo Contendere*, and Conditional Discharge are eligible to register to vote and cast a ballot.

We have worked diligently with the Department of Community Supervision and the Georgia Crime Information Center to refine the transmission of their data to reflect the appropriate parameters and exclude individuals under special sentencing status. Going forward, you should no longer see any person under one of these special statuses on your GVRs dashboard when our office receives the data and forwards it to you for processing.

You will see an increase in volume on your dashboards as we resume this data transmission. You should continue to process all felon notices in accordance with standard procedures.



OFFICIAL ELECTION BULLETIN

October 12, 2018

TO: County Election Officials and County Registrars

FROM: Chris Harvey, Elections Division Director

RE: Processing Voter Registration Applications after the VR Deadline

Voter Registration Deadline

Pursuant to O.C.G.A. § 21-2-224, Tuesday, October 9, 2018 was the voter registration deadline for the November 6, 2018 Election(s). If mail-in VR Applications (Site Codes 2, 9, and 14) do not have a legible postmark, then the Secretary of State's date stamp should be used to determine if the voter should be added or updated for the November 6, 2018 Election(s). O.C.G.A. § 21-2-224(c) provides that the Secretary of State's date stamp on the application must be no later than Friday, October 12, 2018 for the individual to be eligible to vote in the November 6, 2018 Election(s). If you receive a new mail application that meets these postmark requirements, then enter the voter registration deadline of October 9, 2018 as the voter's registration date into eNet.

The voter registration date for applications from site codes 5, 6, 8, 10, 12, and 13 are based on the date written next to the voter's signature.

New Voter Registration Applications

Although the October 9, 2018 deadline has passed, counties will still be able to add new voter registration applications into eNet. Pursuant to O.C.G.A. § 21-2-224, such applications will still be subject to the October 9, 2018 registration deadline, and voters who applied to register to vote after the October 9, 2018 deadline will not be eligible to vote in the November 6, 2018 Election(s).

New voters added during the period between the day after the registration cut-off date and Election Day or until after any subsequent run-off date will be visible within all modules in eNet.

THIS IS IMPORTANT: Because all new applicants (including those who register after the registration deadline) will appear in eNet, counties must double-check the registration date of each voter before allowing the voter to cast a ballot during the absentee/advance voting period.

Changes to Voter Address Information Within the County

Counties should not enter within-county address changes to voter information postmarked during the period between the day after the registration cut-off date and Election Day. Therefore, voter registration applications for within-county address changes postmarked after October 9, 2018

should not be entered until Wednesday, November 7, 2018 (if no runoff) or after any subsequent run-off date.

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 should not process county-to-county transfers postmarked after the registration cut-off date until after certification. Therefore, voter registration applications for county-to-county transfers postmarked after October 9, 2018 should not be entered until the county level certification, Monday after the election. Failure to adhere to these guidelines may result in voters not appearing on the electors list or ExpressPoll when they should.
3. Please be aware that the Secretary of State's My Voter Page (MVP) will show the voter's polling place for state & county elections as the most recent precinct entered into eNet.

Changes to Voter Information Other Than Address Change

Counties may not enter changes to voter information after the registration cut-off date except to update voters who are providing additional information as required in O.C.G.A. § 21-2-220(d).

Voter List Maintenance

Counties may continue to conduct specific individualized 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.

As you continue list maintenance processes leading up to the election, please keep in mind the limitations on list maintenance activities established under the National Voter Registration Act of 1993 (NVRA). Specifically, NVRA provides that any program to systematically remove the names of ineligible voters from the official list of electors must be completed no later than ninety (90) days prior to the date of a primary or general election for federal office.

Removal of ineligible voters for the following reasons is not subject to the 90-day limitation:

1. at the request of the registrant;
2. the felony conviction or judicial determination of mental incompetency of the registrant;
3. the death of the registrant;
4. correction of registration records pursuant to the NVRA; or
5. the verification process of determining the eligibility of a person applying to register to vote in accordance with any applicable court order and federal law.

Registrars can continue with their list maintenance activities, as long as they fall into one of the above categories as authorized by law. If you have any additional questions, please contact your Liaison.



OFFICIAL ELECTION BULLETIN

October 23, 2018

TO: County Election Officials and County Registrars
FROM: Chris Harvey, Elections Division Director
RE: Handling Pending Verification Registrations At Voting Locations

Below please find guidance and instructions regarding handling voter registrations in pending verification status. This information was also provided leading up to the 2016 General Election.

As you know, all voter registration applications are checked against the information on file with the Georgia Department of Driver Services (“DDS”) or the Social Security Administration (“SSA”).

Any voter whose registration that is facially complete but whose DDS number or SSA number cannot be verified because key information such as first name, last name, and date of birth does not match the information on file with the Georgia DDS or the SSA will remain in pending status and will **not** be rejected for 26 months pursuant to O.C.G.A. § 21-2-220.1.

Pending applicants whose information (other than citizenship status) did not match are eligible to vote during early voting or on Election Day and must be allowed to vote a regular ballot if they show one of the following forms of identification and there are no other issues that would require the voter to vote a provisional ballot (i.e. wrong county, wrong precinct, already voted, etc.):

- (1) A Georgia driver’s license (including an expired Georgia driver’s license);
- (2) A valid Georgia voter identification card or other valid photo identification card issued by a branch, department, agency, or entity of the State of Georgia, any other state, or the United States which is authorized by law to issue personal identification. This includes a valid student photo ID card issued by a Georgia public college, university, or technical school; a valid out-of-state driver’s license; public transit issued photo ID card; and any other federal or state agency or government issued photo ID card;
- (3) A valid United States passport;
- (4) A valid employee photo identification card issued by any branch, department, agency, or entity of the United States government, this state, or any county, municipality, board, authority, or other entity of this state;
- (5) A valid United States military photo identification card; or
- (6) A valid tribal photo identification card.

After the applicant shows an acceptable form of identification at the polling place or early voting site and casts a ballot, that elector should be given credit for voting and their eNet status should be updated from “pending” to “active” using Site Override. **The identification shown is not required to exactly match the information in ExpressPoll. Instead, you must simply confirm that the voter is the same person as the applicant.**

Pending applicants whose registration did not match DDS records for citizenship status are eligible to vote a regular ballot during early voting or on Election Day for the November 6, 2018 General Election if they provide one of the forms of identification above and one of the following forms of proof of citizenship and a deputy registrar is available to review the proof of citizenship:

- (1) Birth certificate, issued by a U.S. State (if the person was born in the U.S.), or by the U.S. Department of State (if the person was born overseas and the parents registered the child's birth and U.S. citizenship at birth with the U.S. Embassy or Consulate).
- (2) U.S. Passport, issued by the U.S. Department of State.
- (3) Certificate of Citizenship, issued to a person born outside the U.S. who was still a U.S. citizen at birth, or to a person who later automatically became a U.S. citizen.
- (4) Naturalization Certificate, issued to a person who became a U.S. citizen after birth through the naturalization process.
- (5) A Report of Birth Abroad of a U.S. Citizen.
- (6) A Certification of birth issued by the Department of State.
- (7) A U.S. Citizen ID card.
- (8) An American Indian Card issued by the Department of Homeland Security with the classification code "KIC" (Issued by DHS to identify U.S. citizen members of the Texas Band of Kickapoos living near the U.S./Mexican border).
- (9) Final adoption decree showing the child's name and U.S. birthplace.
- (10) Evidence of civil service employment by the U.S. government before June 1976.
- (11) An official U.S. military record of service showing a U.S. place of birth.
- (12) A Northern Mariana Identification Card (Issued by the INS to a collectively naturalized citizen of the U.S. who was born in the Northern Mariana Islands before November 4, 1986).
- (13) Extract of U.S. hospital record of birth established at the time of the person's birth indicating a U.S. place of birth.
- (14) Life or health or other insurance record which indicates a U.S. place of birth and which is dated at least 5 years before the initial application date.
- (15) Federal or State census record which indicates U.S. citizenship or a U.S. place of birth (Generally for persons born 1900 through 1950).

(16) Institutional admission papers from a nursing home, skilled nursing care facility or other institution which indicates a U.S. place of birth.

(17) Medical (clinical, doctor, or hospital) record which indicates a U.S. place of birth and which is dated at least 5 years before the application date.

(18) A driver's license or identification card issued by an agency of a U.S. state if that agency indicates on the driver's license or identification card that the applicant has provided satisfactory evidence of United States citizenship to the agency.

- A Georgia driver's license or ID card is proof of citizenship unless it says LIMITED-TERM.

(19) Other document that was created at least 5 years before the application. Document must be one of the following and show a U.S. place of birth: Seneca Indian tribal census record; Bureau of Indian Affairs tribal census records of the Navaho Indians; U.S. State Vital Statistics official notification of birth registration; an amended or delayed U.S. public birth record that is amended more than 5 years after the person's birth; or statement signed by the physician or midwife who was in attendance at the time of birth.

(20) If other forms of documentation cannot be obtained, documentation may be provided by a written affidavit, signed under penalty of perjury, from two citizens, one of whom cannot be related to the person in question, who have specific knowledge of event(s) establishing the person in question's citizenship status. The person in question or another knowledgeable individual must also submit an affidavit stating why the documents are not available. Affidavits are only expected to be used in rare circumstances.

If a deputy registrar is not present at the time the applicant requests a ballot, the applicant may present the proof of citizenship to the poll manager who shall transmit a copy of the applicant's proof of citizenship to the county registrar's office via text message, email or fax, if said technology is available to the poll manager at the polling location. The county registrar shall immediately update the applicant's citizenship status so that the applicant shall be permitted to cast a regular ballot and convey that information to the poll manager at the polling location. If that technology is not available to the poll manager, the applicant shall be offered the opportunity to cast a provisional ballot, the provisional ballot envelope shall be marked by the poll manager with "CIZ" to confirm that the applicant presented one of the forms of acceptable proof of citizenship and ID at the time the ballot was cast, and the provisional ballot shall be counted as a vote without requiring any further action on the part of the voter.

If an applicant who is in pending status due to citizenship verification does not present one of the acceptable forms of proof of citizenship when a ballot is requested during early voting or on Election Day, the applicant shall be offered the opportunity to cast a provisional ballot. The provisional ballot envelope is to be marked "X". The applicant shall be instructed that he or she will be required to present proof of citizenship in person, via fax, email or text to the county registrar before the close of the provisional ballot period on the Friday following the election in order for the provisional ballot to count as a vote.

INSTRUCTIONS FOR PROCESSING PENDING VOTERS ON THE EXPRESSPOLL UNITS

There are two different indicators for voters in Pending status in ExpressPoll: **V** and **X**.

PENDING VOTERS IN “V” STATUS

- If a Poll Worker pulls up a voter and sees that the voter is in V status, it means that they failed verification with the Department of Driver Services or the Social Security Administration. When the Poll Worker selects the voter, they will be prompted with the following message:
 - “Voter is a first time registrant whose application has not been fully verified. Voter must show an acceptable form of ID before voting. If no acceptable ID is provided, send the voter to the provisional station.”
- If the voter is able to provide the proper identification outline in 21-2-417(a), the Poll Worker will select the button marked “ID Provided Issue Voter Card” and create a voter access card.
- If the voter is unable to provide the required identification, they should be sent to the provisional ballot station.

PENDING VOTERS IN “X” STATUS

- If a Poll Worker pulls up a voter that is in X status, they will notice the record is highlighted in purple. When they select the voter they will see the following message, which will also be highlighted in purple:
 - “Voter has been flagged in the Voter Registration System as a possible Noncitizen. Issue the Voter a Challenged Ballot. Contact the County Registrar for individual’s current status.”
- At this point, the Poll Worker does not have the option to create a voter access card for this voter. There are four different scenarios that could take place at this point.
 1. If the voter has proof of citizenship with them and there is a deputy registrar at the polling location that can verify the documents, the Poll Manager can override the X status for the voter using their supervisor password. They would change the voter status to A and then the Poll Worker could then issue that voter a voter access card.
 2. If there is not a deputy registrar at the polling place, but the voter presents proof of citizenship to the poll manager, the poll manager shall call the registrar’s office and send by text message, email or fax a copy of the proof of citizenship if the technology is available. The county registrar shall update the voter’s citizenship status and instruct the Poll Manager to override the X status and change the voter to A status in ExpressPoll. The Poll Worker could then issue that voter a voter access card.
 3. If that technology is not available to the poll manager, the voter shall be offered the opportunity to cast a provisional ballot. The provisional ballot envelope shall be marked “**CIZ**” to confirm that the applicant presented one of the forms of acceptable proof of citizenship and ID, and the provisional ballot shall be counted as a vote without requiring any further action on the part of the voter.
 4. If the voter does not have proof of citizenship, the voter should be directed to the provisional ballot station to cast a provisional ballot. The voter will need to present citizenship documentation in person, via fax, email, or text to the county registrar’s office before end of business on Friday, 11/9/18 to resolve their provisional status.



OFFICIAL ELECTION BULLETIN

November 2, 2018

TO: County Election Officials and County Registrars

FROM: Chris Harvey, Elections Division Director

RE: Pending Citizenship Registrations at Voting Locations

District Court Judge Eleanor Ross has just issued an injunction regarding the way voters in pending citizenship status are able to resolve their citizenship verification issue at the polls. The injunction will require posting information at the polls, additional training for poll managers, and a slight change to the procedure for verifying proof of citizenship at polling places. A copy of the full order is available as a separate OEB.

The Judge has ordered that **Poll Managers**, in addition to Deputy Registrars, be allowed to verify proof of citizenship at the polls. You should immediately communicate to your Poll Managers this information and the list of acceptable proof of citizenship. Please ensure that they are prepared to review and verify proof of citizenship documentation at the polls for any voter marked in the ExpressPoll with X (Pending Citizenship Verification). It is also important that poll managers separately document when someone in Pending Citizenship Verification status shows proof of citizenship and votes on the DRE so that the registrars can update the person's record in ENET after the election to reflect they are a citizen and in Active status.

The Judge has also ordered that the list of acceptable documentation to prove citizenship be posted at polling places. The list is available as a separate OEB. Below is guidance consistent with the injunction.

For the November 6, 2018 General Election, at a polling location, the individual whose registration did not match DDS records for citizenship status may provide proof of identity and acceptable proof of citizenship, to a poll manager or a deputy registrar, and after verification, cast a regular ballot. A single document that meets the standard for both proof of citizenship and photo ID is sufficient to satisfy both requirements. The following are forms of proof of citizenship:

- (1) Birth certificate, issued by a U.S. State (if the person was born in the U.S.), or by the U.S. Department of State (if the person was born overseas and the parents registered the child's birth and U.S. citizenship at birth with the U.S. Embassy or Consulate).
- (2) U.S. Passport, issued by the U.S. Department of State.
- (3) Certificate of Citizenship, issued to a person born outside the U.S. who was still a U.S. citizen at birth, or to a person who later automatically became a U.S. citizen.

(4) Naturalization Certificate, issued to a person who became a U.S. citizen after birth through the naturalization process.

(5) A Report of Birth Abroad of a U.S. Citizen.

(6) A Certification of birth issued by the Department of State.

(7) A U.S. Citizen ID card.

(8) An American Indian Card issued by the Department of Homeland Security with the classification code "KIC" (Issued by DHS to identify U.S. citizen members of the Texas Band of Kickapoos living near the U.S./Mexican border).

(9) Final adoption decree showing the child's name and U.S. birthplace.

(10) Evidence of civil service employment by the U.S. government before June 1976.

(11) An official U.S. military record of service showing a U.S. place of birth.

(12) A Northern Mariana Identification Card (Issued by the INS to a collectively naturalized citizen of the U.S. who was born in the Northern Mariana Islands before November 4, 1986).

(13) Extract of U.S. hospital record of birth established at the time of the person's birth indicating a U.S. place of birth.

(14) Life or health or other insurance record which indicates a U.S. place of birth and which is dated at least 5 years before the initial application date.

(15) Federal or State census record which indicates U.S. citizenship or a U.S. place of birth (Generally for persons born 1900 through 1950).

(16) Institutional admission papers from a nursing home, skilled nursing care facility or other institution which indicates a U.S. place of birth.

(17) Medical (clinical, doctor, or hospital) record which indicates a U.S. place of birth and which is dated at least 5 years before the application date.

(18) A driver's license or identification card issued by an agency of a U.S. state if that agency indicates on the driver's license or identification card that the applicant has provided satisfactory evidence of United States citizenship to the agency.

- A Georgia driver's license or ID card is proof of citizenship unless it says LIMITED-TERM.

(19) Other document that was created at least 5 years before the application. Document must be one of the following and show a U.S. place of birth: Seneca Indian tribal census record; Bureau of Indian Affairs tribal census records of the Navaho Indians; U.S. State Vital Statistics official notification of birth registration; an amended or delayed U.S. public birth record that is amended more than 5 years after the person's birth; or statement signed by the physician or midwife who was in attendance at the time of birth.

(20) If other forms of documentation cannot be obtained, documentation may be provided by a written affidavit, signed under penalty of perjury, from two citizens, one of whom cannot be related to the person in question, who have specific knowledge of event(s) establishing the person in question's citizenship status. The person in question or another knowledgeable individual must also submit an affidavit stating why the documents are not available. Affidavits are only expected to be used in rare circumstances.

If an applicant who is in pending status due to citizenship verification does not present one of the acceptable forms of proof of citizenship when a ballot is requested during early voting or on Election Day, the applicant shall be offered the opportunity to (a) cast a provisional ballot or (b) he or she may return to the polling location (before the polls close) with sufficient proof of citizenship. The applicant shall be instructed that he or she will be required to present proof of citizenship in person, via fax, email or text to the county registrar before the close of the provisional ballot period on the Friday following the election in order for the provisional ballot to count as a vote.

INSTRUCTIONS FOR PROCESSING PENDING CITIZENSHIP VOTERS ON THE EXPRESSPOLL UNITS

PENDING VOTERS IN “X” STATUS

Voters that are in pending status due to citizenship verification will be marked in the ExpressPoll units with a status of X and highlighted in purple. When the poll worker selects the voter, he or she will see the following message, also highlighted in purple:

- “Voter has been flagged in the Voter Registration System as a possible Noncitizen. Issue the Voter a Challenged Ballot. Contact the County Registrar for individual’s current status.”

When a poll worker encounters a voter highlighted in the X status and highlighted in purple, the poll worker should communicate to the voter that their record is currently in pending status due to a failure to verify citizenship with the Department of Driver Services. They should then ask the voter if he or she has one of the acceptable forms of documentation of proof of citizenship. There are two possible outcomes:

1. If the voter has proof of citizenship with them, the Poll Manager should review the proof of citizenship and determine if it is sufficient. If it is, the Poll Manager can override the X status for the voter using their supervisor password and issue a voter access card. The Poll Manager should also document the voter’s information and that proof of citizenship was provided to ensure that the registrars can update the voter’s registration record to reflect he or she is a citizen and place them in Active status after the election.
2. If the voter does not have proof of citizenship, the voter should be directed to the provisional ballot station to cast a provisional ballot. The provisional ballot envelope is to be marked “X”. The applicant shall be instructed that he or she will be required to present proof of citizenship in person, via fax, email or text to the county registrar before the close of the provisional ballot period on the Friday following the election in order for the provisional ballot to count as a vote.



OFFICIAL ELECTION BULLETIN

January 31, 2019

TO: County Election Officials and County Registrars
FROM: Chris Harvey, State Elections Director
RE: DDS Citizenship Override

The verification process in ElectionNet has been updated so that when registrars are processing paper voter registration applications and proof of citizenship is provided with the application, the users can input the proof of citizenship document provided into ElectionNet and the system will override a negative citizenship verification response from the Department of Driver Services (DDS), because DDS may not be updated with the latest citizenship status.

When county registrars receive voter registration applications from voters that include proof of citizenship, this information should be entered into ElectionNet at the time the application is first entered into the system. Users should navigate to the **"Voter Information"** section of the new voter screen and select the document provided in the dropdown menu beside the **"Proof of Citizenship"** label.

Any selection made from this menu of citizenship verification documents other than **"None Provided"** will cause the system to override a failure to verify citizenship with DDS, and will properly show the voter's verified citizenship status on the registration record.

Voter Information Section

Voter Identification

Site ID/Location: 02 - Mail-In Applications

US Citizen? Yes

Proof of ID provided? Yes

Driver's License/State ID:

Proof of Citizenship: None Provided

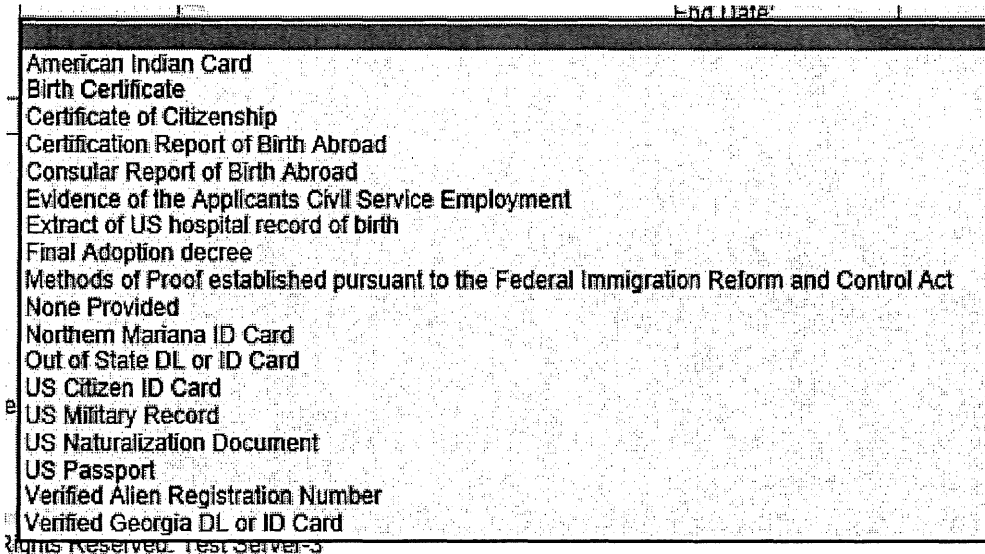
Proof of ID:

SSN (Full OR Last 4 Digits):

☐ Applicant did not provide a DL, GA ID, or SSN.

☐ The applicant indicated on their application that they did not have a Georgia Driver's License, Georgia ID Number or Social Security Number.

Proof of Citizenship Dropdown menu selections



Note that if a record passes the citizenship verification process naturally through the verification process or through the citizenship failure override, but also fails verification for another item (name, date of birth, etc.), the record will still be placed in pending status.

Example

New Citizen X completes a paper voter registration immediately after the conclusion of her naturalization ceremony and encloses a copy of her naturalization certificate with her paper voter registration application. The application is delivered to the county election office the next day, but before Citizen X can go to the Department of Driver Services to update her citizenship status with DDS. The registrar in the county enters Citizen X's data into ElectionNet and inputs "US Naturalization Document" in the proof of citizenship field. When the verification process runs overnight, the fact that the registrar has received the naturalization documentation and entered it into ElectionNet will override the citizenship check against DDS's records that has yet to receive Citizen X's new citizenship status. If the other information (name, date of birth, etc.) verifies with DDS, Citizen X will be an active voter in the county.



OFFICIAL ELECTION BULLETIN

April 3, 2019

TO: County Election Officials and County Registrars

FROM: Chris Harvey, Elections Division Director

RE: Changes in Voter Registration System on HB 316 Becoming Law

HB 316, which became law yesterday, will make a number of significant changes to elections in Georgia. Over the next few weeks and at the joint conference, we will go over these changes with you. However, there are two procedures in ENET that will have to be changed immediately as a result of HB 316 becoming law.

1. Felon Cancellations

HB 316 requires giving prior notice to a registered voter who is having their voter registration cancelled as a result of the voter serving a felony sentence. The Secretary of State's Office has temporarily put on pause the process of sending the list of persons serving felony sentences to your dashboards through ENET until we change the programming of the ENET database.

The new procedure we are creating will require the printing of a notification letter to go to the voter giving them 30 days to contest or correct the record before their voter registration is cancelled.

2. Pending Verification Process: Unverified Status Changing to Active MIDR

HB 316 has voter registrations that would have previously been in an "Unverified" pending status (due to a lack of a match on certain data fields) now to go into "Active" status with an MIDR flag (ID Required: YES) on their voter registration. These voters will get precinct cards and will be able to vote upon showing HAVA ID (which will remove the MIDR from the registration status.) Until we are able to reprogram ENET to handle this change, these voter registrations will continue to initially go into "Unverified" pending status in ENET, however, we will convert their "Unverified" pending status to "Active MIDR" status manually until ENET is updated to accommodate this change in the law. It is important that all MIDR letters are mailed to voters so they are informed of the steps they need to take in order to remove the MIDR flag and have their vote counted.