Subject: RE: Sunshine Law Request (MO-SOS-24-0280)
Date: Tuesday, March 26, 2024 at 10:33:48 AM Eastern Daylight Time
From: CustodianOfRecords
To: AO Records, CustodianOfRecords

Mariuxi Pintado,

Below is a Citrix Sharefile link to the documents requested, please download the file within 7 days as the link will expire. As the information provided is for the particular records request made by you we would ask that you not share the link or make it public.

As this was a small effort the cost associated with gathering these records was de minimis, please note future request may have a cost associated.

We had no documents that met the request of part 1. Part 2 has redactions allowed under 610.021(10), 610.021(20), 610.021(21), pertain to records that identify the configuration of components or the operation of a computer system, computer network… When possible, we have kept the record pursuant to Section 610.024 and redacted sensitive information.

https://mosecretaryofstate.sharefile.com/d-s46fcd6b4bb3a44e7bbf66da085355f91

Scott R Clark | **Deputy Chief of Staff**
Missouri Secretary of State Jay Ashcroft
600 West Main Street | Jefferson City, MO 65101

From: AO Records <records@americanoversight.org>
Sent: Wednesday, March 20, 2024 2:57 PM
To: CustodianOfRecords <CustodianOfRecords@sos.mo.gov>
Subject: Sunshine Law Request (MO-SOS-24-0280)

> **CAUTION:** This email originated from OUTSIDE of the SOS organization. Do not click on links or open attachments unless you are expecting the email and know that the content is safe. If you believe this to be a malicious or phishing email, please use Phish Alert to report it.

Dear Public Information Officer,

Please find attached a request for records under Missouri's Sunshine Law.
Sincerely,

Mariuxi Pintado | (she/hers)
Senior Paralegal | American Oversight
records@americanoversight.org
www.americanoversight.org | @weareoversight

Sunshine Law Request: MO-SOS-24-0280

Yes, so therefore we would not include it as a transaction cost.

Trish Vincent, Deputy Secretary of State/Chief of Staff
Missouri Secretary of State Jay Ashcroft
600 W. Main | Jefferson City, MO 65101
Phone (573)751-8731

From: Peters, Chrissy <chrissy.peters@sos.mo.gov>
Sent: Wednesday, March 6, 2024 4:43 PM
To: Pauley, Scott <Scott.Pauley@sos.mo.gov>; Vincent, Trish <Trish.Vincent@sos.mo.gov>
Subject: RE: Request for review from Sonya Horne at SOS for 5927H.01I - HB 2873 was received

In regards to Transaction costs – this report is coded to only pull a transaction for specific changes to voter record. We would not add ethnicity change to the code as a change to a voter record that indicates a transaction. However, if other categories such as address is changed it would remain a transaction and would not differ from normal business of the records. Overall because we have the authority to maintain and change the code of the transaction cost this would not have a fiscal impact UNLESS we wanted to design it to be a transaction. Essentially transaction costs are to help assist LEAs in costs of mailing verification notices, residence confirmation notices, etc to maintain clean voter roles. I hope this helps. Thank you!

Chrissy Peters | **Director of Elections**
Missouri Secretary of State Jay Ashcroft
600 West Main Street | Jefferson City, MO 65102
Phone: (573) 526-3986 | 1-800-669-8683

Missouri Secretary of State
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Sent: Friday, March 1, 2024 10:28 AM
To: Peters, Chrissy <chrissy.peters@sos.mo.gov>
Subject: RE: Request for review from Sonya Horne at SOS for 5927H.01I - HB 2873 was received

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From: Missouri Legislative Information System <apps-noreply@oa.mo.gov>
Sent: Thursday, February 29, 2024 11:16 AM
To: Pauley, Scott <Scott.Pauley@sos.mo.gov>; Peters, Chrissy <chrissy.peters@sos.mo.gov>; Treat, Curtis <Curtis.Treat@sos.mo.gov>; Martin, Stephanie <Stephanie.Martin@sos.mo.gov>; Kilbourn, Vonne <Vonne.Kilbourn@sos.mo.gov>; Clark, Scott <Scott.Clark@sos.mo.gov>
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███████████████████

Do not reply to this email as it was generated from MOLIS. Please forward to appropriate person.

<5927H.01I_draft.docx>

Can you please check with Stacy?

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MO-SOS-24-0280-A-000007

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<5927H.01I_draft.docx>

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In order to target potential areas where infringements may occur or have occurred, the SOS is required to compile a database consisting of large quantities and types of data which are currently either retained by local election authorities (such as precinct-level election results for local races) or currently not compiled at all (such as voter race and/or ethnicity). In order to compile and maintain all necessary data on an ongoing basis, it is anticipated that four new Elections Division FTEs will be required - three data specialists and one geospatial specialist at a total estimated cost of **(INSERT SALARY HERE)** beginning in FY25.

In relation to collecting the race/ethnicity data to the precinct level, new voter registration applications must be printed which include race/ethnicity as a mandatory data point. Recent application printing costs have been quoted at approximately $0.11 per card, leading to a $33,000 cost in FY25 to print a minimum of 300,000 cards to replace existing stocks as well as resupply local election authority offices with the new forms.

Once the race/ethnicity data is collected at the individual level, it must be incorporated into the Missouri Centralized Voter Registration System so it can be queried on a precinct basis. The SOS expects that all of the associated changes to create the data field and allow it to be queried into the appropriate reports to fall outside of our established programming /maintenance contract. The anticipated cost for these changes could reach or exceed $500,000 in FY25. Additional and possibly extensive modifications may be necessary depending on the nature of any potential infringement interventions, but the cost of implementing such changes is unknown at this time.

The SOS also expects substantially increased legal costs in connection with this bill. Some of the data fields which must be collected contain information currently considered private under the Constitution, but this bill requires such data to be made readily available online going forward, which may lead to litigation by concerned parties. Also, in any situation where an infringement is being reported, the SOS expects to be named as a party, if not a defendant, to each legal action. As a result of this increased litigation, an additional FTE for a new legal counsel will be necessary beginning in FY25 at a cost of **(INSERT SALARY HERE)**. This does not include additional costs directly related to any potential cases, such as those related to document production.

All costs mentioned above would need to be implemented immediately upon the effective date of this bill, requiring the SOS to make extensive supplemental budgetary requests to cover said costs. Future costs relating to any infringement interventions, including legal expenses, MCVR programming, printing for revised documents and forms, increased cost sharing from local election authorities, informational campaigns, or any other costs are unknown at this time but could be significant depending on the number and/or scope of such interventions.

I am going to talk with Trish and will get back with you. Thanks

Chrissy Peters | **Director of Elections**
Missouri Secretary of State Jay Ashcroft
600 West Main Street | Jefferson City, MO 65102
Phone: (573) 526-3986 | 1-800-669-8683

Missouri Secretary of State
Elections

From: Pauley, Scott <Scott.Pauley@sos.mo.gov>
Sent: Wednesday, March 6, 2024 11:39 AM
To: Peters, Chrissy <chrissy.peters@sos.mo.gov>
Subject: RE: Request for review from Sonya Horne at SOS for 5927H.01I - HB 2873 was received

Having looked at this again, I think that while there's a chance it COULD impact the state as a whole, the primary focus is still going to be on individual political subdivisions. It's hard to say exactly what the impacts are going to be as far as policy or things that will have to be changed in MCVR because they would have to be triggered by judicial orders (like the weighted voting method used in Ferguson-Florissant School Board elections which took five years in federal court to institute).

However, I think you are right that in the process of compiling and updating the data repository database we will probably need another FTE since there are some things that would be updated yearly, some with each election, some on a rolling basis, and a lot relating to redistricting. So I would say the impact is more like this:

State data repository – 1 Elections Specialist FTE plus whatever IT thinks the database should cost
MCVR changes – unknown, scope will be dictated by the necessary actions but we anticipate the possibility of extraordinary costs outside of our contracted services
Policy changes – unknown, scope will be dictated by the necessary actions but could result in increased election costs in which the state may share. If the state as a whole is affected, significant costs could be incurred not only for policy implementation but also related costs such as printing of written materials or the funding of a statewide communications campaign.

From: Pauley, Scott
Sent: Friday, March 1, 2024 10:28 AM
To: Peters, Chrissy <chrissy.peters@sos.mo.gov>
Subject: RE: Request for review from Sonya Horne at SOS for 5927H.01I - HB 2873 was received

Draft is due on Monday.

I will look through it again regarding the FTE and see exactly what would fall on us – my original thought was that most of the changes would fall to individual LEAs and that we would have to absorb some cost increases when it came to the elections. The problem with predicting costs on this one, whether it be to MCVR or anything else, is that we have a long and not necessarily all-inclusive list of things that COULD be done, but no guarantees that any or all of them ever WOULD be done.

From: Peters, Chrissy <chrissy.peters@sos.mo.gov>
Sent: Friday, March 1, 2024 6:15 AM
To: Pauley, Scott <Scott.Pauley@sos.mo.gov>
Subject: Re: Request for review from Sonya Horne at SOS for 5927H.01I - HB 2873 was received

When reviewing this bill, I feel that there would have to be significant changes to the MCVR database that would not be covered with our regular list maintenance. Please work with Stacy to get a general estimate for the changes to the statewide database. There would also have to be extensive changes to election forms, posters and other written material. Please review this bill again to see if the impact to SOS office would have to create an FTE. I am leaning toward adding an FTE

because when reviewing the responsibility of SOS, it seemed to be an extensive amount of additional duties that would not be absorbed by existing staff, which in turn would need to create a new position to handle the requirements of the proposed changes.

When is this draft due? We may need to sit and visit a bit more about this bill. Thank you

Chrissy Peters
Director of Elections

> On Feb 29, 2024, at 1:43 PM, Pauley, Scott <Scott.Pauley@sos.mo.gov> wrote:
>
> Another new bill – draft is below.
>
> ==============================
>
> This bill proposes to protect the voting rights of certain groups based on race, ethnicity, language-minority, or other criteria. To that end, this bill authorizes the creation of targeted policies that may add to or modify existing statutory requirements in regard to the conduct of elections. As a result of these new policies, local election authorities may experience increases in the costs of conducting elections in their jurisdiction, which may in turn increase costs to the state for elections in which proportional costs must be paid. The overall scope of such costs and the exact proportion which may have to be undertaken by the state are unknown, depending on the number of covered groups and the extent of the necessary policy changes.

From: Missouri Legislative Information System <apps-noreply@oa.mo.gov>
Sent: Thursday, February 29, 2024 11:16 AM
To: Pauley, Scott <Scott.Pauley@sos.mo.gov>; Peters, Chrissy <chrissy.peters@sos.mo.gov>; Treat, Curtis <Curtis.Treat@sos.mo.gov>; Martin, Stephanie <Stephanie.Martin@sos.mo.gov>; Kilbourn, Vonne <Vonne.Kilbourn@sos.mo.gov>; Clark, Scott <Scott.Clark@sos.mo.gov>
Subject: Request for review from Sonya Horne at SOS for 5927H.01I - HB 2873 was received

> **CAUTION:** This email originated from OUTSIDE of the SOS organization. Do not click on links or open attachments unless you are expecting the email and know that the content is safe. If you believe this to be a malicious or phishing email, please use Phish Alert to report it.

Sonya Horne at Secretary of State has requested you to review the following fiscal note.

1. HB 2873 (5927H.01I) - Establishes Voting Rights Protections For Minorities

█████████████████████

Do not reply to this email as it was generated from MOLIS. Please forward to appropriate person.

<5927H.01I_draft.docx>

From: Peters, Chrissy <chrissy.peters@sos.mo.gov>
  To: Pauley, Scott <Scott.Pauley@sos.mo.gov>
Date: 3/1/2024 6:15:08 AM
Subject: Re: Request for review from Sonya Horne at SOS for 5927H.01I - HB 2873 was received

When reviewing this bill, I feel that there would have to be significant changes to the MCVR database that would not be covered with our regular list maintenance. Please work with Stacy to get a general estimate for the changes to the statewide database. There would also have to be extensive changes to election forms, posters and other written material. Please review this bill again to see if the impact to SOS office would have to create an FTE. I am leaning toward adding an FTE because when reviewing the responsibility of SOS, it seemed to be an extensive amount of additional duties that would not be absorbed by existing staff, which in turn would need to create a new position to handle the requirements of the proposed changes.

When is this draft due? We may need to sit and visit a bit more about this bill. Thank you

Chrissy Peters
Director of Elections

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>
> **From:** Missouri Legislative Information System <apps-noreply@oa.mo.gov>
> **Sent:** Thursday, February 29, 2024 11:16 AM
> **To:** Pauley, Scott <Scott.Pauley@sos.mo.gov>; Peters, Chrissy <chrissy.peters@sos.mo.gov>; Treat, Curtis <Curtis.Treat@sos.mo.gov>; Martin, Stephanie <Stephanie.Martin@sos.mo.gov>; Kilbourn, Vonne <Vonne.Kilbourn@sos.mo.gov>; Clark, Scott <Scott.Clark@sos.mo.gov>
> **Subject:** Request for review from Sonya Horne at SOS for 5927H.01I - HB 2873 was received
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<5927H.01I_draft.docx>

From: chrissy.peters@sos.mo.gov
To: Pauley, Scott <Scott.Pauley@sos.mo.gov>
Date: 3/1/2024 6:14:58 AM
Subject: Re: Request for review from Sonya Horne at SOS for 5927H.01I - HB 2873 was received

When reviewing this bill, I feel that there would have to be significant changes to the MCVR database that would not be covered with our regular list maintenance. Please work with Stacy to get a general estimate for the changes to the statewide database. There would also have to be extensive changes to election forms, posters and other written material. Please review this bill again to see if the impact to SOS office would have to create an FTE. I am leaning toward adding an FTE because when reviewing the responsibility of SOS, it seemed to be an extensive amount of additional duties that would not be absorbed by existing staff, which in turn would need to create a new position to handle the requirements of the proposed changes.

When is this draft due? We may need to sit and visit a bit more about this bill. Thank you

Chrissy Peters
Director of Elections

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> **From:** Missouri Legislative Information System <apps-noreply@oa.mo.gov>
> **Sent:** Thursday, February 29, 2024 11:16 AM
> **To:** Pauley, Scott <Scott.Pauley@sos.mo.gov>; Peters, Chrissy <chrissy.peters@sos.mo.gov>; Treat, Curtis <Curtis.Treat@sos.mo.gov>; Martin, Stephanie <Stephanie.Martin@sos.mo.gov>; Kilbourn, Vonne <Vonne.Kilbourn@sos.mo.gov>; Clark, Scott <Scott.Clark@sos.mo.gov>
> **Subject:** Request for review from Sonya Horne at SOS for 5927H.01I - HB 2873 was received
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MO-SOS-24-0280-A-000017

Do not reply to this email as it was generated from MOLIS. Please forward to appropriate person.

<5927H.01I_draft.docx>

Did we send this out to election authorities?

Trish Vincent, Deputy Secretary of State/Chief of Staff
Missouri Secretary of State Jay Ashcroft
600 W. Main | Jefferson City, MO 65101
Phone (573)751-8731

From: kmuthig@eac.gov <kmuthig@eac.gov>
Sent: Thursday, February 22, 2024 3:30 PM
To: Vincent, Trish <Trish.Vincent@sos.mo.gov>
Subject: New EAC Mail Handling & Change of Address Resources

CAUTION: This email originated from OUTSIDE of the SOS organization. Do not click on links or open attachments unless you are expecting the email and know that the content is safe. If you believe this to be a malicious or phishing email, please use Phish Alert to report it.

The U.S. Election Assistance Commission (EAC) has released two new resources to support election administrators this 2024 election season. The first addresses handling suspicious mail that was jointly produced by the EAC, CISA, the FBI, and the USPIS. The second provides best practices to keep voters' address information current following changes to USPS's National Change of Address service.

Election Mail Handling Procedures to Protect Against Hazardous Materials

Over the past two decades, U.S. government offices and employees have been the target of multiple attacks using letters containing hazardous materials, including suspicious letters mailed to election offices in California, Georgia, Nevada, Oregon, and Washington in 2023. The Election Mail Handling Procedures to Protect Against Hazardous Materials resource, created jointly with CISA, FBI, the EAC, and the USPIS, provides background information for election offices to prepare to handle suspicious mail, identify potentially suspicious mail, and respond to potential exposure to hazardous materials while handling suspicious mail.

National Change of Address Memo to Election Officials

The United States Postal Service (USPS) now requires all customers using their Change of Address Service to provide proof of identity, whether online or in person. Many state or territorial election offices subscribe to National Change of Address (NCOA) data to keep voters' address information current, often passing address update information to local election offices for processing. Given the widespread use of National Change of Address data to inform voter file list maintenance, The EAC's National Change of Address Memo to Election Officials memo provides best practices to keep voters' address information current.

If you have questions or comments, please email clearinghouse@eac.gov.

MO-SOS-24-0280-A-000020

From:	Vincent, Trish <Trish.Vincent@sos.mo.gov>	
To:	Peters, Chrissy <chrissy.peters@sos.mo.gov>	
Date:	1/5/2024 4:54:54 PM	
Subject:	RE: Elections	

How many table tops did you go to?

From: Peters, Chrissy <chrissy.peters@sos.mo.gov>
Sent: Friday, January 5, 2024 4:51 PM
To: Vincent, Trish <Trish.Vincent@sos.mo.gov>
Subject: Elections

1/1/2023-12/31/2023

Provided training to all new local election authorities and staff on the statewide voter registration database
Provide list maintenance reports to local election authorities as resources for accurate registrations of voters
Quarterly monitoring of local election authorities for compliance of maintaining voter records (felons, deceased, moves, canvass)
Implemented optional political party affiliation
Monitor state and federal grants
Implemented a new grant tracking database for efficiencies
Provided cybersecurity and physical security training for local election authorities statewide
In person visit with each newly elected local election authority
Elections Integrity Unit investigated 39 filed complaints

Chrissy Peters | **Director of Elections**
Missouri Secretary of State Jay Ashcroft
600 West Main Street | Jefferson City, MO 65102
Phone: (573) 526-3986 | 1-800-669-8683

Missouri Secretary of State
Elections

Thanks!

From: Peters, Chrissy <chrissy.peters@sos.mo.gov>
Sent: Friday, January 5, 2024 4:51 PM
To: Vincent, Trish <Trish.Vincent@sos.mo.gov>
Subject: Elections

1/1/2023-12/31/2023

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Missouri Secretary of State Jay Ashcroft
600 West Main Street | Jefferson City, MO 65102
Phone: (573) 526-3986 | 1-800-669-8683

Missouri Secretary of State
Elections

From:	Vincent, Trish <Trish.Vincent@sos.mo.gov>
To:	Peters, Chrissy <chrissy.peters@sos.mo.gov>
Date:	9/22/2023 1:55:45 PM
Subject:	FW: Fixed asset list
Attachments:	Election Efficiency Appendix B 8.1.2023.pdf
	State Payment Request Form.pdf

Jeremy took care of what I needed for the EAC audit for fixed assets.

From: Wisdom, Jeremy <Jeremy.Wisdom@sos.mo.gov>
Sent: Friday, September 22, 2023 1:53 PM
To: Vincent, Trish <Trish.Vincent@sos.mo.gov>
Subject: Fixed asset list

The addition of the Fixed Asset instructions on Appendix B is the second bullet under "Required Reimbursement Supporting Documentation, As Applicable" heading of page 1.

I also added the instruction on the Payment Request Form in the box for "Reimbursement Documentation."

Let me know if you need anything.

Jeremy Wisdom
Grants & Elections Specialist
Missouri Secretary of State Office
600 W. Main St. | Jefferson City, MO 65102

GENERAL GUIDELINES

- Follow the procurement procedures outlined in your policies.
- All grant payments are paid to you on a reimbursement basis.
- Reimbursements are subject to appropriation authority.
- Total reimbursement(s) during the grant period cannot exceed the grant award amount.
- All requests for reimbursement must be reasonable, necessary, and meet the needs of the LEA and, when applicable, be MCVR compatible.
- Costs must be incurred on or after the start of the grant period and end on or prior to the end of the grant period. Reimbursement request costs incurred outside of the grant prior to an LEA obtaining SOS written approval will be denied by the SOS.
- Ensure each reimbursement request is limited to the amount applicable to election related activities. For example: A reimbursement for the purchase of equipment and peripherals is limited to the percentage of time the items are used for election related activities.
- SOS reserves the right to request additional justification and/or deny a reimbursement request.

REQUIRED REIMBURSEMENT SUPPORTING DOCUMENTATION, AS APPLICABLE

- *State Election Improvement Grant Payment Request Form*. This form is required for all payment requests.
- *Fixed Assets List*. This form is required for any assets purchased that cost more than $5,000.
- *Vendor Invoice*(s).
- *Timesheet*(s) for temporary labor hired through a vendor must be attached to applicable vendor invoice.
- *Proof of payment* by LEA (i.e. copy of check, bank statement, etc.).
- *Proof of publication* of advertising must also include a copy of the tear sheet or certification and copy of fliers, posters.
- *Employee Salary Certification Statements* for LEA employees or temporary labor added to LEA payroll.
- *Copy of employee expense reimbursement request* (needs to show total mileage and amount of reimbursement plus proof of payment).
- For additional election judges: *Evidence that LEA hired more election judges than prior comparable election* (compare presidential years to presidential years).
- *Copy of Student ID* for all student workers.
- *Other vendor documentation* (i.e. postage receipt, BRP 662 usage statement).
- *Copies of training attendance sign-in sheets.*

Temporary Service	
Grant Option Names | Grant Description	**Allowable Costs**
Petition Temporary Workers • Hiring temporary workers to supplement office staff during petition processing.	• Temporary employees (straight time only, actual costs not to exceed $12.00 per hour). • LEA permanent employee(s) extra hours worked above normal scheduled hours. • Straight time hourly rate, County's portion of FICA, no fringe benefits. • **Limited to maximum 40% of total awarded amount for Election Administration Efficiency Grant.**
Voter Registration List Maintenance – Temporary Labor • Associated with routine NVRA list maintenance activities. • Funding for LEAs to revise, review, or otherwise update their address libraries. • Hiring temporary worker(s) during peak seasons for voter registration data entry. • LEA employee extra hours incurred for voter registration data entry.	• Temporary labor (straight time only, actual costs not to exceed $12.00 per hour). • LEA permanent employee(s) extra hours worked above employee's normal scheduled hours. • Straight time hourly rate, County's portion of FICA, no fringe benefits.
Additional Election Judges • May be used to fund election judges above statutory requirements to manage additional sign-in stations for state and federal elections.	• Cost of additional election judges to manage more sign-in stations. • Actual cost not to exceed $120 per election judge includes coverage time at polls.
Polling Place Troubleshooters • Required to work in a bipartisan team of two. • These teams are responsible for assisting with the set up and tear down of voting machines, solve problems with the voting machines, assist in congested polling places and deliver additional ballots to polling places as needed for state and federal elections.	• Actual cost not to exceed $120 per poll worker includes training and salary. • In addition, troubleshooters are paid mileage costs not to exceed the standard state mileage rate in effect on the applicable Election Day.
Student Poll Workers • Student poll worker **must be a student and registered voter.** • A student poll worker can be an election judge and assist as needed for state and federal elections.	• Actual cost not to exceed $120 per poll worker includes training and salary. • **Copy of valid student ID is required**.

MO-SOS-24-0280-A-000025

Effective 8/1/2023

Equipment and Supplies	
Grant Option Names | Grant Description	**Allowable Costs**
Privacy Screens • Purchase of privacy screens for tabletops/touch screen equipment.	• Privacy screens for tabletop carrels/touch screen equipment. • Privacy booths and curtains. • Booth lighting.
Portable Electronic Hardware, Voter Information Software and Security Devices • Initial purchase of portable electronic devices, (such as laptops, notebooks, etc.), electronic signature pads, and encrypted software for voter lookup at polling places. • Initial purchase of security devices that prevent theft and corruption of equipment and voter information. • For use in federal, state and local government elections only. • This grant option does not include peripheral equipment (such as scanners, printers, USB drives, mouse, etc.). • Maintenance and replacement costs are to be incurred by the LEA. • Software must be coded to prevent unauthorized users from downloading, changing or viewing voter information. **USE OF ITEMS PURCHASED WITH GRANT FUNDING MUST COMPLY WITH STATE AND FEDERAL ELECTION LAWS.**	• Portable electronic devices capable of supporting voter information software. • Electronic signature pads. • Encrypted voter information software. • Voter Information software and hardware combinations. • Security devices (such as security locks, privacy filters, etc.) to prevent portable electronic devices from theft and corruption of the voter information. • Software must be coded to prevent unauthorized users from downloading, changing or viewing voter information. **USE OF ITEMS PURCHASED WITH GRANT FUNDING MUST COMPLY WITH STATE AND FEDERAL ELECTION LAWS.**
Security Devices • Initial purchase of items used to secure election equipment and data during the transport between the polling place and election offices.	• Voting equipment seals, tape seals, security tape, locks, and secure storage devices such as containers, carts, trailers, storage unit rental fees that lock or can be sealed with the equipment inside.

MO-SOS-24-0280-A-000026 Effective 8/1/2023

Voting Equipment

Grant Option Names | Grant Description	Allowable Costs
Voting Machine Maintenance • Maintenance costs for accessible voting equipment required for federal election. • Maintenance costs for second chance voting equipment required for federal election.	• Maintenance, software license, storage costs for voting equipment (does not cover costs for PCs, scanners, and other peripherals). • Single year maintenance cost only unless the vendor supplies written documentation showing a justifiable cost savings for a 2 year maintenance agreement.
Accessible Voting Equipment Programming Costs • Programming costs associated with preparing accessible voting machines required for federal elections.	• Programming costs for accessible voting equipment (not optical scan equipment).
Certified Voting Equipment • Purchase accessible voting machines and replacement parts. • Purchase second chance voting machines and replacement parts.	• Accessible and second chance voting equipment purchased must be certified by EAC and Missouri Secretary of State. • Replacement parts to repair existing accessible and second chance voting equipment • Voting Machine Maintenance and Accessible Voting Equipment Programming Costs.

Voter List Maintenance

Grant Option Names | Grant Description	Allowable Costs
Canvass • Printing and postage costs associated with conducting a canvass.	• Printing costs for canvass mailings, including Residence Confirmation Notices. • Actual postage used for canvass. • Supplies used specifically for canvass process (i.e. card stock, envelopes, and letterhead)
MCVR Training • Funding for LEAs and their staff to attend MCVR meetings. MCVR meetings will be held periodically to teach the LEAs how to use the system.	• Lodging, meals, mileage to attend SOS MCVR training, excluding conferences. Not to exceed state lodging, meal and mileage reimbursement rates.
Geographic Information System (GIS) • Funding to assist LEAs who wish to use GIS services or software to verify addresses and locations in their jurisdictions. • Shall be used for mapping State and Federal political subdivisions.	• Fees associated with a contract, memorandum of understanding, or other agreement with a GIS agency or department for services including querying existing GIS data or requesting particular data refinements, additions, or analysis, such as custom spatial joins. • Fees associated with the purchase of GIS software, maintenance of such software or fees for collecting additional GPS or GIS data to verify addresses and locations, and hardware necessary to utilize the software.

AMERICAN OVERSIGHT

MO-SOS-24-0280-A-000027 Effective 8/1/2023

Missouri Secretary of State
Elections

STATE ELECTION IMPROVEMENT GRANT	PAYMENT REQUEST FORM	

COUNTY or BOARD OF ELECTIONS:	DATE:

STREET ADDRESS:	PHONE:

CITY, STATE, ZIP:	

Reimbursement Documentation- Please attach copies of all documentation to verify that you have incurred and paid all expenses requested. For purchases $5,000 or more, also attach the Fixed Assets List. Refer to Page 1 of Appendix B for additional details.

Payment Requested (List Grant Option(s) Name from Appendix B)

Description	Amount
Example: Canvass	*$480.00*
	$
	$
	$
	$
Total Amount Requested	$

I hereby affirm that all expenses being submitted for reimbursement were expended and work completed as outlined in the applicable grant agreement, and that these expenses have not been submitted for reimbursement to or already reiumbursed by a third party.

Election Authority Authorized Signature	**Date**

*** FOR SECRETARY OF STATE ELECTIONS DIVISION USE ONLY   ***

Agency	231	Org	2020		Payment Amount	$
Fund	157	Rept Cat	EMSI	**Full Grant Amount?** Y	N	Amount Remaining:	$
Comm Line	1	Approp	3562	Information Verified by:		Date:

Comments:

PAYMENT AUTHORIZATION BY SECRETARY OF STATE OFFICIAL

I hereby approve payment to this grantee in the amount entered above in the "Payment Request Amount" field in accordance with the signed agreement between this grantee and the Office of the Secretary of State. If applicable, a copy of the uploaded information is attached.

Secretary of State Elections Division Authorized Signature	**Date**

PO Number:

RC Number:

Vendor Number:

VIQ Document Number:

	Grant Year:

MO-SOS-24-0280-A-000028

STATE ELECTION IMPROVEMENT GRANT

| From: | Peters, Chrissy <chrissy.peters@sos.mo.gov> |
To:	bjpclpsrp@gmail.com
CC:	Peters, Chrissy <chrissy.peters@sos.mo.gov>
Date:	9/5/2023 10:08:01 PM
Subject:	Presentations
Attachments:	Elections Process Presentation 2023 .pptx
	MACCEA Group Presentation 2023.pptx
	MACCEA Overview talking points.docx
	Election Processes Talking Points.docx

Chrissy Peters | **Director of Elections**
Missouri Secretary of State Jay Ashcroft
600 West Main Street | Jefferson City, MO 65102
Phone: (573) 526-3986 | 1-800-669-8683

Missouri Secretary of State
Elections

Election Processes

Chrissy Peters, Director of Elections

Missouri Secretary of State's Office
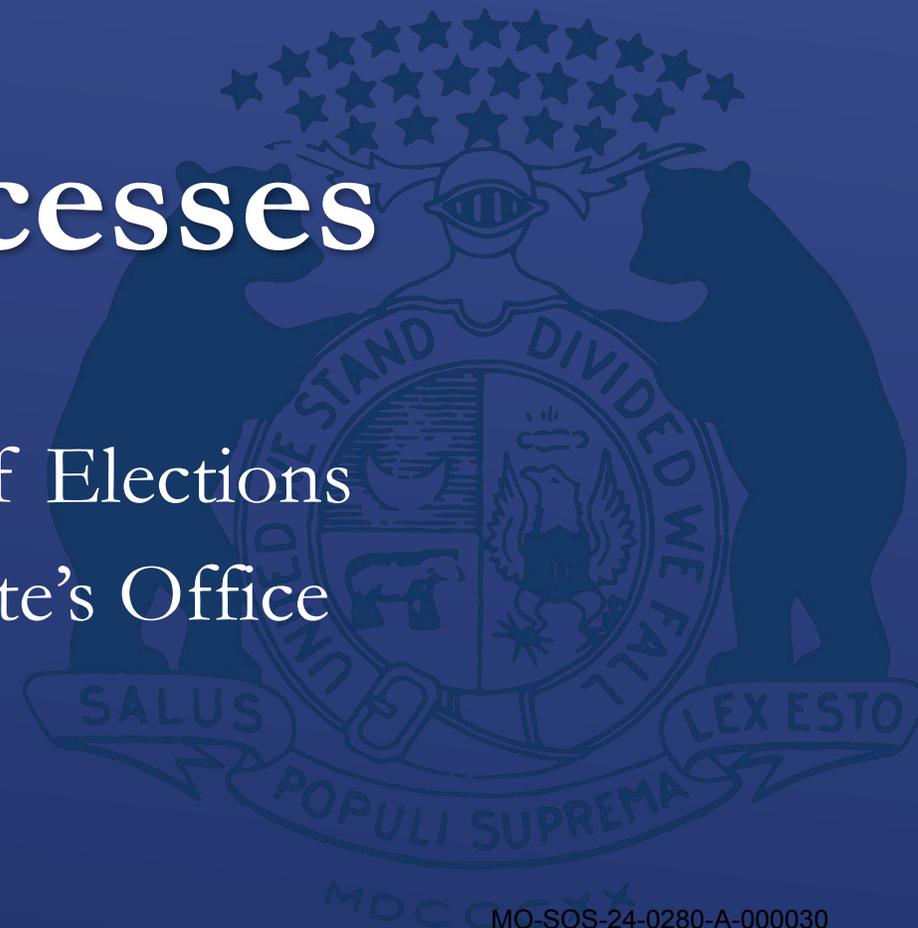
Topics of Discussion

- Timeline Overview of an Election
- Voter Registration Information
- Canvassing (general overview)
- Notice of Offices/Publications/Candidate Filing
- Certification of Candidates/Independent and Write-in Candidates

- Notice of Election publication
- Absentee Ballot Processing (mail and two weeks in person no excuse)
- Testing (before the election and after the election)
- Provisional Ballots (yellow vs blue)
- Election Night/Certification of the election
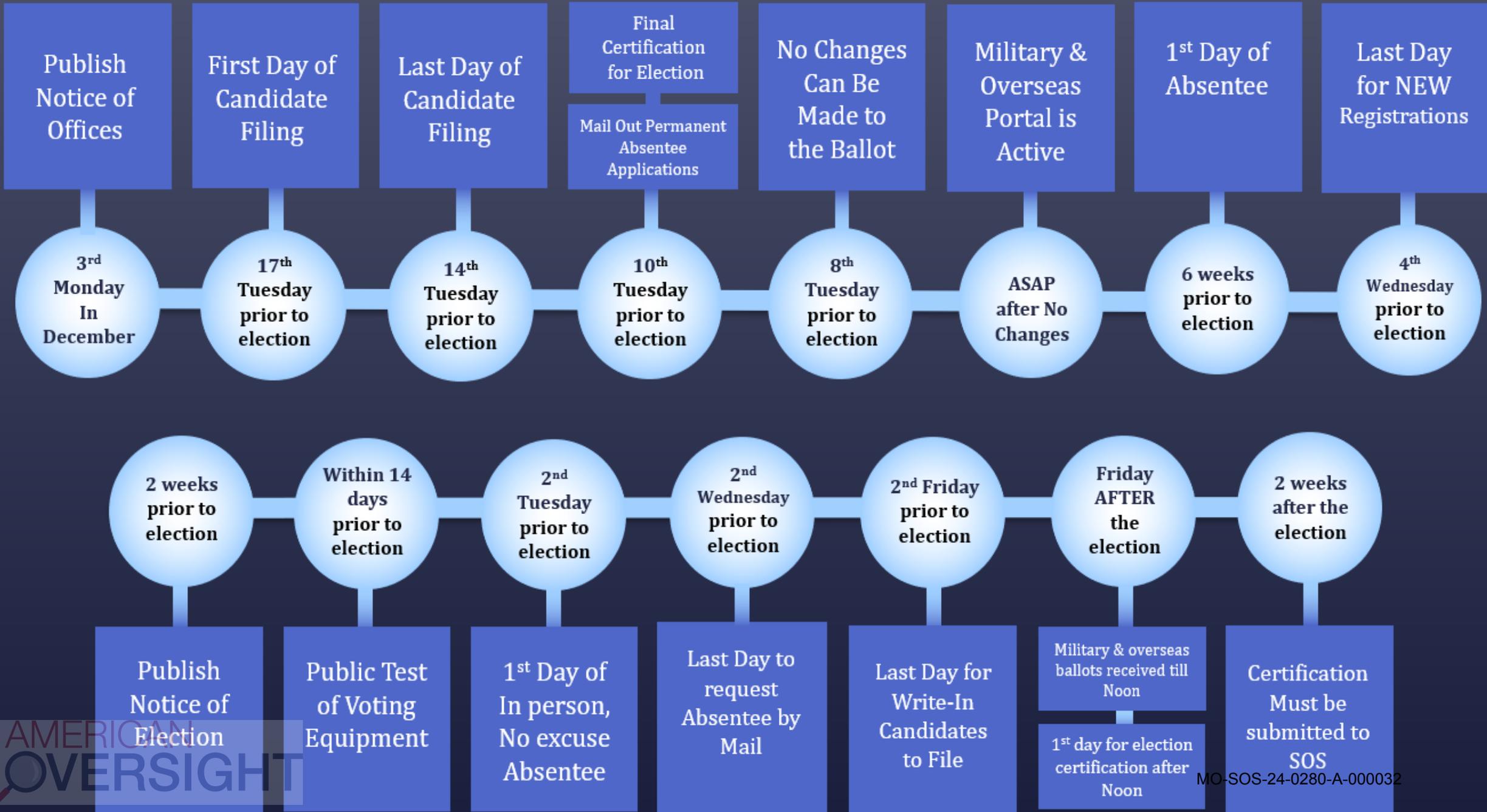
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Voter Registration Information

Process registrations 7 business days (mail, online)

Verification Notices for new voters
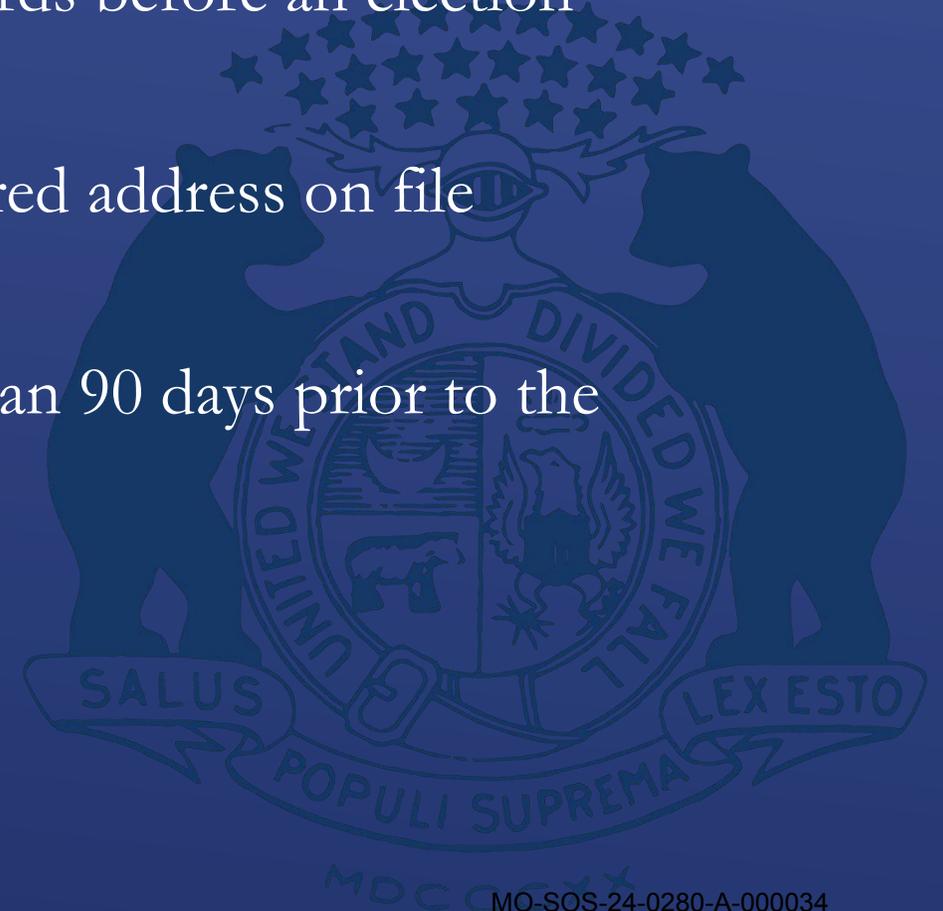
DMV Duplicates

Voter ID cards

Residence Confirmation Cards – - Pending – change of address
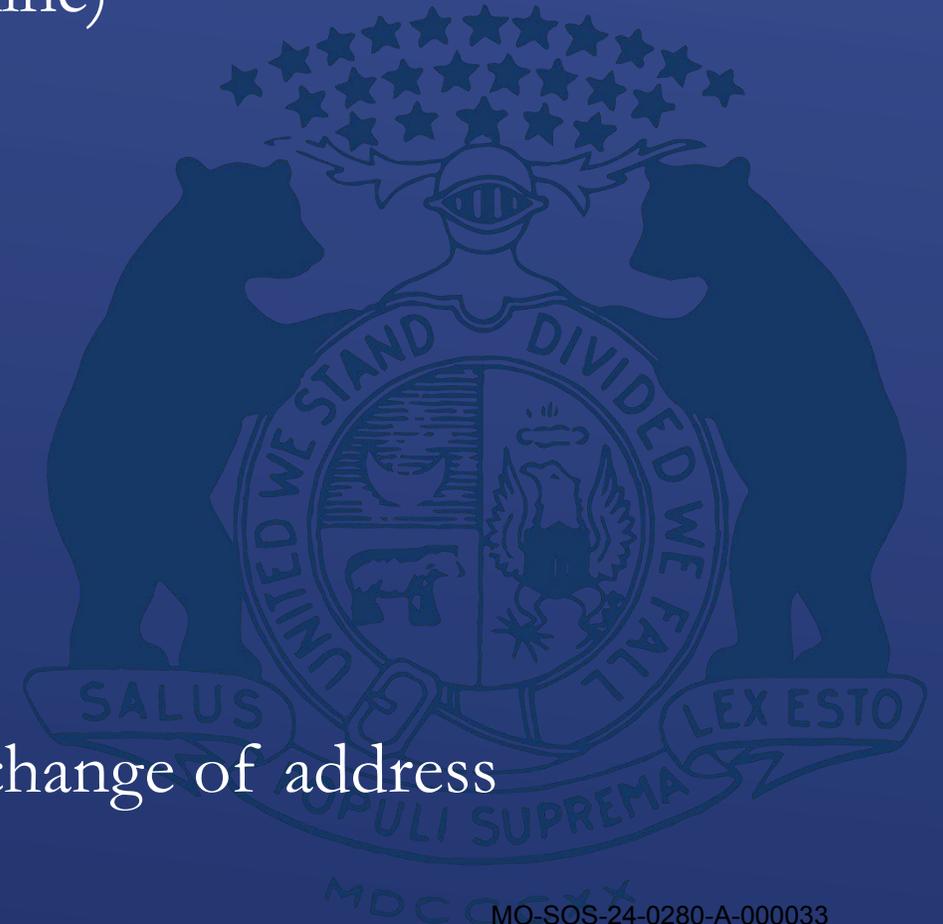
NVRA Overview – Purpose of Voter Canvass

- Federal and State law required – clean of voter records before an election

- Identifies voters who no longer reside at the registered address on file

- Must do every 2 years, and be completed no later than 90 days prior to the primary or general election for federal office

- Postal or door-door canvas

MO-SOS-24-0280-A-000034

NVRA Canvass

It is very important to use the MCVR system and follow the outlined procedures to perform the Canvass for several reasons:

- If Residence Confirmation Notices (RCN) are not generated through the system, the County will not get transaction fees.

- The EAC report requires information on the Canvass process and the only way for the system to generate the reports is if the LEA uses the system with the process.

- Using MCVR allows the user to automate the process for making voters inactive in bulk, and later deleting in bulk (rather than having to go in and mark each voter individually).

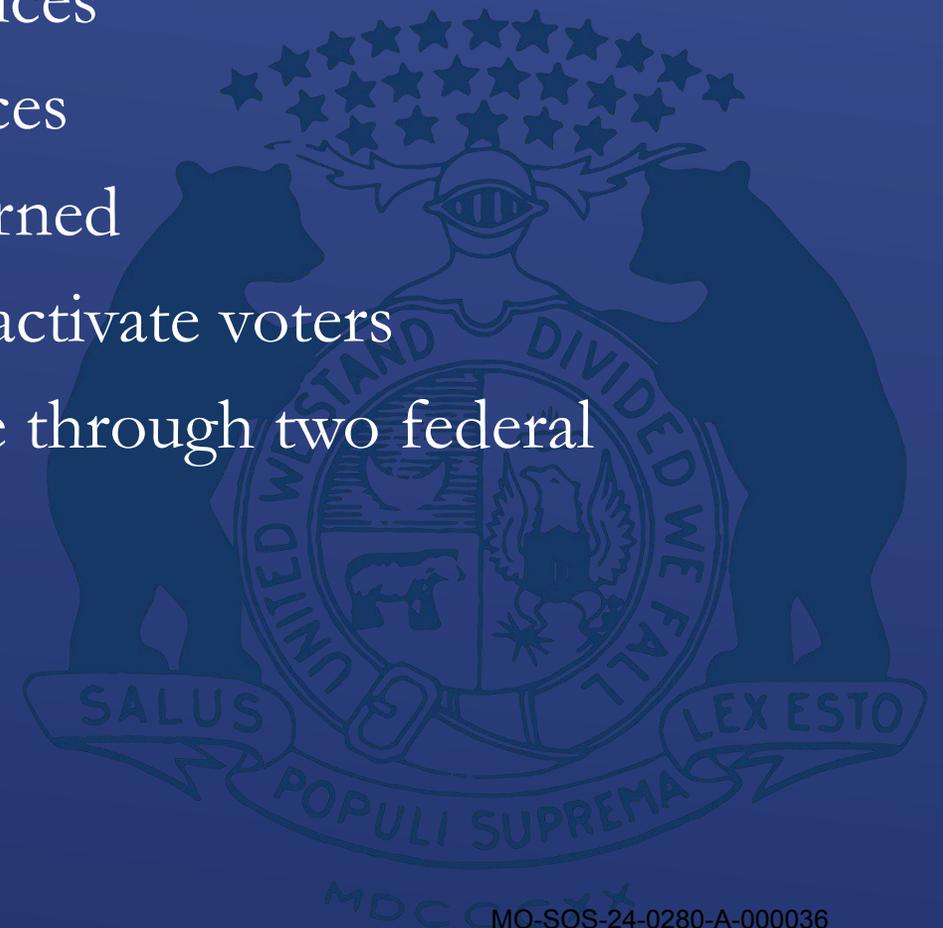MO-SOS-24-0280-A-000035

NVRA Canvass

Step 1: Sending ID cards and Verification Notices

Step 2: Sending Residence Confirmation Notices

Step 3: Residence Confirmation Notice is returned

Step 4: Thirty days after sending RCNs you inactivate voters

Step 5: Deleting voters who have been inactive through two federal General elections

MO-SOS-24-0280-A-000036

Notice of Offices Publications

Page 1

John R. Ashcroft
SECRETARY OF STATE

**Notice of Offices for Which
Candidates are to be
Nominated at the**

**Primary Election
August 2, 2022**

and Notice of Voter Registration Accessibility

RSMo Section 115.345. Notice of offices for which candidates are to be nominated, when sent—election authority to publish notice with filing date.— 1. Not later than the third Monday in December immediately preceding the primary election, the secretary of state shall prepare and transmit to each election authority a notice, in writing, designating the offices for which candidates are to be nominated at the primary election.

2. Upon receipt of notice, the election authority shall publish the notice and the date by which candidates must file for such offices in a newspaper of general circulation in its jurisdiction.

Page 2

**Notice of Offices for Which
Candidates are to be Nominated
at the August 2, 2022 Primary Election**

NOTICE IS HEREBY GIVEN to persons wishing to file a declaration of candidacy to appear as a candidate for nomination at the primary election that filing will open on Tuesday, February 22, 2022 at 8:00 a.m. and will continue until Tuesday, March 29, 2022 at 5:00 p.m.

Filing for the following offices will take place in the office of the Honorable John R. Ashcroft, Missouri Secretary of State, in the James C. Kirkpatrick State Information Center at 600 West Main Street in Jefferson City, Missouri:

U.S. Senator

State Auditor

Representatives in Congress for each Congressional District (8)

State Senator for Second District
State Senator for Fourth District
State Senator for Sixth District
State Senator for Eighth District
State Senator for Tenth District
State Senator for Twelfth District
State Senator for Fourteenth District
State Senator for Sixteenth District
State Senator for Eighteenth District
State Senator for Twentieth District
State Senator for Twenty-second District
State Senator for Twenty-fourth District
State Senator for Twenty-sixth District
State Senator for Twenty-eighth District
State Senator for Thirtieth District
State Senator for Thirty-second District
State Senator for Thirty-fourth District

Members of the House of Representatives in each Legislative District (163)

Circuit Judge Circuit No. 1

Page 3

Circuit Judge Circuit No. 13, Division 2
Circuit Judge Circuit No. 17, Division 2
Circuit Judge Circuit No. 20, Division 2
Circuit Judge Circuit No. 23, Division 3
Circuit Judge Circuit No. 25, Division 2
Circuit Judge Circuit No. 26, Division 2
Circuit Judge Circuit No. 29, Division 2
Circuit Judge Circuit No. 38, Division 2

FURTHER NOTICE IS GIVEN that filing for the following offices will take place in the office of (*insert election official's name(s)*), (*insert official title(s)*), (*insert county or city name*), in the (*insert location of office by name, street address and city*), Missouri.

(*insert list of applicable local offices for candidate filing*)

MO-SOS-24-0280-A-000037

Candidate Filing - Information

First Day candidate filing begins at 8 am. Last Day candidate filing ends at 5 pm. Adjust hours of operation to ensure that you are available for filing during these deadlines. First Day is first come first serve or random number to determine

Candidates should have:

• Form of Identification

• Department of Revenue Tax affidavit Form 5120

• Filing fee and/or Filing Receipt

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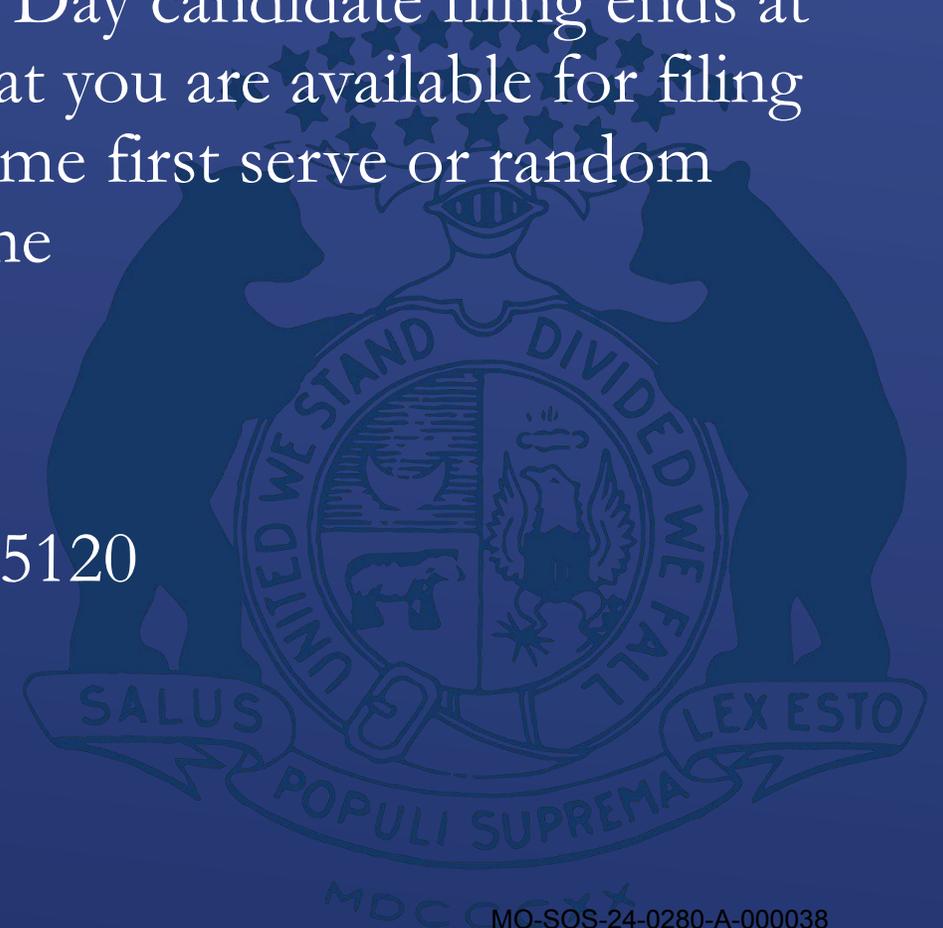
Candidate Filing - Documents

- Candidate Declaration Form

- Notice to Candidate

- Filing Receipt

- Missouri Ethics Packet

CANDIDATE DECLARATION FORM

I,_____, a resident and registered voter of the county of and the state of Missouri, residing at

_____

_____, do announce myself a candidate for the office of

on the_____party ticket, to be voted for at the _____election to be held on the_____day of _____ 20 ___, and I further declare that if nominated and elected to such office I will qualify.

I further declare that I have no outstanding campaign disclosure reports due from any prior elections. I also further declare that I have not been found guilty of or pled guilty to a felony under the federal laws of the United States of America or to a felony under the laws of this state or an offense committed in another state that would be considered a felony in this state.

Name (as requested to appear on the ballot)

Residence Address

City, State, Zip

Mailing Address (If different)

City, State, Zip

Telephone Number (Optional)

I hereby swear or affirm that the information contained in the foregoing declaration of candidacy is, to the best of my knowledge, true.

NOTICE TO CANDIDATE

1. **CANDIDATE INFORMATION:**
   Candidate's Name:_____
   Office Sought:_____
   Date Of Election:_____

Personal Financial Disclosure Statement (PFD)
(aka: Financial Interest Statement)

2. **FILING STATUS:** To be completed by the election official.

☐ Candidate **must** file a PFD/Financial Interest Statement pursuant to §105.483 to §105.492 RSMo.

The candidate is informed of the following deadlines/penalties.

✓ If you do not file a PFD/Financial Interest Statement by _____, (enter date which is 14 days after filing closing date) , you will be assessed a minimum **$10 per day late fee.**

✓ If your PFD/Financial Interest Statement isn't filed by _____, (enter date which is 21 days after filing closing date) ,you will be **disqualified as a candidate** and your name will be removed from the ballot.

A Plain English Summary - Guide to Ethics Law

The Election Official, pursuant to §105.973, RSMo, provided the candidate *A Plain English Summary - Guide to Ethics Law* (regarding laws governing candidates for election to office in Missouri) over which the Missouri Ethics Commission has enforcement authority pursuant to Chapters 105 and 130, RSMo.

3. **ACKNOWLEDGEMENT:** To be completed by candidate and witnessed by the election official.

I,_____ hereby acknowledge that I have received:
(Print Name)

_____ Notice to Candidate, (written notice of a candidate's obligation to file a PFD/Financial Interest Statement,
(initial) including the consequences for failure to file on time); and

_____ *A Plain English Summary - Guide to Ethics Law,* (regarding laws governing candidates for election to
(initial) office in Missouri) and I hereby acknowledge the authority of the Missouri Ethics Commission in enforcing said laws.

Signature Of Candidate_____ Date _____

Witness:_____, Election Official

|OFFICE OF SECRETARY OF STATE
CANDIDATE FILING RECEIPT

Date:

_____ was filed as a candidate for the

nomination for _____

on _____ at _____.

Candidate Filing – Ballot Name

AG Opinion No. 159:

Official ballot name may when warranted include prefix "Mrs." and suffix "Sr." and "Jr." but may not us prefix "Dr.". Name can only be the "full name". This also does not allow for - "M.D.", "Atty", "Rev.", "Ph.D", "C.P.A.", "D.O.", etc

AG Opinion No. 137:

A Candidate cannot have the nickname "Judge" appear before his name, or in parenthesis in his name. Nicknames are permitted if they show that they are known by that nickname

Election Authority can exercise discretion with each case and judge on its own facts.

Ballot Name Request

I, _____, a candidate for the office

of _____, request my name to

appear on the ballot as _____.

I hereby represent that the name I request on the ballot is the name by which I am commonly known and that there is a great likelihood that if my name is listed other than as I have requested, people will not recognize me as the candidate. In support of these representations, I offer the following (complete all that apply):

- Do any public records refer to you by the name you have requested for the ballot?
  ☐ YES ☐ NO

  If yes, please list the type and source of the record or attach a copy of the record.

  _____

- Does the requested name appear on any documents, cards, or letterhead you use in your daily or business life?
  ☐ YES ☐ NO

  If yes, please list the types of documents (please attach copies)

  _____

- Please explain how you came to be known by the name you have requested on the ballot.
  _____

- What other names do you go by?
  _____

I hereby swear or affirm under penalty of perjury that the above information and any attachments are true to the best of my knowledge.

_____
Signature of Candidate

Subscribed and sworn to before me this _____ day of _____, 20____.

_____

(SEAL)   Signature of election official
                or other officer

Candidate Filing - Certification

REPUBLICAN CANDIDATES

For President and Vice President
Donald J. Trump, 1100 S OCEAN BLVD, PALM BEACH, FL 33480
Michael R. Pence, 4750 N MERIDIAN ST, INDIANAPOLIS, IN 46208

For Governor
Mike Parson, 1458 E 464 RD, BOLIVAR, MO 65613

For Lieutenant Governor
Mike Kehoe, 3589 GETTYSBURG PL, JEFFERSON CITY, MO 65109-6831

For State Secretary of State
John R. (Jay) Ashcroft, 112 MONTEREY DR, JEFFERSON CITY, MO 65109-6129

For State Treasurer
Scott Fitzpatrick, 118 SKYLINE DR, CASSVILLE, MO 65625

For Attorney General
Eric Schmitt, 106 CLAY ST, JEFFERSON CITY, MO 65101-1500

DEMOCRATIC CANDIDATES

For President and Vice President
Joseph R. Biden, 1209 BARLEY MILL RD, WILMINGTON, DE 19807
Kamala D. Harris, 435 N KENTER AVE, LOS ANGELES, CA 90049

For Governor
Nicole Galloway, 505 W STEWART RD, COLUMBIA, MO 65203

For Lieutenant Governor
Alissia Canady, 8710 NEWTON AVE #3905, KANSAS CITY, MO 64138

For Secretary of State
Yinka Faleti, 4317 FOREST PARK AVE, ST LOUIS, MO 63108

For State Treasurer
Vicki Lorenz Englund, 7 TIMBER CREEK LN, ST LOUIS, MO 63127

For Attorney General
Rich Finneran, 7154 NORTHMOOR DR, ST LOUIS, MO 63105

LIBERTARIAN CANDIDATES

For President and Vice President
Jo Jorgensen, 300 BUTLER AVE, GREENVILLE, SC 29601
Jeremy (Spike) Cohen, 4350 INTERCOASTAL DR, LITTLE RIVER, SC 29566

For Governor
Rik Combs, 501 SPLIT ROCK DR, LOHMAN, MO 65109-6285

For Lieutenant Governor
Bill Slantz, 1620 CONGRESS WAY, ST CHARLES, MO 63303

For Secretary of State
Carl Herman Freese, 1983 FREESE LN, FORISTELL, MO 63348

For State Treasurer
Nicholas (Nick) Kasoff, 125 ROYAL AVE, ST LOUIS, MO 63135

For Attorney General
Kevin C Babcock, 1914 WITHNELL AVE, ST LOUIS, MO 63118

INDEPENDENT CANDIDATES

For State Representative
District 53, Aaron C. Mais, 375 N LYNN ST, DOVER, MO 64022

Certification of Candidates and Party Emblems

Certified by
John R. Ashcroft
Secretary of State

CERTIFICATION

State of Missouri } ss.
Secretary of State }

I, John R. Ashcroft, Secretary of State of the State of Missouri, do hereby certify that the foregoing is a true and correct list, containing the name and address of each person who has filed a written declaration of candidacy in my office and is entitled to be voted on at the general election, together with a statement of the office for which he or she is a candidate and the party he or she represents, or that he or she is an independent candidate and the order in which the candidates' names are to appear on the ballot.

I further certify the foregoing party emblems of the Republican, Democratic, Libertarian, Green and Constitution parties, respectively, are in accordance with Section 115.385, RSMo.

IN TESTIMONY WHEREOF, I hereunto set my hand and affix the Seal of my office in the City of Jefferson, State of Missouri, this 25th day of August, 2020.

John R. Ashcroft
Secretary of State

COUNTY CLERK/ELECTION AUTHORITY CERTIFICATION

I, _____, County Clerk/Election Authority within and for the county/city of _____ do hereby certify that the above and foregoing is a true and correct list as certified to me by John R. Ashcroft, Secretary of State, State of Missouri, of the offices for which candidates are entitled to be voted for at the GENERAL ELECTION to be held November 3, 2020.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my Seal. Done at my office this _____ day of _____, 2020.

(SEAL)

County Clerk/Election Authority

MO-SOS-24-0280-A-000041

Independent Candidates

- Deadline: July 29, 2024 by 5:00 p.m.

- Statewide office or US Senate: at least 10,000 registered voters

- District: Registered voters in the district which is equal to at least 2% of the total number of voters who voted at the last election for candidates for the office being sought or is equal to 10,000 voters, whichever is less

- Petition for county office submitted to the election authority

- Petition for state candidates submitted to the SOS

- Petition with Signatures, Candidate Declaration, Proof of identity, Form 5120

Candidate Declaration Form

I, _____, a resident and registered voter of the county of _____ and the state of Missouri, residing at _____, do announce myself an independent candidate for the office of _____, to be voted for at the General Election to be held on the 5th day of November, 2024, and I further declare that if nominated and elected to such office I will qualify. I further declare that I have no outstanding campaign disclosure reports due from any prior elections. I also further declare that I have not been found guilty of or pled guilty to a felony under the federal laws of the United States of America or to a felony under the laws of this state or an offense committed in another state that would be considered a felony in this state.

_____
Name (as it is to appear on the ballot)

_____
Residence Address

_____
City, State, Zip

_____
Mailing Address (if different)

_____
City, State, Zip

_____
(optional telephone number/email address)

I hereby swear or affirm that the information contained in the foregoing declaration of candidacy is, to the best of my knowledge, true.

_____
Signature of Candidate

Subscribed and sworn to before me the _____ day of _____, 20____.

_____

(SEAL)   Signature of election official or other officer authorized to administer oaths

MO-SOS-24-0280-A-000042

Write-in Candidates – Filing

Deadline: October 25, 2024 by 5:00 pm

Documents needed: Declaration of Intent, identification, Form 5120

Files at SOS: U.S. President, federal, statewide office, state senator, state representative, circuit judge

Files at county office: all local write-in candidates

Declaration of Intent Write-In Candidate

I, _____, a resident and registered voter of the county

of _____ and the state of Missouri, residing at

_____, hereby

declare my intent to be a write-in candidate for the office of _____, to be

voted for at the General Election to be held on the 5th day of November, 2024, and I further declare that I have

no outstanding campaign disclosure reports due from any prior elections. I also further declare that I have not

been found guilty of, or pled guilty to, a felony under the federal laws of the United States of America, or to a

felony under the laws of this state, or an offense committed in another state that would be considered a felony in

this state.

_____
Name (as it is to appear on the ballot)

_____
Residence Address

_____
City, State, Zip

_____
Mailing Address (if different)

_____
(optional telephone number/email address)

I hereby swear or affirm that the information contained in the foregoing declaration of candidacy is, to the best
of my knowledge, true.

_____
Signature of Candidate

Subscribed and sworn to before me the _____ day of _____, 20_____.

(SEAL)   _____
                                Signature of election official or other officer
                                authorized to administer oaths

Write-in Candidates – FAQ

Can a write-in candidate be on a primary election ballot?

No. (Section 115.453(5), RSMo.)

If a candidate runs in a primary election and loses, can the person run in the general election for the same office?

No. If a candidate files for nomination to an office and is not nominated at a primary election, that candidate cannot file a declaration of intent to be a write-in candidate for the same office at the general election. (Section 115.453(4), RSMo.)

Are write-in candidates posted at the polling place?

No. The election authority is required to furnish a list to the election judges and counting teams, before Election Day, of all write-in candidates who have filed a declaration of intent. (Section 115.453(4), RSMo.)

Are write-in votes counted for every name that is written in?

No. If a candidate is on the ballot for an office, write-in votes are counted only for the candidates who have filed a declaration of intent to be a write-in candidate with the proper election authority. (Section 115.453(4), RSMo.) If no candidate is on the ballot for an office, a declaration of intent is not required and votes are counted for every name properly written in. (Section 115.453(4), RSMo.)

What if the voter casts a vote for a candidate on the ballot and properly writes in the name of someone for the same office?

In this case, no candidate for the office shall be counted because this is considered an over vote. If a distinguishing mark appears next to the names of more candidates for an office than are entitled to fill the office, no candidate for the office shall be counted as voted for. (Section 115.453(2), RSMo.)

Can a person file as a write-in candidate for United States President?

Yes. To file as a write-in candidate for United States President, you must file a declaration of intent with the Secretary of State's Office. At least one qualified resident of each congressional district is required to be nominated as presidential elector. You must submit a declaration of candidacy for each presidential elector. (Section 115.453(6), RSMo.)

MO-SOS-24-0280-A-000044

Write-in Candidates – Counting

No write-in candidates for a Primary election

Write-in votes can be counted by teams of election authority employees

If name of candidate is written substantially as declared by the candidate, the vote will count

For Governor
(Vote for one)

○ HARRY S. TRUMAN — PARTY
○ LAURA INGALLS WILDER — PARTY
○ MARK TWAIN — PARTY
○ GEORGE WASHINGTON CARVER — PARTY
● *Bobby Jones* — PARTY
WRITE-IN

**Bobby Jones is a qualified candidate.
This constitutes a vote for Bobby Jones.**

For Governor
(Vote for one)

HARRY S. TRUMAN — PARTY ◄
LAURA INGALLS WILDER — PARTY ◄
MARK TWAIN — PARTY ◄
GEORGE WASHINGTON CARVER — PARTY ◄
WALT DISNEY — PARTY ◄
Bobby Jones ◄
WRITE-IN

**Bobby Jones is a qualified candidate.
This constitutes a vote for Bobby Jones.**

For Governor
(Vote for one)

○ HARRY S. TRUMAN — PARTY
● LAURA INGALLS WILDER — PARTY
○ MARK TWAIN — PARTY
○ GEORGE WASHINGTON CARVER — PARTY
● *Albert Einstein* — PARTY
WRITE-IN

**Albert Einstein is not a qualified candidate.
This constitutes a vote for Laura Ingalls Wilder.**

Notice of Election Publication

115.127.1 – requires legal notice of election to be published. FIRST publication within TWO weeks and SECOND publication within ONE week before and election.

Notice includes:
- ❑ Officer or agency calling the election
- ❑ Date and time of the election
- ❑ Sample Ballot
- ❑ List of polling locations (only required in the second publication)
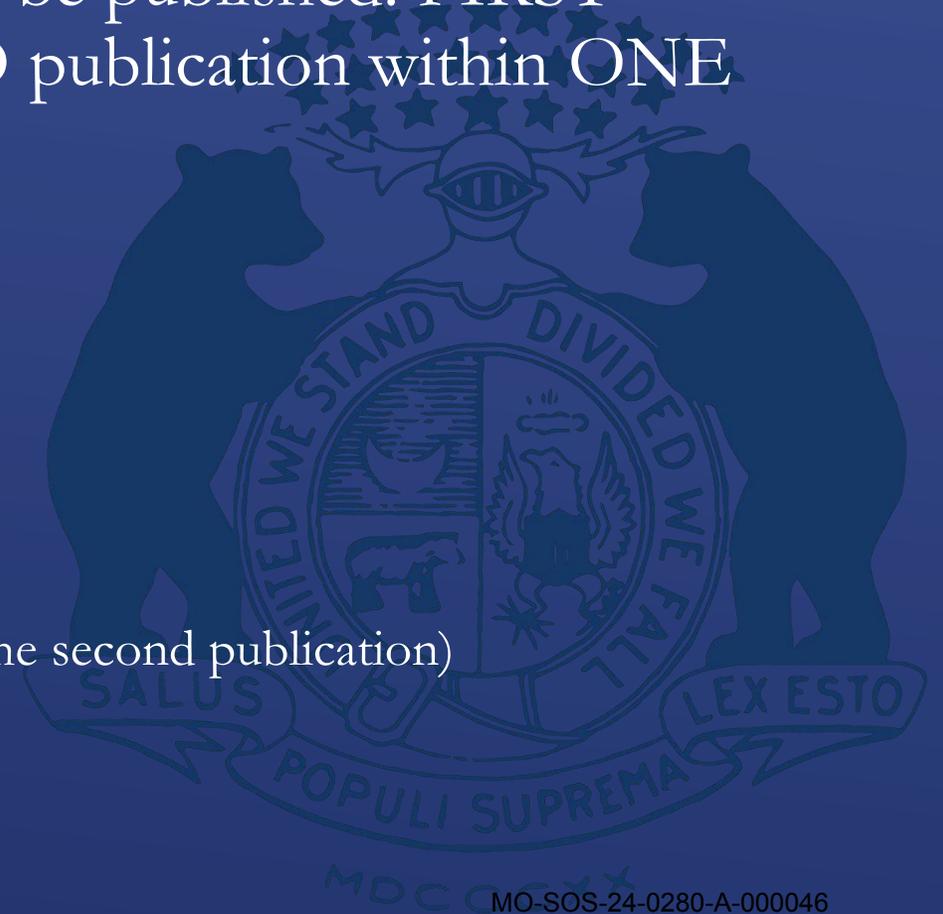
Absentee Ballots – Permanent List

115.284

Upon receipt of a properly complete application, the election authority shall place such voter on the permanently disabled voter list

An absentee **application** shall be mailed to each person on the list not earlier than the 10th Tuesday before an election and no later than the 4th Tuesday before the election.

MO-SOS-24-0280-A-000047

Absentee Ballot Military Portal

Absentee Ballot - Sending ballots

Sixth Tuesday before election, applications shall be processed. Three business days for Requests received.

Deadline for mail in absentee ballots second Wednesday before the election.

MO-SOS-24-0280-A-000049

Absentee Ballot Processing: No-excuse

115.277

Two weeks prior to an election, a voter no longer needs an excuse to vote absentee.

Anyone voting in person no excuse absentee shall have an acceptable ID to vote.

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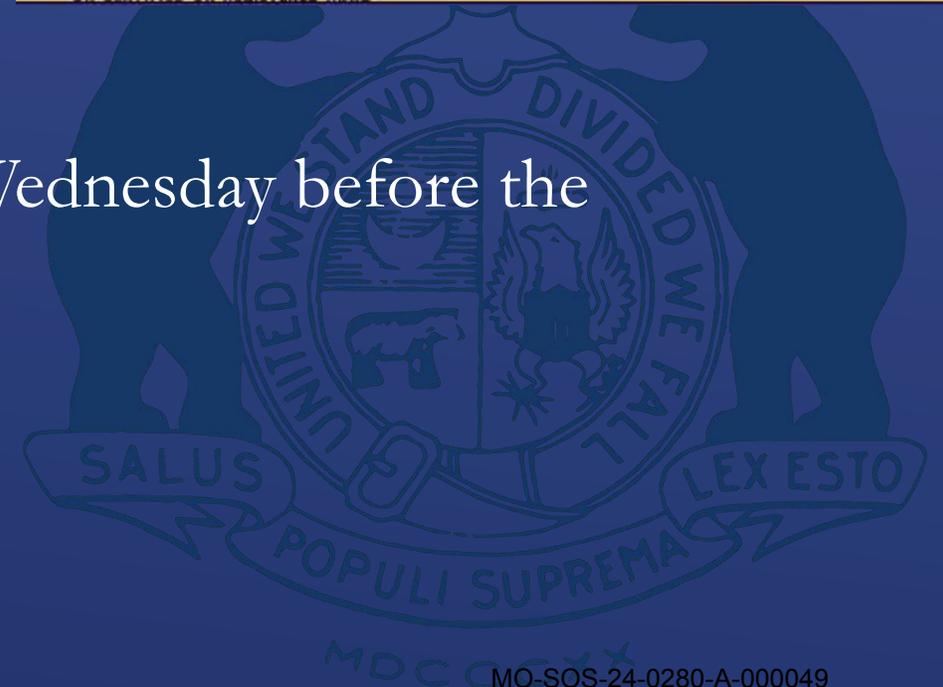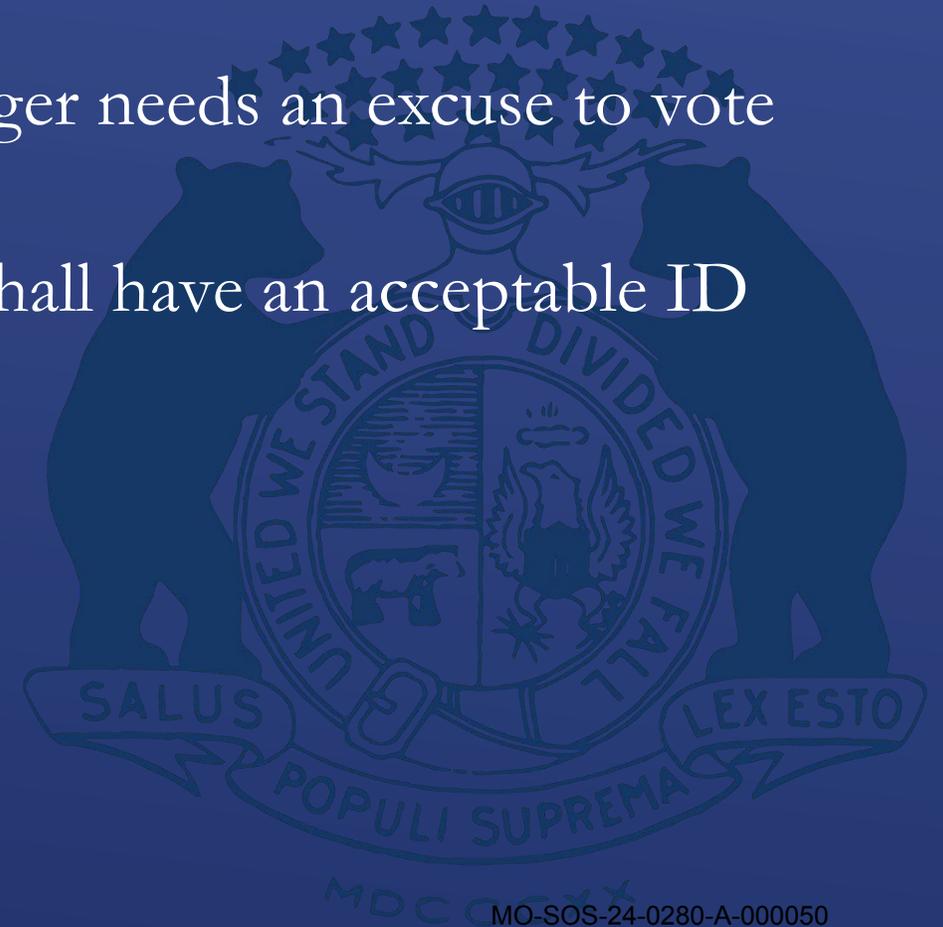
Absentee Ballot Processing: No-excuse

The no excuse absentee button works the same as the walk-in button but automatically chooses "No Excuse" as the Absentee Reason. The Affidavit/Application of Absentee Voter will also automatically show "No Excuse." The Issue/Receive ballot screen will pop-up just like it does with walk-ins.

Before the two week period allowing voters to vote with no excuse, the No Excuse Absentee Button will be grayed out and not available to use. The button be usable two weeks before the election.

MO-SOS-24-0280-A-000051

Absentee Ballot Processing

Deadline for absentee ballots: 7 pm on Election day

Absentee ballots are rejected if:

1. Missing notary (not required for disabled, ill, caregiver, military and overseas)
2. Failure to complete affidavit on the ballot envelope
3. Affidavit not signed

115.286

All absentee ballots returned in absentee ballot envelopes whether received in the office of the LEA or other designated authorized locations prior to election day or by mail prior to election day shall be marked or stamped as received and deemed cast when received.

Once the ballot is out of the voter's hand in the possession of the LEA, if the absentee ballot envelope is not executed correctly with a signature or notary if required, the ballot will not be counted.

Mark absentee ballot received in MCVR for voter

MO-SOS-24-0280-A-000052

List of Absentee voters – Confident

List of absentee voters shall be kept confidential and not posted

List of absentee voters can be made upon request to:

- ➢ A candidate
- ➢ Duly authorized representative of a campaign committee
- ➢ Any person with written authorization from a candidate
- ➢ Any person that has applied for an absentee ballot

MO-SOS-24-0280-A-000053

Testing Voting Equipment – Public Test

BEFORE THE ELECTION

115.233, 15 CSR 30-10.040 & 15 CSR 30-10.140

Public Logic & Accuracy Team shall consist of equal number of members from each major political party

Test ALL equipment and accessible ballot marking devices

Notification of public testing of the equipment (48 hours before the test)

Notify:
- Chairman of county committee of each established political party named on the ballot
- Each independent and new party candidate
- Post in office

NOTICE OF AN OPEN MEETING

Notice is hereby given that _____, Clerk of the County Commission, will conduct the Public Logic & Accuracy test for the _____,20__ election at _____ a.m./p.m., _____,20__ in the office of the Clerk of the County Commission, Courthouse Room _____.

The tentative agenda of the meeting includes:

    Convening of the Public Logic & Accuracy Team

    Testing the Equipment for the _____, 20__ election

    Adjournment

Representatives of the news media may obtain copies of this notice by calling:

_____,
Clerk of the County Commission
(___) ___-____

Testing Voting Equipment – Procedures

- Run the test deck (note the deck must contain the minimum criteria provided in 15 CSR 30-10.040)

- Compare the results of the electronic count with those of a manual count of the test deck

- If the results do not match, then changes or corrections will be made to the until an errorless count is made

- Once satisfied that the tabulating equipment is operating properly the Public Logic & Accuracy Team shall certify the system

- All testing materials shall be sealed in tamper-proof containers

Elected Officials
Division 30—Secretary of State
Chapter 10—Voting Machines (Electronic)

MO-SOS-24-0280-A-000055

Provisional Ballot Envelopes
Blue Envelope vs Yellow Envelope

- Voter IS registered
- Voter does not have an acceptable form of identification
- Voter is issued a BLUE provisional ballot
- Voter completes and signs the blue provisional ballot envelope
- Voter places their ballot in the BLUE envelope and seals the envelope
- BLUE envelope is secured in a separate container
- The provisional ballot counts if the voter returns to the polling place with an acceptable form of identification
- OR the election authority verifies the identify of the voter by comparing the signature on the registration record

- Person is NOT a registered voter in the poll book
- Issue a YELLOW provisional ballot
- YELLOW envelope is completed and signed
- Ballot is sealed in the YELLOW envelope
- Sealed envelope is secured in a separate container
- Election authority shall determine if the voter is registered and eligible to vote

MO-SOS-24-0280-A-000056

Provisional Ballot for registered voters
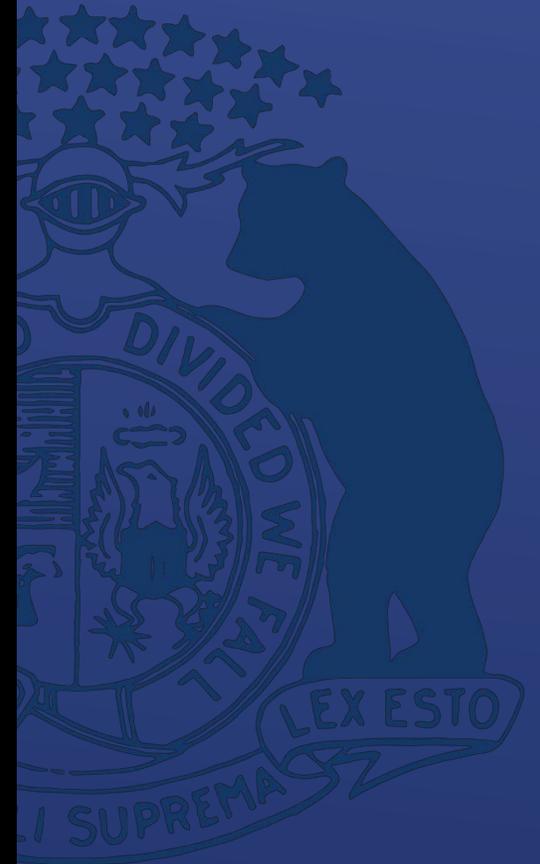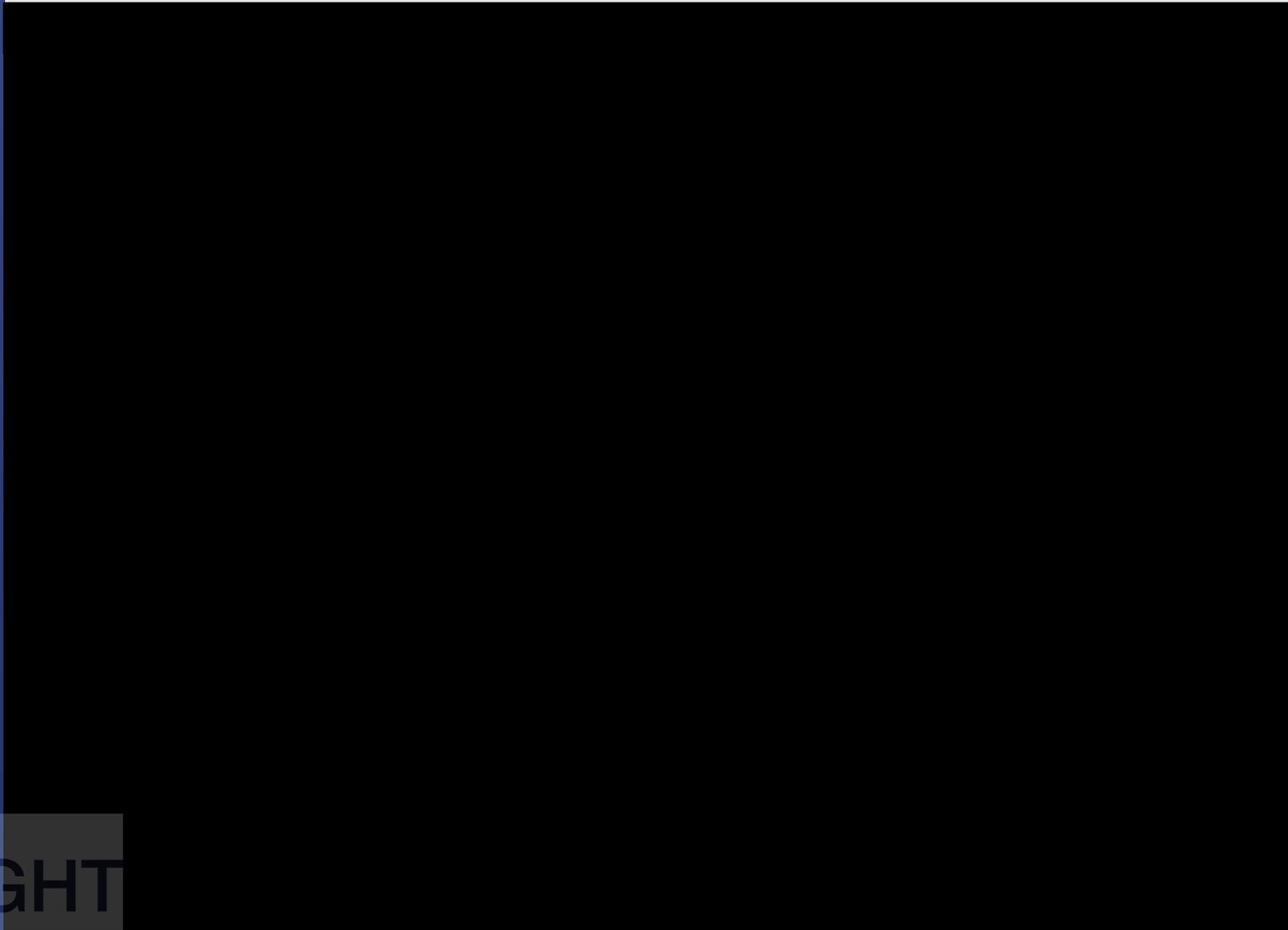
Eligible IDs to Vote

Acceptable ID's to vote allows an expired driver on non-driver license if it expired after the most recent general election – for this election that would be - November 8, 2022.

Driver license address does not have to match the voter record/poll book.

Out of State driver license and student IDs are not an acceptable form of ID. On election day voters with these types of ID's will vote a voter ID provisional ballot.

MO-SOS-24-0280-A-000057

Election Day address change

A registered voter moving from one county to another county update their address on election day at the local election authorities office.

Check the voter in MCVR pull the record from the other county.

If the voter has been issued an absentee ballot in their old jurisdiction a message will display. You will need to provide a provisional ballot to the voter to allow for time (after Election Day) to see if the absentee ballot was received/cast in the other jurisdiction.

Optional - Voter Address Update on Election Day form.

They can fill out a supplemental roster and also sign this form before you issue them a ballot.

Processing ballots – options can vary – suggestion: use your absentee machine as a central polling location.

VOTER ADDRESS UPDATE ON ELECTION DAY

_____
VOTER NAME

_____
VOTER ADDRESS

WARNING: It is against the law for anyone to vote, or attempt to vote, without having a lawful right to vote.

I have not voted in this election in any other county or polling place.

I hereby certify that I am qualified to vote at this election by signing my name below.

_____
VOTER SIGNATURE

_____
DATE

MO-SOS-24-0280-A-000058

Central Polling Location

ONE central polling location is REQUIRED for each election (115.115)

Central Polling location is most commonly the office of the local election authority

Central Polling locations:

Serves any voter, serve voters with disabilities, address changes of voters, provisional ballots for those not registered, etc

MO-SOS-24-0280-A-000059

Election Night Reporting – Unofficial Results

Testing Voting Equipment – Public Test

AFTER THE ELECTION

115.479, 15 CSR 30-10.060 & 15 CSR 30-10.160

Prior to certification of the election the election authority shall convene an Accuracy & Certification Team and recount the test deck to verify that the machine is operating properly.

If the counts are not identical the equipment shall NOT be certified, necessary correction shall be made and the ballots shall be recounted.

If the counts are identical the system shall be certified as operating properly.

This test shall be conducted in the same manner as the 14 day public test and shall be open to the public

NOTICE OF AN OPEN MEETING

Notice is hereby given that _____, Clerk of the County Commission, will conduct the Public Logic & Accuracy test for the _____,20__ election at _____ a.m./p.m., _____,20__ in the office of the Clerk of the County Commission, Courthouse Room _____.

The tentative agenda of the meeting includes:

    Convening of the Public Logic & Accuracy Team

    Testing the Equipment for the _____, 20__ election

    Adjournment

Representatives of the news media may obtain copies of this notice by calling:

_____,
Clerk of the County Commission
(___) ___-_____

MO-SOS-24-0280-A-000061

Manual Recount – Random hand count

After the Accuracy and Certification Team has certified that the equipment is operating properly, the Board of Verification shall randomly select one precinct to be electronically recounted.

In addition to the electronic recount, one precinct shall be randomly selected to be manually recounted.

MO-SOS-24-0280-A-000062

Verification & Certification of Election Results

No earlier than noon on the Friday after the election and within two (2) weeks of an election the election authority shall convene the Board of Verification to certify the results of the election.

If state candidates or issues are on the ballot, the election authority shall mail a copy of the abstract of votes to the Secretary of State.

After the election is certified the election authority shall notify all political subdivisions on the ballot of the results of their election, and prepare certificates of nomination or election if appropriate.

NOTICE OF AN OPEN MEETING

Notice is hereby given that _____, Clerk of the County Commission, will convene the Board of Verification for the _____,20__ election at a meeting at _____ a.m./p.m., _____,20__ in the office of the Clerk of the County Commission, Courthouse Room _____.

The tentative agenda of the meeting includes:

   Convening of the Board

   Canvass of election results from _____, 20__ election

   Adjournment

Representatives of the news media may obtain copies of this notice by calling:

_____,
Clerk of the County Commission
(__) ___-____

§§115.497-115.507

MO-SOS-24-0280-A-000063

Close Races - recounts – rules and law

15 30-10.110.6 CSR

Manual recount team shall select all races in which the margin of victory between the top 2 candidates is equal to or less than one-half of one percent

Election Recounts

115.526-115.601

Recounts:

1% local races – petition courts *(5 days after certification)*

.5% state races requested in writing to SOS office *(7 days after state certification)*

Election Contests

Irregularities in the election

Filed with 30-days after the election

MO-SOS-24-0280-A-000064

Records Retention

115.493: Elections

Keep for 22 months, sealed and then destroy

Other Records:

https://www.sos.mo.gov/archives/localrecs/schedules

https://www.sos.mo.gov/CMSImages/LocalRecords/CountyClerk.pdf

Missouri Local Government Records Management Guidelines

Guide to managing paper and electronic records   November 2018

Contact Information

Local Records Program
600 W. Main
P.O. Box 1747
Jefferson City, Missouri 65102

Telephone: (573) 751-9047

Please email us with your comments or suggestions!
local.records@sos.mo.gov

MO-SOS-24-0280-A-000065

Questions?

MO-SOS-24-0280-A-000066

Topics of Discussion

- SSRS Reports and List Maintenance
- Department of Motor Vehicle registration information
- Political Party Affiliation information
- Petitions Update
- Challengers and Watchers
- Cybersecurity
- Judicial Privacy Act

MO-SOS-24-0280-A-000068

SSRS Reports Update

- In-State Duplicates

- Out of State Matches

- Death Master List

- NCOA reports

MO-SOS-24-0280-A-000069

Department of Revenue/DMV records

Settlement/Mandate

Modification changes coming in November 2024

Currently we have Quality Control – one business day after – therefore Tuesday no file. We are still working with details on the best practices for quality control and this is subject to change

State Holiday – two days after the holiday there will be no file

MO-SOS-24-0280-A-000070
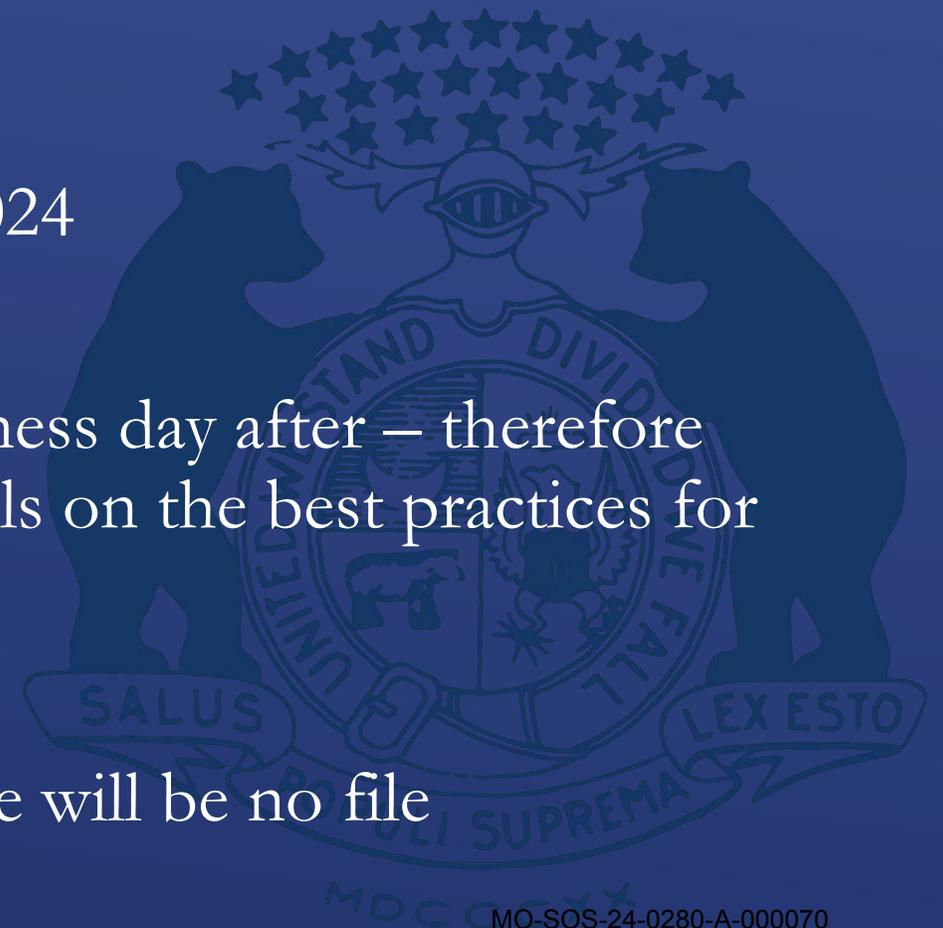
Department of Revenue/DMV records US Citizens

DMV transaction will NOT prompt voter registration questions if documents presented show:

1. The applicant is younger than 17 ½ years of age

1. The applicant indicates in the transaction that they are not a U.S. citizen.
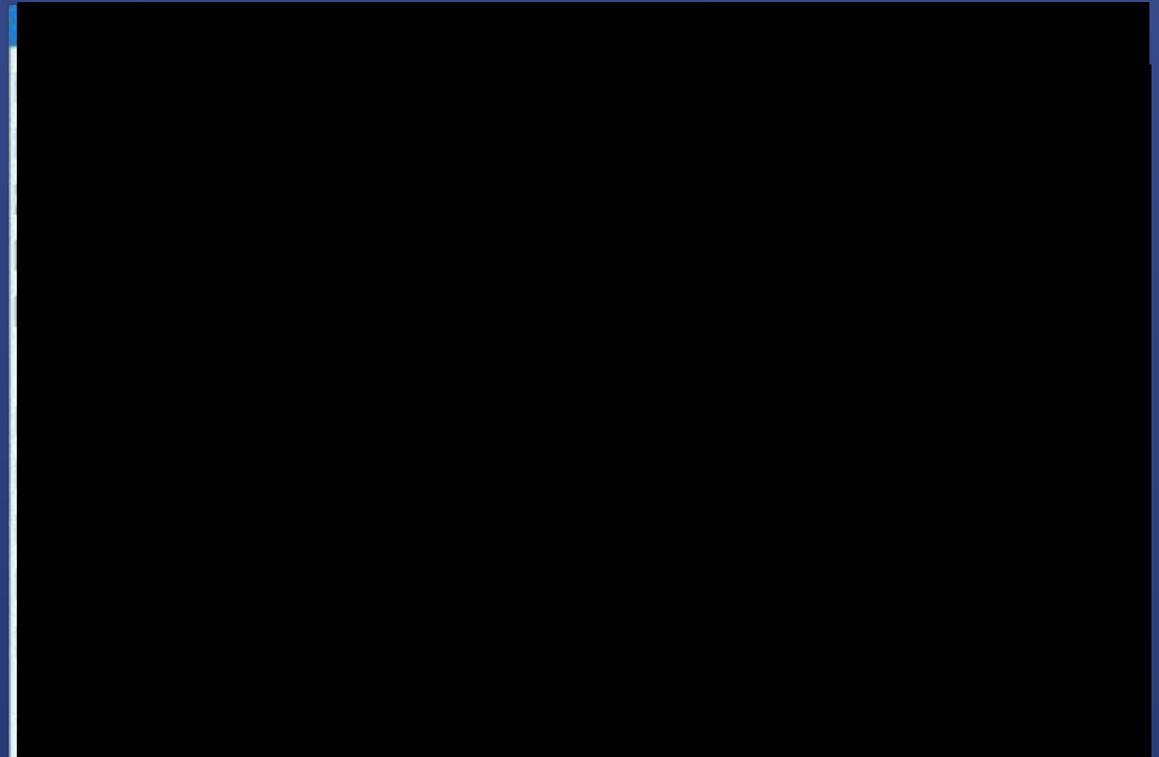
Political Party Affiliation

Website/Online Form or a form used by an LEA

To process:

Open the voters record (note: do not change source of registration)

Update political party affiliation and any other information (if a different address is provided you can update the address)

Scan the document into the voters record

The forms should be saved with the voters registration card or part of your current filing system
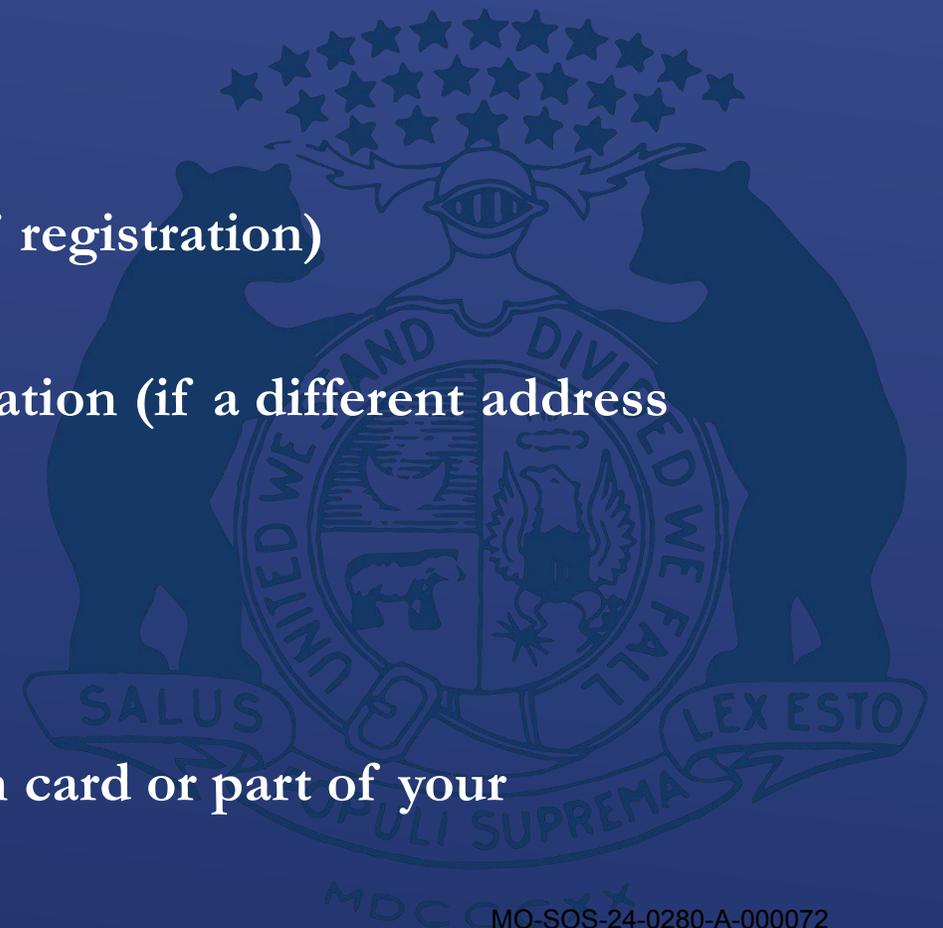
Petitions Overview

- Currently, 110 petitions have been certified and approved for circulation, 13 in process

- 2004 to 2022 election cycles
  - 37 petitions submitted with signatures
  - 25 petitions sufficient and certified to the ballot

    - 6 petitions filed in 2006 and 2018
    - 5 petitions filed in 2008 and 2016
    - 4 petitions filed in 2010 and 2012
    - 2 petitions filed in 2004, 2014 and 2022
    - 1 petition filed in 2020
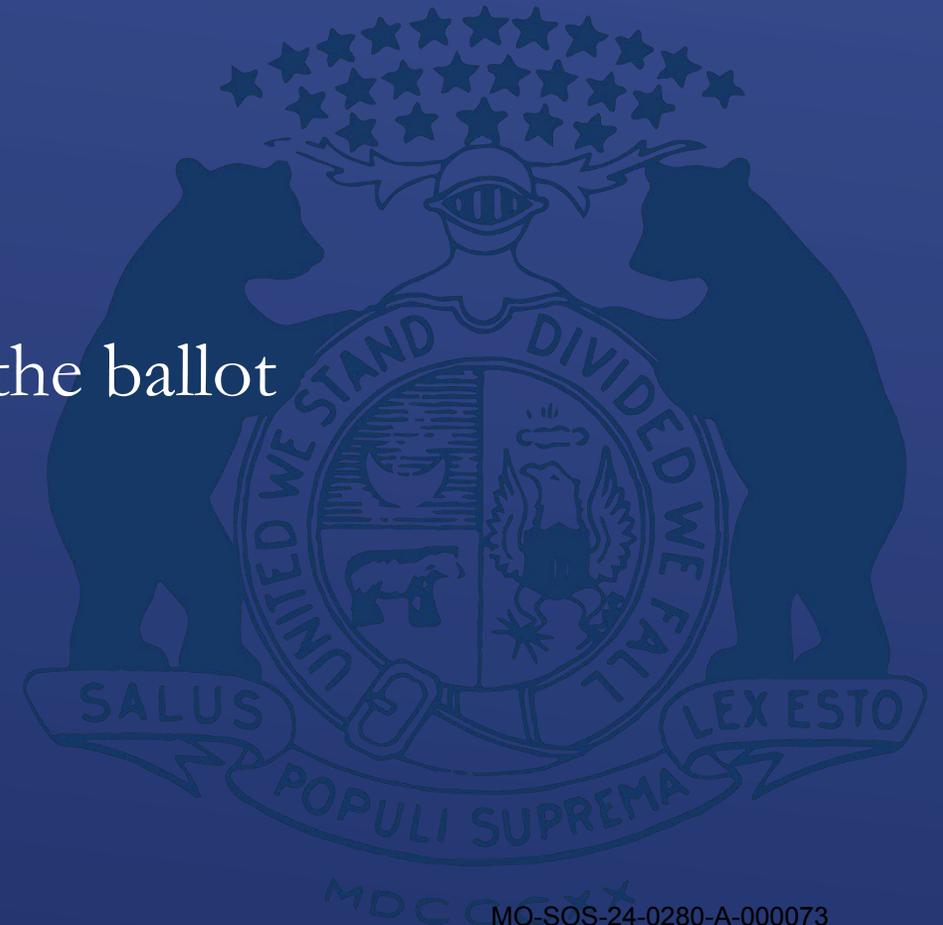
Petitions Overview

- Deadline for petitions with signatures to be submitted – Sunday, May 5th

- Deadline for Independent Candidates and New Party petitions – July 29, 2024
    - Green party is actively circulating petition
    - Constitution party has inquired about process
    - A third group has inquired on process but did not identify with a party name in conversation
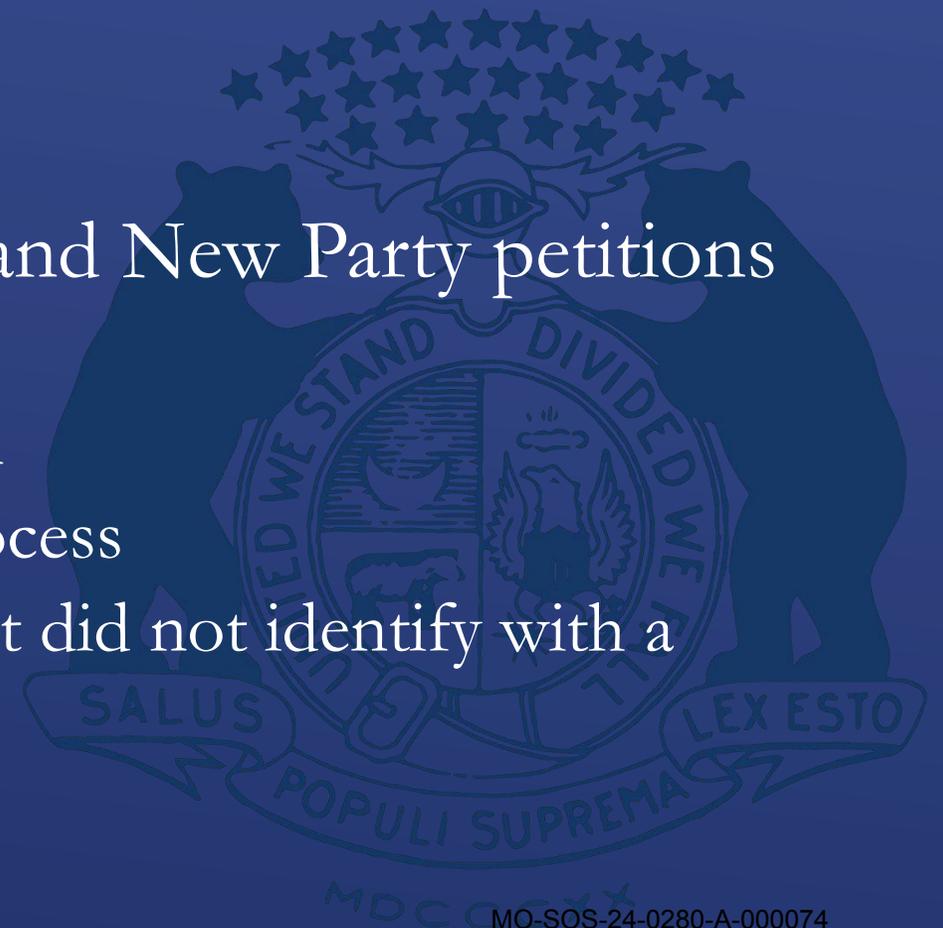
Challengers & Watchers

RSMo: 115.105, 115.107, 115.109 and 115.111

Watchers and challengers are selected by the chairs of the county committees of each political party **named** on the ballot.

Qualifications of watchers and challengers are the same as election judges – with the exception that they have to be registered to vote in the jurisdiction for which they are selected.

They shall not disclose any information which may show the state of the count prior to the closing of the polls.

Challengers		Watchers
No later than four business days before the election (the Wednesday prior).	When are they selected?	Not specified by law, but like challengers must take oath before assuming duties.
Each polling place, plus each location where absentee votes are counted.	Where do they serve?	Each place where votes are counted (including absentees).
Yes	Can they challenge a voter's ID?	Not mentioned in statute
Not mentioned in statute	Can they report irregularities other than law violations?	Yes
Yes	Can they list and disclose names of persons who have voted?	No
Yes (list of substitutes submitted with challenger selections)	Can they be substituted?	No
Yes	Can one be replaced if they have been removed for misconduct?	No

MO-SOS-24-0280-A-000075

Cybersecurity

ELECTION SECURITY ASSESSMENT

MANAGED ELECTION SECURITY ESSENTIALS
MANAGED AND MONITORED LEADING SECURITY TECHNOLOGY

ELECTION SECURITY POLICY PACKAGE
CUSTOMIZED ELECTION SECURITY POLICY, PLANS & TRAINING

Cybersecurity – Regional Meetings

Secretary of State

Missouri State Highway Patrol - Department of Public Safety

Region 7 – Cybersecurity & Infrastructure Security Agency Regional Trainer

Local Election Authorities in each region

Approximately 90 minutes

Election Security Tabletop Series

MO-SOS-24-0280-A-000077

Judiciary Privacy Act

Marking the voter record "confidential" keeps their address from the public service request file

MO-SOS-24-0280-A-000078

Senate Bill 103 – Judicial Privacy Act
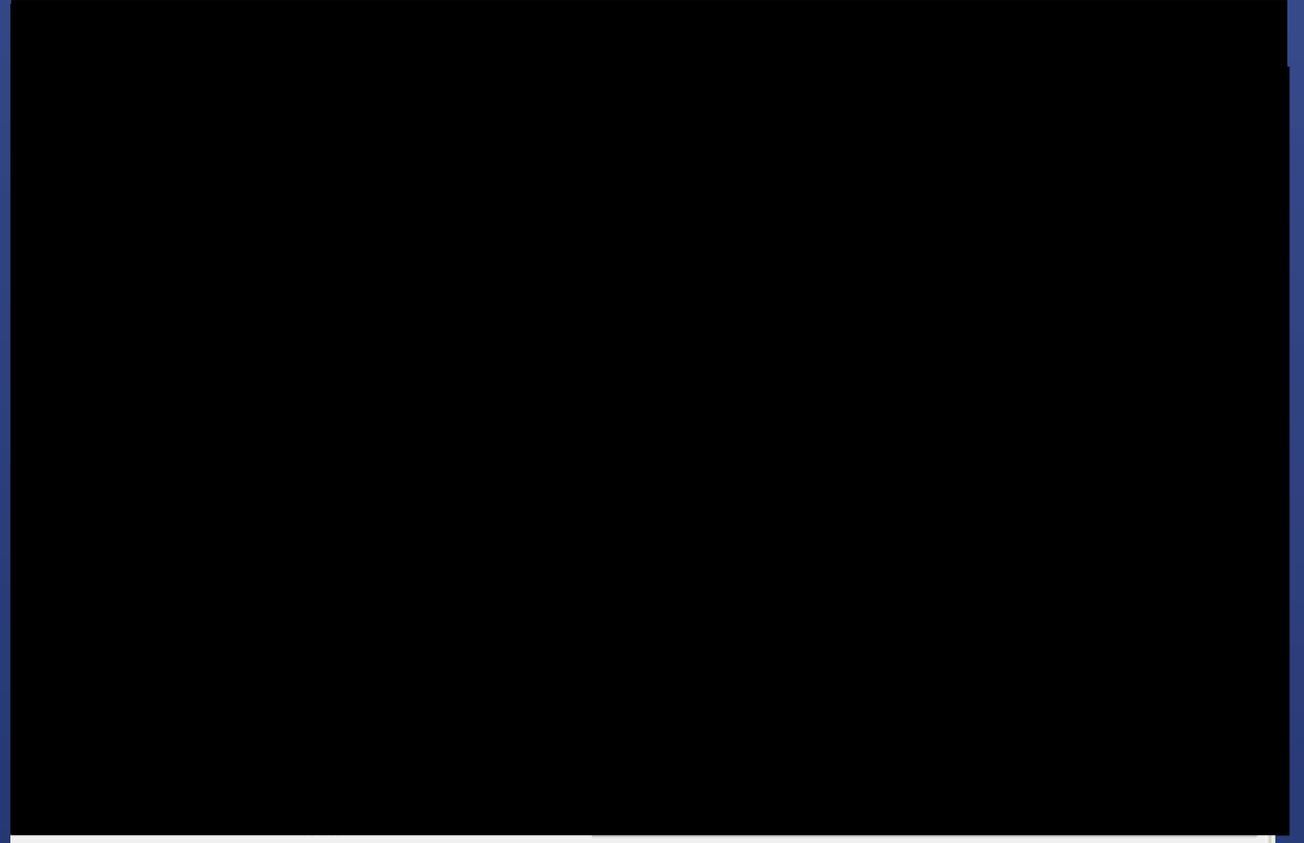
Judicial Privacy Act Request

Pursuant to RSMo 476.1300-1313, a Judicial Officer may request their personal information, and the personal information of their immediate family members, be restricted from public access by submitting a written request through the Clerk of the Missouri Supreme Court or their designee.

_____
Judicial Officer's Name

_____
Street Address

_____
City, State, Zip

_____
Names of Immediate Family Members and/or Legal Aliases included in request

Requested Restrictions: Check the appropriate box(s) to request your information be restricted from public access by Boone County Government offices.

____ I request the **Boone County Recorder of Deeds** restrict public access to the documents listed below per RSMo 476.1300-1313.

Document 1: Book _____ Page _____

Document 2: Book _____ Page _____

Document 3: Book _____ Page _____

Document 4: Book _____ Page _____

____ I request the **Boone County Assessor** restrict public access to my personal information per RSMo 476.1300-1313.

Real Property- Parcel ID number(s) _____

Personal Property- Owner ID number(s) _____

____ I request the **Boone County Collector** restrict public access to my personal information per RSMo 476.1300-1313

____ I request the **Boone County Clerk** restrict public access to my voter registration address per RSMo 476.1300-1313

_____
Signature of Judicial Officer

- Upon receiving a written request, a government agency shall not publicly post or display a judicial officer's personal information in publicly available content, which includes documents or records that may be obtained by any person or entity, from the internet, upon request to the government agency, or in response to a request pursuant to the Missouri Sunshine Law or the federal Freedom of Information Act.

- A written request is a written or electronic notice signed by the judicial officer and submitted to the clerk of the Supreme Court of Missouri, or for a federal judicial officer to his or her clerk of the court, for transmittal to the government agency, person, business, or association.

MO-SOS-24-0280-A-000079

Senate Bill 75 – Sheriffs Retirement System

- Sheriffs' Retirement System members must contribute 5% of his or her pay. Each county shall make the payroll deductions for member contributions from the same source of funds used for payment of compensation to the members and shall transmit such moneys to the Board for deposit in the Sheriffs' Retirement Fund. The deductions shall not reduce the member's pay for purposes of computing benefits and contributions shall be treated as employee contributions for purposes of federal income tax purposes.

- Currently, the benefits provided by the Sheriffs' Retirement System shall in no way affect the eligibility for retirement benefits from LAGERS or any other local government retirement or pension system, or in any way have the effect of reducing retirement benefits in such systems, or reducing compensation or mileage reimbursement of employees. This act provides that such provision shall apply to members of the system prior to December 31, 2023. Any new member employed on or after January 1, 2024, that is a member of another state or local retirement or pension system shall cease membership in any other state or local retirement pension system, except that the member shall be entitled to benefits accrued through December 31, 2023, or the commencement of membership in the Sheriffs' Retirement System, whichever is later.

MO-SOS-24-0280-A-000080

Goals for Understanding the Law

1. Familiarity with existing rules.
   - Chapter 51 (General County Clerk laws)
   - Chapter 115 (Election laws)
   - Chapter 116 (Initiative Petition laws)
   - Division 30 of the Code of State Regulations

2. Think about the processes you have in place in your office as your read through the law.

3. Ask questions!

Anatomy of a Statute

Chapter 115
Section 115.427
§ = section
RSMo = Revised Statutes of Missouri

Bold is informal description of section

115.427. **Personal photo identification, requirements — provisional ballot, when — form of certificate — notice requirements — nondriver's license provided, when — report — precinct register requirements — mark in lieu of signature, when.** — 1. Persons seeking to vote in a public election shall establish their identity and eligibility to vote at the polling place or, if voting absentee in person under section 115.277, at the office of the election authority or other authorized location designated by the election authority by presenting a form of personal photo identification to election officials. No form of personal photo identification other than the forms listed in this section shall be accepted to establish a voter's qualifications to vote. Forms of personal photo identification that satisfy the requirements of this section are any one of the following:

(1) Nonexpired Missouri driver's license;

(2) Nonexpired or nonexpiring Missouri nondriver's license;

(3) A document that satisfies all of the following requirements:

(a) The document contains the name of the individual to whom the document was issued, and the name substantially conforms to the most recent signature in the individual's voter registration record;

(b) The document shows a photograph of the individual;

(c) The document includes an expiration date, and the document is not expired, or, if expired, the document expired after the date of the most recent general election; and

(d) The document was issued by the United States or the state of Missouri; or

(4) Any identification containing a photograph of the individual which is issued by the Missouri National Guard, the United States Armed Forces, including the Space Force, or the United States Department of Veteran Affairs to a member or former member of the Missouri National Guard or the United States Armed Forces, including the Space Force, and that is not expired or does not have an expiration date.

2. (1) An individual who appears at a polling place without a form of personal identification described in subsection 1 of this section and who is otherwise qualified to vote at that polling place shall be allowed to cast a provisional ballot. The election judges shall make a notation on the provisional ballot envelope to indicate that the voter's identity was not verified.

Be sure to read all sections in their entirety!
For example, 115.427 allows for BOTH nonexpired Missouri driver's license (as defined in (1)) AND expired Missouri driver's licenses that expired after the date of the most recent general election (as defined in (3))

Watch out for "and" vs. "or"
115.427 is saying that you need an ID that satisfies (1), (2), (3), OR (4). But if you are using an ID under section (3), it has to satisfy all (3)(a), (b), (c), AND (d) to be valid.

MO-SOS-24-0280-A-000082

Anatomy of a Statute

The bill number of the legislation that amended the law. You can search the archives of the House and Senate website for the bill number and year for the original bill.

This is the year that the statute first went into effect and any years that the law was amended

11. If any voter is unable to sign his name at the appropriate place on the certificate or computer printout, an election judge shall print the name and address of the voter in the appropriate place on the precinct register, the voter shall make his mark in lieu of signature, and the voter's mark shall be witnessed by the signature of an election judge.

(L. 1977 H.B. 101 § 11.045, A.L. 1983 S.B. 234, A.L. 1993 S.B. 31, A.L. 2002 S.B. 675, A.L. 2006 S.B. 1014 & 730, A.L. 2016 H.B. 1631 §§ 115.427 and B, A.L. 2022 H.B. 1878)

(2020) Affidavit requirement of section is misleading and contradictory, thus violating the voters' right to equal protection and the fundamental right to vote under the Missouri Constitution. Priorities USA v. State, 591 S.W.3d 448 (Mo.banc).

You may learn the background and legislative history regarding a statute. You may even be a part of the hearings and discussion of new legislation. However, the legal definition of the law is NOT always the same as the legislature's intent of the law. (Also known as "gray area")

Any court case that has affected the legislation will be cited here by the name of the case and the year.

MO-SOS-24-0280-A-000083

Anatomy of a Regulation

Title and Section

A regulation is NOT the same as a law. Regulations about elections are written by the Secretary of State and can be revised by the Secretary of State.

Chapter 10—Voting Machines (Electronic)

15 CSR 30-10 | CSR

Title 15—ELECTED OFFICIALS
Division 30—Secretary of State
Chapter 10—Voting Machines (Electronic)

15 CSR 30-10.010 Definitions

PURPOSE: This rule provides definitions of terms in addition to those found in Chapter 115, RSMo for the conduct of elections.

(1) Election authority shall mean the county clerk or board of election commissioners. The election authority shall be the chief custodian of the electronic voting system and its components and shall be responsible for the proper maintenance and all necessary preparation for elections. The election authority is authorized to appoint as many custodians as deemed necessary and is permitted by law.

(2) Electronic voting system is a system of casting votes by use of marking devices, and counting votes by use of automatic tabulating or electronic data processing equipment and includes computerized voting systems.

(3) Automatic tabulating equipment shall

(6) Ballot label is the card, paper, booklet, page or other material containing the names of all offices, candidates and questions to be voted on.

(7) Systems which use a single unit for the ballot card and the ballot label shall conform to the rules for both.

(8) Accessible voting station is a voting station equipped for individuals with disabilities.

(9) Audio ballot is a ballot in which a set of offices and issues is presented to the voter in audible, rather than visual form.

(10) Audit trail is recorded information that allows election officials to review the activities that occurred on the voting equipment to verify or reconstruct the steps followed without compromising the ballot or voter secrecy.

(11) Audit trail for direct recording equipment is a paper printout of votes cast, produced by direct recording electronic voting machines (DREs), which election officials may use to crosscheck electronically tabulated totals

and physically integrated into a single unit. A DRE produces a tabulation of the voting data stored in a removable memory component and in printed hard copy.

(17) Election management system is a set of processing functions and databases within a voting system that define, develop and maintain election databases, perform election definition and setup functions, format ballots, count votes, consolidate and report results, and maintain audit trails.

(18) Electronically-assisted ballot marking device is a device that provides assistance to voters who are visually impaired, who have difficulty reading English, or who have difficulty correctly marking by hand a preprinted paper ballot that is to be counted in optical scan systems. The device marks, or assists the voter to mark, selected choices on a previously inserted, preprinted paper ballot. The device then provides audio, tactile, or visual feedback to the voter with regard to the choices the voter has made on the ballot. The completed ballots are later tabulated on the same unit that processes other paper ballots.
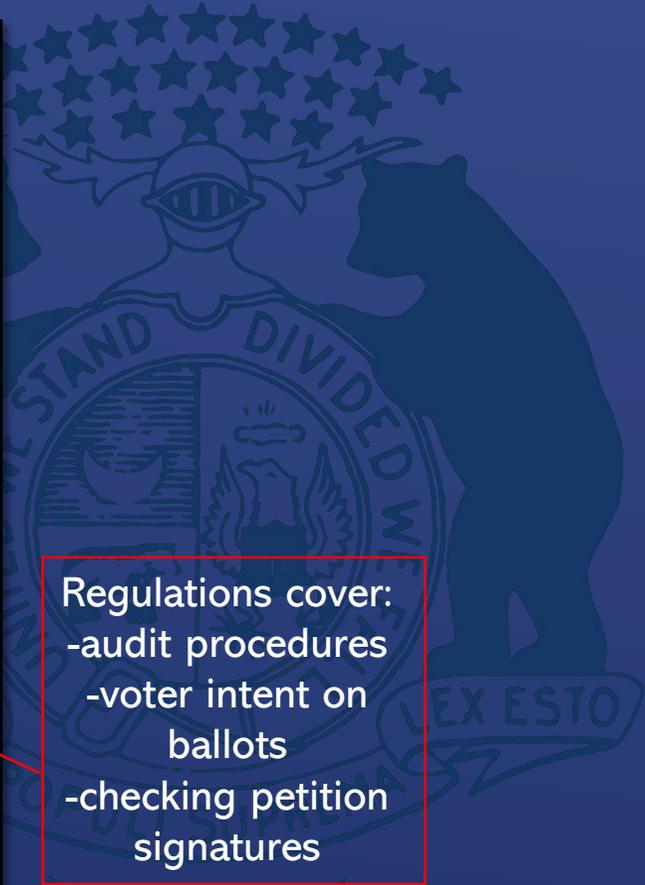
Regulations cover:
-audit procedures
-voter intent on ballots
-checking petition signatures

MO-SOS-24-0280-A-000084

Anatomy of a Proposed Bill

FIRST REGULAR SESSION

HOUSE BILL NO. 248

102ND GENERAL ASSEMBLY

INTRODUCED BY REPRESENTATIVE STINNETT.

1067H.01I   DANA RADEMAN MILLER, Chief Clerk

AN ACT

To repeal sections 115.133 and 561.026, RSMo, and to enact in lieu thereof two new sections relating to voter qualifications.

Be it enacted by the General Assembly of the state of Missouri, as follows:

Section A. Sections 115.133 and 561.026, RSMo, are repealed and two new sections
2 enacted in lieu thereof, to be known as sections 115.133 and 561.026, to read as follows:
115.133. 1. Except as provided in subsection 2 of this section, any citizen of the
2 United States who is a resident of the state of Missouri and seventeen years and six months of
3 age or older shall be entitled to register and to vote in any election which is held on or after
4 his eighteenth birthday.
5   2. No person who is adjudged incapacitated shall be entitled to register or vote. No
6 person shall be entitled to vote:
7   (1) While confined under a sentence of imprisonment[;
8   (2) While on probation or parole] after conviction of a felony[, until finally
9 discharged from such probation or parole]; or
10   [(3)] (2) After conviction of a felony or misdemeanor connected with the right of
11 suffrage.
12   3. Except as provided in federal law or federal elections and in section 115.277, no
13 person shall be entitled to vote if the person has not registered to vote in the jurisdiction of his
14 or her residence prior to the deadline to register to vote.
561.026. Notwithstanding any other provision of law except for section 610.140, a
2 person who is convicted:

Bill Number

Statute Sections being changed by the bill

Existing Statute Section

Proposed Deletions in Brackets

Proposed Additions in Bold

Questions?

MO-SOS-24-0280-A-000086

MACCEA Overview talking points

Good morning! Thank you for that introduction, you all know that I always enjoy spending time with you. I have a lot to cover with you this morning.

@ Topics of Discussion

As you can see we will talk about several important topics that are upcoming. Some new, some updates and some new things to create some efficiencies

@ SSRS Reports

First update is on the list maintenance report

NCOA reports

Beginning of October

Email will be sent

This report will be updated twice a year

Death Master List

Will be updated September 15

Data will be updated on the 15th of every month

In-State Duplicates and Out of State Matches

These are currently in use and as a reminder new data is uploaded on the 15th of every month

@ Department of Revenue/DMV Update

Unfortunately, I may not have the best news to share.

I have worked closely with the state coordinator on this process and DMV/DOR is under a settlement mandate. They have been mandated to create a submit all data file unless the person opts out. Even if a person states that they are registered to vote and the answer is Yes in the system – because the system at the DMV side does not have a way to compare if any information is changed they have to send the data.

However, there is hope – they are modifying the DMV/DOR system. The modernization team will be working with our office as they work through this process. They will be implementing the new system in November 2024. They will still be under the mandate but we will work on looking at different possibilities to create some efficiencies.

While I am certain that these duplicates are time consuming, there is one thing that should be saved with each duplicate registration and that is an updated signature to have on file with the voter record.

@ US Citizen – process when transaction is not with a US Citizen

I have had several inquiries about US Citizens. The state coordinator provided information about the system and the steps of transactions.

DMV transaction will NOT prompt voter registration questions if documents presented show:

The applicant is younger than 17 ½ years of age

The applicant indicates in the transaction that they are not a U.S. citizen.

@ Political Party Affiliation

There is a new form on our website. We have had approx. 100 forms submitted

When processing these forms –

Open the voters record (note: do not change source of registration)

Update political party affiliation and any other information (if a different address is provided you can update the address)

Scan the document into the voters record

The forms should be saved with the voters registration card

@Petitions

I wanted to share some statistics with you in order to prepare

Currently, 110 petitions have been certified and approved for circulation, 13 in process

2004 to 2022 election cycles

37 petitions submitted with signatures

25 petitions sufficient and certified to the ballot

6 petitions filed in 2006 and 2018

5 petitions filed in 2008 and 2016

4 petitions filed in 2010 and 2012

2 petitions filed in 2004, 2014 and 2022

1 petition filed in 2020

@Petitions

Deadline for petitions with signatures to be submitted – Sunday, May 5th

Deadline for Independent Candidates and New Party petitions – July 29, 2024

Green party is actively circulating petition

Constitution party has inquired about process

A third group has inquired on process but did not identify with a party name in conversation

@ Challengers & Watchers

Watchers and challengers are selected by the chairs of the county committees of each political party named on the ballot.

Qualifications of watchers and challengers are the same as election judges – with the exception that they have to be registered to vote in the jurisdiction for which they are selected.

They shall not disclose any information which may show the state of the count prior to the closing of the polls.

Challengers		Watchers
No later than four business days before the election (the Wednesday prior).	When are they selected?	Not specified by law, but like challengers must take oath before assuming duties.
Each polling place, plus each location where absentee votes are counted.	Where do they serve?	Each place where votes are counted (including absentees).
Yes	Can they challenge a voter's ID?	Not mentioned in statute
Not mentioned in statute	Can they report irregularities other than law violations?	Yes
Yes	Can they list and disclose names of persons who have voted?	No
Yes (list of substitutes submitted with challenger selections)	Can they be substituted?	No
Yes	Can one be replaced if they have been removed for misconduct?	No

@CyberSecurity

Three programs that are coordinated and funded by our office – previously CyberDefenses is now Apollo.

Election Security Assessment – this assessment requires minimal time and effort but delivers a detailed report customized plan of action with recommendations

Any time your IT vendor spends with the Apollo team is also covered by our office. You will just need the IT vendor to provide a detail invoice that indicates hours spent with the Apollo team, send that invoice to our office. Our office will send you a check at the county and then you can pay the IT vendor

Managed Election Security Essentials – this is a protection for the local election authority as the critical infrastructure. It provides for a firewall, network protection, computer security and vulnerability scans

Election Security Policy package – this program allows you to work with Apolllo to create election security policy, plans and training

Stop by Apollo's table to get more information about these programs and to get the process started.

@ Cybersecurity Regional Meetings

These table top exercises would be designed to have:

Secretary of State

Missouri State Highway Patrol - Department of Public Safety

Region 7 – Cybersecurity & Infrastructure Security Agency Regional Trainer

Local Election Authorities in each region

Approximately 90 minutes

- Review information sharing processes.
- Discuss emergency plans and response procedures.
- Collaborate with election peers in your region

@Judicial Privacy Act

Brianna is going to talk in more detail about this new law. In the event that you receive information that a judge or their immediate family files a written request in relation to the Privacy Act you will search to for the voter record and mark the record in MCVR – as CONFIDENTIAL. This will keep resident address off of the Public Service Request voter file.

Brianna will now provide some more information and a law update. Thank you

Election Processes

@ Topics of Discussion

We have several topics to move through in this training. I will share information from the State side and then Stan, Tammy and Sherry will provide business processes and information. We will ask that all questions wait until the end so that we can get through each topic. I will try and keep us moving along so we don't run short on time

@Timeline

Here is a general timeline as a visual. What I have already handed out is an excel sheet of an election cycle timeline. This information is deadline driven – these are the things that have to be complete by the law – but I would like to open this up for discussion from the clerks on how they prepare to meet these deadlines.

@Voter Registration Information

Process registrations 7 business days (mail, online)

Verification Notices for new voters

DMV Duplicates

Voter ID cards

Residence Confirmation Cards – - Pending – change of address

Any other information to be shared here

@NVRA Overview – Purpose

Federal and State law required – clean of voter records before an election

Identifies voters who no longer reside at the registered address on file

Must do every 2 years, and be completed no later than 90 days prior to the primary or general election for federal office

Postal or door-door canvas

@ NVRA Canvas

It is very important to use the MCVR system and follow the outlined procedures to perform the Canvass for several reasons:

If Residence Confirmation Notices (RCN) are not generated through the system, the County will not get transaction fees.

The EAC report requires information on the Canvass process and the only way for the system to generate the reports is if the LEA uses the system with the process.

Using MCVR allows the user to automate the process for making voters inactive in bulk, and later deleting in bulk (rather than having to go in and mark each voter individually).

@NVRA Canvass

Step 1: Sending ID cards and Verification Notices

Step 2: Sending Residence Confirmation Notices

Step 3: Residence Confirmation Notice is returned

Step 4: Thirty days after sending RCNs you inactivate voters

Step 5: Deleting voters who have been inactive through two federal General elections

@Notice of Offices Publication

Sent in December by the Secretary of State's office

You publish the state offices, your local senator, representative, etc and add your local offices.

@Candidate Filing – Information

First Day candidate filing begins at 8 am. Last Day candidate filing ends at 5 pm. Adjust hours of operation to ensure that you are available for filing during these deadlines. First Day is first come first serve or random number to determine ballot placement.

Candidates should have:

Form of Identification

Department of Revenue Tax affidavit Form 5120

 Filing fee and/or Filing Receipt

@ Candidate Filing – Documents

Candidate Declaration Form

Notice to Candidate

Filing Receipt

Missouri Ethics Packet

@Candidate Filing _ Ballot Name

Unless it is a common derivative of a candidates name the SOS office uses this Ballot Name Request Form and makes a determination at a later time.

Note that:

AG Opinion No. 159:

Official ballot name may when warranted include prefix "Mrs." and suffix "Sr." and "Jr." but may not us prefix "Dr.". Name can only be the "full name". This also does not allow for - "M.D.", "Atty", "Rev.", "Ph.D", "C.P.A.", "D.O.", etc

AG Opinion No. 137:

A Candidate cannot have the nickname "Judge" appear before his name, or in parenthesis in his name. Nicknames are permitted if they show that they are known by that nickname

Election Authority can exercise discretion with each case and judge on its own facts.

@Candidate Filing – Certification

@Independent Candidates

Deadline: July 29, 2024 by 5:00 p.m.

Statewide office or US Senate: at least 10,000 registered voters

District: Registered voters in the district which is equal to at least 2% of the total number of voters who voted at the last election for candidates for the office being sought or is equal to 10,000 voters, whichever is less

Petition for county office submitted to the election authority

Petition for state candidates submitted to the SOS

Petition with Signatures, Candidate Declaration, Proof of identity, Form 5120

@Write-in Candidates

Deadline: October 25, 2024 by 5:00 pm

Documents needed: Declaration of Intent, identification, Form 5120

Files at SOS: U.S. President, federal, statewide office, state senator, state representative, circuit judge

Files at county office: all local write-in candidates

@Write in Candidates _Frequently asked questions

Can a write-in candidate be on a primary election ballot?

No. (Section 115.453(5), RSMo.)

If a candidate runs in a primary election and loses, can the person run in the general election for the same office?

No. If a candidate files for nomination to an office and is not nominated at a primary election, that candidate cannot file a declaration of intent to be a write-in candidate for the same office at the general election. (Section 115.453(4), RSMo.)

Are write-in candidates posted at the polling place?

No. The election authority is required to furnish a list to the election judges and counting teams, before Election Day, of all write-in candidates who have filed a declaration of intent. (Section 115.453(4), RSMo.)

Are write-in votes counted for every name that is written in?

No. If a candidate is on the ballot for an office, write-in votes are counted only for the candidates who have filed a declaration of intent to be a write-in candidate with the proper election authority. (Section 115.453(4), RSMo.) If no candidate is on the ballot for an office, a declaration of intent is not required and votes are counted for every name properly written in. (Section 115.453(4), RSMo.)

What if the voter casts a vote for a candidate on the ballot and properly writes in the name of someone for the same office?

In this case, no candidate for the office shall be counted because this is considered an over vote. If a distinguishing mark appears next to the names of more candidates for an office than are entitled to fill the office, no candidate for the office shall be counted as voted for. (Section 115.453(2), RSMo.)

Can a person file as a write-in candidate for United States President?

Yes. To file as a write-in candidate for United States President, you must file a declaration of intent with the Secretary of State's Office. At least one qualified resident of each congressional district is required to be nominated as presidential elector. You must submit a declaration of candidacy for each presidential elector. (Section 115.453(6), RSMo.)

@Write in Candidates Counting

No write-in candidates for a Primary election

Write-in votes can be counted by teams of election authority employees

If name of candidate is written substantially as declared by the candidate, the vote will count

@Notice of Election Publication

115.127.1 – requires legal notice of election to be published. FIRST publication within TWO weeks and SECOND publication within ONE week before and election.

Notice includes:

 Officer or agency calling the election

 Date and time of the election

 Sample Ballot

 List of polling locations (only required in the second publication)

@ Absentee Ballot - Permanent List

115.284

Upon receipt of a properly complete application, the election authority shall place such voter on the permanently disabled voter list

An absentee application shall be mailed to each person on the list not earlier than the 10th Tuesday before an election and no later than the 4th Tuesday before the election.

@ Absentee Ballot Military Portal

Activating the military portal for elections – once you click on movotes you will select election management, select the election, complete each step and then

activate the election. Our office will send instructions out as a reminder to activate the military portal when the deadline is approaching.

@Absentee Ballot – Sending ballots

Sixth Tuesday before election, applications

shall be processed. Three business days for

Requests received.

Deadline for mail in absentee ballots second Wednesday before the election.

@Absentee Ballot Processing – No excuse

115.277

Two weeks prior to an election, a voter no longer needs an excuse to vote absentee.

Anyone voting in person no excuse absentee shall have an acceptable ID to vote.

@Absentee Ballot Processing – No Excuse

Before the two week period allowing voters to vote with no excuse, the No Excuse Absentee Button will be grayed out and not available to use. The button be usable two weeks before the election.

The no excuse absentee button works the same as the walk-in button but automatically chooses "No Excuse" as the Absentee Reason. The Affidavit/Application of Absentee Voter will also automatically show "No Excuse." The Issue/Receive ballot screen will pop-up just like it does with walk-ins.

@Absentee Ballot Processing

Deadline for absentee ballots: 7 pm on Election day

Absentee ballots are rejected if:

Missing notary (not required for disabled, ill, caregiver, military and overseas)

Failure to complete affidavit on the ballot envelope

Affidavit not signed

115.286

All absentee ballots returned in absentee ballot envelopes whether received in the office of the LEA or other designated authorized locations prior to election day or by mail prior to election day shall be marked or stamped as received and deemed cast when received.

Once the ballot is out of the voter's hand in the possession of the LEA, if the absentee ballot envelope is not executed correctly with a signature or notary if required, the ballot will not be counted.

Mark absentee ballot received in MCVR for voter

@List of Absentee voters – Confident

List of absentee voters shall be kept confidential and not posted

List of absentee voters can be made upon request to:

A candidate

Duly authorized representative of a campaign committee

Any person with written authorization from a candidate

Any person that has applied for an absentee ballot

@Testing voting equipment before the election

115.233, 15 CSR 30-10.040 & 15 CSR 30-10.140

Public Logic & Accuracy Team shall consist of equal number of members from each major political party

Test ALL equipment and accessible ballot marking devices

Notification of public testing of the equipment (48 hours before the test)

Notify:

Chairman of county committee of each established political party named on the ballot

Each independent and new party candidate

Post in office

@Testing Voting Equipment Procedures

Run the test deck (note the deck must contain the minimum criteria provided in 15 CSR 30-10.040)

Compare the results of the electronic count with those of a manual count of the test deck

If the results do not match, then changes or corrections will be made to the until an errorless count is made

Once satisfied that the tabulating equipment is operating properly the Public Logic & Accuracy Team shall certify the system

All testing materials shall be sealed in tamper-proof containers

@Provisional Ballot Envelopes – Blue vs Yellow

Blue Envelope vs Yellow Envelope

- Voter IS registered
- Voter does not have an acceptable form of identification
- Voter is issued a BLUE provisional ballot
- Voter completes and signs the blue provisional ballot envelope
- Voter places their ballot in the BLUE envelope and seals the envelope
- BLUE envelope is secured in a separate container
- The provisional ballot counts if the voter returns to the polling place with an acceptable form of identification
- OR the election authority verifies the identify of the voter by comparing the signature on the registration record

- Person is NOT a registered voter in the poll book
- Issue a YELLOW provisional ballot
- YELLOW envelope is completed and signed
- Ballot is sealed in the YELLOW envelope
- Sealed envelope is secured in a separate container
- Election authority shall determine if the voter is registered and eligible to vote

@ Provisional Ballot for registered voters

Acceptable ID's to vote allows an expired driver on non-driver license if it expired after the most recent general election – for this election that would be - November 8, 2022.

Driver license address does not have to match the voter record/poll book.

Out of State driver license and student IDs are not an acceptable form of ID. On election day voters with these types of ID's will vote a voter ID provisional ballot.

Pictures of acceptable IDs – this is going to be a case by case basis but when dealing with questions on this at our office we have asked the LEA or election judge to use discretion and if the picture is clear and they are able to identify the voter from the picture of the ID then this would be an acceptable process. IF the Election Judge is unable to clearly identify then they can be given a voter ID provisional ballot

@Election Day Address change

A registered voter moving from one county to another county update their address on election day at the local election authorities office.

Check the voter in MCVR pull the record from the other county.

If the voter has been issued an absentee ballot in their old jurisdiction a message will display. You will need to provide a provisional ballot to the voter to allow for time (after Election Day) to see if the absentee ballot was received/cast in the other jurisdiction.

Optional - Voter Address Update on Election Day form.

They can fill out a supplemental roster and also sign this form before you issue them a ballot.

Processing ballots – options can vary – suggestion: use your absentee machine as a central polling location.

@Central Polling Location

ONE central polling location is REQUIRED for each election (115.115)

Central Polling location is most commonly the office of the local election authority

Central Polling locations:

Serves any voter, serve voters with disabilities, address changes of voters, provisional ballots for those not registered, etc

@Election Night Reporting

When the State has candidates and issues on the ballot we will require unofficial results to be posted to our office before you leave on Election Night

This process is done in MCVR and there will be instructions and training provided as the time approaches. Election Management, Election Night reporting and follow the prompts. There is Race results and then is ballot measure results on separate tabs. Ensure that data is entered in each place then chose to verify and close

Election staff at the SOS office is on call until all results are submitted

@Testing Voting Equipment Public Test after the election

115.479, 15 CSR 30-10.060 & 15 CSR 30-10.160

Prior to certification of the election the election authority shall convene an Accuracy & Certification Team and recount the test deck to verify that the machine is operating properly.

If the counts are not identical the equipment shall NOT be certified, necessary correction shall be made and the ballots shall be recounted.

If the counts are identical the system shall be certified as operating properly.

This test shall be conducted in the same manner as the 14 day public test and shall be open to the public

@Manual Recount – Random hand count

Choosing the random precinct is open to the public

After the Accuracy and Certification Team has certified that the equipment is operating properly, the Board of Verification shall randomly select one precinct to be electronically recounted.

In addition to the electronic recount, one precinct shall be randomly selected to be manually recounted.

@ Verification & Certification of Election Results

No earlier than noon on the Friday after the election and within two (2) weeks of an election the election authority shall convene the Board of Verification to certify the results of the election.

If state candidates or issues are on the ballot, the election authority shall mail a copy of the abstract of votes to the Secretary of State.

After the election is certified the election authority shall notify all political subdivisions on the ballot of the results of their election, and prepare certificates of nomination or election if appropriate.

@ Close Races - recounts – rules and law

15 30-10.110.6 CSR

Manual recount team shall select all races in which the margin of victory between the top 2 candidates is equal to or less than one-half of one percent

Election Recounts

115.526-115.601

Recounts:

1% local races – petition courts (5 days after certification)

.5% state races requested in writing to SOS office (7 days after state certification)

Election Contests

Irregularities in the election

Filed with 30-days after the election

@Records Retention

115.493: Elections

Keep for 22 months, sealed and then destroy

Other Records:

https://www.sos.mo.gov/archives/localrecs/schedules

https://www.sos.mo.gov/CMSImages/LocalRecords/CountyClerk.pdf

September 13

Voter Registration Database
Security
Registering voters and internal checks
DMV interfaces
SSA interface
DHSS interface
DOC interface

SOS voter cancellation process
SOS federal court felons

Canvassing voters
List Maintenance Reports

Election Equipment Certification process

Best Practices and laws on physical security of election equipment

Pre and post test of election equipment

Verification of election - manual recount

Certification

Recounts of close races

State process of certification of election

Chrissy Peters
Director of Elections

From:	Vincent, Trish <Trish.Vincent@sos.mo.gov>
To:	'Hamlin, Shane' <shane.hamlin@ericstates.org>
	Peters, Chrissy <chrissy.peters@sos.mo.gov>
CC:	Haas, Ericka <ericka.haas@ericstates.org>
	Whitt, Sarah <sarah.whitt@ericstates.org>
Date:	6/8/2023 2:16:24 PM
Subject:	RE: ERIC Membership Close-Out - Action Requested

No worries. Thanks for confirming you received my email complying with your request and according to the agreement.

All the best!

Trish

From: Hamlin, Shane <shane.hamlin@ericstates.org>
Sent: Thursday, June 8, 2023 12:47 PM
To: Vincent, Trish <Trish.Vincent@sos.mo.gov>; Peters, Chrissy <chrissy.peters@sos.mo.gov>
Cc: Haas, Ericka <ericka.haas@ericstates.org>; Whitt, Sarah <sarah.whitt@ericstates.org>
Subject: RE: ERIC Membership Close-Out - Action Requested

CAUTION: This email originated from OUTSIDE of the SOS organization. Do not click on links or open attachments unless you are expecting the email and know that the content is safe. If you believe this to be a malicious or phishing email, please use Phish Alert to report it.

Hello, Trish.

I'm not sure why, given that you and I have exchanged numerous emails over the last few years, but your email below (and your initial response to more email with the letter) went to my junk folder.

Thank you for confirming receipt of the letter and for confirming your office has deleted all copies of the hashing application.

Sincerely,

  -Shane

Shane Hamlin
Executive Director
ERIC | Electronic Registration Information Center
www.ericstates.org

From: Vincent, Trish <Trish.Vincent@sos.mo.gov>
Sent: Monday, June 5, 2023 2:21 PM
To: Hamlin, Shane <shane.hamlin@ericstates.org>; Peters, Chrissy <chrissy.peters@sos.mo.gov>
Cc: Haas, Ericka <ericka.haas@ericstates.org>; Whitt, Sarah <sarah.whitt@ericstates.org>
Subject: RE: ERIC Membership Close-Out - Action Requested
Importance: High

Shane:

This is notice in writing that we have complied with the requirements regarding the "Hashing Application", Missouri has destroyed all of its copies of the application as we are no longer a member of ERIC. Please let me know if you need anything else.

Trish

Trish Vincent, Deputy Secretary of State/Chief of Staff
Missouri Secretary of State Jay Ashcroft
600 W. Main | Jefferson City, MO 65101
Phone (573)751-8731

From: Hamlin, Shane <shane.hamlin@ericstates.org>
Sent: Monday, June 5, 2023 10:54 AM
To: Vincent, Trish <Trish.Vincent@sos.mo.gov>; Peters, Chrissy <chrissy.peters@sos.mo.gov>
Cc: Hamlin, Shane <shane.hamlin@ericstates.org>; Haas, Ericka <ericka.haas@ericstates.org>; Whitt, Sarah <sarah.whitt@ericstates.org>
Subject: ERIC Membership Close-Out - Action Requested

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Trish and Chrissy,

Please share the attached letter with Sec. Ashcroft as you see fit. The letter addresses a couple of one-time tasks for ERIC and Missouri that, once complete, will conclude your state's membership in the organization. The letter also outlines a request for potential future action.

Let me know if you have any questions.

Thank you,

  -Shane

Shane Hamlin
Executive Director
ERIC | Electronic Registration Information Center
www.ericstates.org

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Trish

Trish Vincent, Deputy Secretary of State/Chief of Staff
Missouri Secretary of State Jay Ashcroft
600 W. Main | Jefferson City, MO 65101
Phone (573)751-8731

From: Hamlin, Shane <shane.hamlin@ericstates.org>
Sent: Monday, June 5, 2023 10:54 AM
To: Vincent, Trish <Trish.Vincent@sos.mo.gov>; Peters, Chrissy <chrissy.peters@sos.mo.gov>
Cc: Hamlin, Shane <shane.hamlin@ericstates.org>; Haas, Ericka <ericka.haas@ericstates.org>; Whitt, Sarah <sarah.whitt@ericstates.org>
Subject: ERIC Membership Close-Out - Action Requested

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Let me know if you have any questions.

Thank you,

 -Shane

Shane Hamlin
Executive Director
ERIC | Electronic Registration Information Center
www.ericstates.org

In regards to Transaction costs – this report is coded to only pull a transaction for specific changes to voter record. We would not add ethnicity change to the code as a change to a voter record that indicates a transaction. However, if other categories such as address is changed it would remain a transaction and would not differ from normal business of the records. Overall because we have the authority to maintain and change the code of the transaction cost this would not have a fiscal impact UNLESS we wanted to design it to be a transaction. Essentially transaction costs are to help assist LEAs in costs of mailing verification notices, residence confirmation notices, etc to maintain clean voter roles. I hope this helps. Thank you!

Chrissy Peters | **Director of Elections**
Missouri Secretary of State Jay Ashcroft
600 West Main Street | Jefferson City, MO 65102
Phone: (573) 526-3986 | 1-800-669-8683

Missouri Secretary of State
Elections

From: Pauley, Scott <Scott.Pauley@sos.mo.gov>
Sent: Wednesday, March 6, 2024 4:30 PM
To: Vincent, Trish <Trish.Vincent@sos.mo.gov>; Peters, Chrissy <chrissy.peters@sos.mo.gov>
Subject: RE: Request for review from Sonya Horne at SOS for 5927H.01I - HB 2873 was received

I didn't think of transaction costs initially, but it is possible that some voters could be updated only for the ethnicity data while others are done in the process of updating other information, so an "up to $425,000" could certainly apply.

3 data plus one GIS at the rates quoted below would add up to around $268,000 in Elections FTEs, plus the $85,000 previously mentioned for the legal counsel.

I'm not sure what the IT costs would look like, but I get the feeling that "a database" is going to be more like an extensive series of related collections. I wonder what the going rate is for server space nowadays...

From: Vincent, Trish <Trish.Vincent@sos.mo.gov>
Sent: Wednesday, March 6, 2024 4:12 PM
To: Pauley, Scott <Scott.Pauley@sos.mo.gov>; Peters, Chrissy <chrissy.peters@sos.mo.gov>
Subject: FW: Request for review from Sonya Horne at SOS for 5927H.01I - HB 2873 was received

See Scott's thoughts. What do you all think?

Trish

Trish Vincent, Deputy Secretary of State/Chief of Staff
Missouri Secretary of State Jay Ashcroft
600 W. Main | Jefferson City, MO 65101
Phone (573)751-8731

From: Clark, Scott <Scott.Clark@sos.mo.gov>
Sent: Wednesday, March 6, 2024 4:09 PM
To: Vincent, Trish <Trish.Vincent@sos.mo.gov>
Subject: RE: Request for review from Sonya Horne at SOS for 5927H.01I - HB 2873 was received

OA pay portal lowest paid in the state--

GIS $52,000
Data Specialist $72,000
Database Administrator $77,000

Questions: are there transaction cost if the LEAs enter the data on the voters? $0.10 for updating each voter? $420,000.

I would also think we would need a separate system to maintain non-voter records… election results, district lines, maps

Agreed on $85K.

Well worded by Mr. Pauley

Scott R Clark Deputy Chief of Staff
Missouri Secretary of State Jay Ashcroft
600 West Main Street | Jefferson City, MO 65101

From: Vincent, Trish <Trish.Vincent@sos.mo.gov>
Sent: Wednesday, March 6, 2024 3:58 PM
To: Clark, Scott <Scott.Clark@sos.mo.gov>
Subject: FW: Request for review from Sonya Horne at SOS for 5927H.01I - HB 2873 was received

What do you think of this? What do you think the FTEs for the data specialist and geospatial need to be. I will be the attorney at $85,000.

Trish Vincent, Deputy Secretary of State/Chief of Staff
Missouri Secretary of State Jay Ashcroft
600 W. Main | Jefferson City, MO 65101
Phone (573)751-8731

From: Pauley, Scott <Scott.Pauley@sos.mo.gov>
Sent: Wednesday, March 6, 2024 3:23 PM
To: Peters, Chrissy <chrissy.peters@sos.mo.gov>; Vincent, Trish <Trish.Vincent@sos.mo.gov>
Subject: RE: Request for review from Sonya Horne at SOS for 5927H.01I - HB 2873 was received

Here's a new draft for the two of you to read over and modify as you like.

====================================

This bill proposes to protect the voting rights of certain groups based on race, ethnicity, language-minority, or other criteria. To that end, this bill authorizes the creation of targeted policies that may add to or modify existing statutory requirements in regard to the conduct of elections. Due to the proposed implementation of this bill, the Secretary of State's Office anticipates significant fiscal impacts in multiple areas.

In order to target potential areas where infringements may occur or have occurred, the SOS is required to compile a database consisting of large quantities and types of data which are currently either retained by local election authorities (such as precinct-level election results for local races) or currently not compiled at all (such as voter race and/or ethnicity). In order to compile and maintain all necessary data on an ongoing basis, it is anticipated that four new Elections Division FTEs

will be required - three data specialists and one geospatial specialist at a total estimated cost of **(INSERT SALARY HERE)** beginning in FY25.

In relation to collecting the race/ethnicity data to the precinct level, new voter registration applications must be printed which include race/ethnicity as a mandatory data point. Recent application printing costs have been quoted at approximately $0.11 per card, leading to a $33,000 cost in FY25 to print a minimum of 300,000 cards to replace existing stocks as well as resupply local election authority offices with the new forms.

Once the race/ethnicity data is collected at the individual level, it must be incorporated into the Missouri Centralized Voter Registration System so it can be queried on a precinct basis. The SOS expects that all of the associated changes to create the data field and allow it to be queried into the appropriate reports to fall outside of our established programming /maintenance contract. The anticipated cost for these changes could reach or exceed $500,000 in FY25. Additional and possibly extensive modifications may be necessary depending on the nature of any potential infringement interventions, but the cost of implementing such changes is unknown at this time.

The SOS also expects substantially increased legal costs in connection with this bill. Some of the data fields which must be collected contain information currently considered private under the Constitution, but this bill requires such data to be made readily available online going forward, which may lead to litigation by concerned parties. Also, in any situation where an infringement is being reported, the SOS expects to be named as a party, if not a defendant, to each legal action. As a result of this increased litigation, an additional FTE for a new legal counsel will be necessary beginning in FY25 at a cost of **(INSERT SALARY HERE)**. This does not include additional costs directly related to any potential cases, such as those related to document production.

All costs mentioned above would need to be implemented immediately upon the effective date of this bill, requiring the SOS to make extensive supplemental budgetary requests to cover said costs. Future costs relating to any infringement interventions, including legal expenses, MCVR programming, printing for revised documents and forms, increased cost sharing from local election authorities, informational campaigns, or any other costs are unknown at this time but could be significant depending on the number and/or scope of such interventions.

From: Peters, Chrissy <chrissy.peters@sos.mo.gov>
Sent: Wednesday, March 6, 2024 12:43 PM
To: Pauley, Scott <Scott.Pauley@sos.mo.gov>
Subject: RE: Request for review from Sonya Horne at SOS for 5927H.01I - HB 2873 was received

I am going to talk with Trish and will get back with you. Thanks

Chrissy Peters | **Director of Elections**
Missouri Secretary of State Jay Ashcroft
600 West Main Street | Jefferson City, MO 65102
Phone: (573) 526-3986 | 1-800-669-8683

Missouri Secretary of State
Elections

From: Pauley, Scott <Scott.Pauley@sos.mo.gov>
Sent: Wednesday, March 6, 2024 11:39 AM
To: Peters, Chrissy <chrissy.peters@sos.mo.gov>
Subject: RE: Request for review from Sonya Horne at SOS for 5927H.01I - HB 2873 was received

Having looked at this again, I think that while there's a chance it COULD impact the state as a whole, the primary focus is still going to be on individual political subdivisions. It's hard to say exactly what the impacts are going to be as far as policy or things that will have to be changed in MCVR because they would have to be triggered by judicial orders (like the weighted voting method used in Ferguson-Florissant School Board elections which took five years in federal court to institute).

However, I think you are right that in the process of compiling and updating the data repository database we will probably need another FTE since there are some things that would be updated yearly, some with each election, some on a rolling basis, and a lot relating to redistricting. So I would say the impact is more like this:

State data repository – 1 Elections Specialist FTE plus whatever IT thinks the database should cost
MCVR changes – unknown, scope will be dictated by the necessary actions but we anticipate the possibility of extraordinary costs outside of our contracted services
Policy changes – unknown, scope will be dictated by the necessary actions but could result in increased election costs in which the state may share. If the state as a whole is affected, significant costs could be incurred not only for policy implementation but also related costs such as printing of written materials or the funding of a statewide communications campaign.

From: Pauley, Scott
Sent: Friday, March 1, 2024 10:28 AM
To: Peters, Chrissy <chrissy.peters@sos.mo.gov>
Subject: RE: Request for review from Sonya Horne at SOS for 5927H.01I - HB 2873 was received

Draft is due on Monday.

I will look through it again regarding the FTE and see exactly what would fall on us – my original thought was that most of the changes would fall to individual LEAs and that we would have to absorb some cost increases when it came to the elections. The problem with predicting costs on this one, whether it be to MCVR or anything else, is that we have a long and not necessarily all-inclusive list of things that COULD be done, but no guarantees that any or all of them ever WOULD be done.

From: Peters, Chrissy <chrissy.peters@sos.mo.gov>
Sent: Friday, March 1, 2024 6:15 AM
To: Pauley, Scott <Scott.Pauley@sos.mo.gov>
Subject: Re: Request for review from Sonya Horne at SOS for 5927H.01I - HB 2873 was received

When reviewing this bill, I feel that there would have to be significant changes to the MCVR database that would not be covered with our regular list maintenance. Please work with Stacy to get a general estimate for the changes to the statewide database. There would also have to be extensive changes to election forms, posters and other written material. Please review this bill again to see if the impact to SOS office would have to create an FTE. I am leaning toward adding an FTE because when reviewing the responsibility of SOS, it seemed to be an extensive amount of additional duties that would not be absorbed by existing staff, which in turn would need to create a new position to handle the requirements of the proposed changes.

When is this draft due? We may need to sit and visit a bit more about this bill. Thank you

Chrissy Peters
Director of Elections

> On Feb 29, 2024, at 1:43 PM, Pauley, Scott <Scott.Pauley@sos.mo.gov> wrote:

> Another new bill – draft is below.

> ============================

> This bill proposes to protect the voting rights of certain groups based on race, ethnicity, language-minority, or other criteria. To that end, this bill authorizes the creation of targeted policies th

existing statutory requirements in regard to the conduct of elections. As a result of these new policies, local election authorities may experience increases in the costs of conducting elections in their jurisdiction, which may in turn increase costs to the state for elections in which proportional costs must be paid. The overall scope of such costs and the exact proportion which may have to be undertaken by the state are unknown, depending on the number of covered groups and the extent of the necessary policy changes.

From: Missouri Legislative Information System <apps-noreply@oa.mo.gov>
Sent: Thursday, February 29, 2024 11:16 AM
To: Pauley, Scott <Scott.Pauley@sos.mo.gov>; Peters, Chrissy <chrissy.peters@sos.mo.gov>; Treat, Curtis <Curtis.Treat@sos.mo.gov>; Martin, Stephanie <Stephanie.Martin@sos.mo.gov>; Kilbourn, Vonne <Vonne.Kilbourn@sos.mo.gov>; Clark, Scott <Scott.Clark@sos.mo.gov>
Subject: Request for review from Sonya Horne at SOS for 5927H.01I - HB 2873 was received

Sonya Horne at Secretary of State has requested you to review the following fiscal note.

1. HB 2873 (5927H.01I) - Establishes Voting Rights Protections For Minorities

███████████████

Do not reply to this email as it was generated from MOLIS. Please forward to appropriate person.

<5927H.01I_draft.docx>

For review. Thank you

Chrissy Peters | **Director of Elections**
Missouri Secretary of State Jay Ashcroft
600 West Main Street | Jefferson City, MO 65102
Phone: (573) 526-3986 | 1-800-669-8683

Missouri Secretary of State
Elections

From: Pauley, Scott <Scott.Pauley@sos.mo.gov>
Sent: Wednesday, March 6, 2024 11:39 AM
To: Peters, Chrissy <chrissy.peters@sos.mo.gov>
Subject: RE: Request for review from Sonya Horne at SOS for 5927H.01I - HB 2873 was received

Having looked at this again, I think that while there's a chance it COULD impact the state as a whole, the primary focus is still going to be on individual political subdivisions. It's hard to say exactly what the impacts are going to be as far as policy or things that will have to be changed in MCVR because they would have to be triggered by judicial orders (like the weighted voting method used in Ferguson-Florissant School Board elections which took five years in federal court to institute).

However, I think you are right that in the process of compiling and updating the data repository database we will probably need another FTE since there are some things that would be updated yearly, some with each election, some on a rolling basis, and a lot relating to redistricting. So I would say the impact is more like this:

State data repository – 1 Elections Specialist FTE plus whatever IT thinks the database should cost
MCVR changes – unknown, scope will be dictated by the necessary actions but we anticipate the possibility of extraordinary costs outside of our contracted services
Policy changes – unknown, scope will be dictated by the necessary actions but could result in increased election costs in which the state may share. If the state as a whole is affected, significant costs could be incurred not only for policy implementation but also related costs such as printing of written materials or the funding of a statewide communications campaign.

From: Pauley, Scott
Sent: Friday, March 1, 2024 10:28 AM
To: Peters, Chrissy <chrissy.peters@sos.mo.gov>
Subject: RE: Request for review from Sonya Horne at SOS for 5927H.01I - HB 2873 was received

Draft is due on Monday.

I will look through it again regarding the FTE and see exactly what would fall on us – my original thought was that most of the changes would fall to individual LEAs and that we would have to absorb some cost increases when it came to the elections. The problem with predicting costs on this one, whether it be to MCVR or anything else, is that we have a long and not necessarily all-inclusive list of things that COULD be done, but no guarantees that any or all of them ever WOULD be done.

From: Peters, Chrissy <chrissy.peters@sos.mo.gov>
Sent: Friday, March 1, 2024 6:15 AM
To: Pauley, Scott <Scott.Pauley@sos.mo.gov>

Subject: Re: Request for review from Sonya Horne at SOS for 5927H.01I - HB 2873 was received

When reviewing this bill, I feel that there would have to be significant changes to the MCVR database that would not be covered with our regular list maintenance. Please work with Stacy to get a general estimate for the changes to the statewide database. There would also have to be extensive changes to election forms, posters and other written material. Please review this bill again to see if the impact to SOS office would have to create an FTE. I am leaning toward adding an FTE because when reviewing the responsibility of SOS, it seemed to be an extensive amount of additional duties that would not be absorbed by existing staff, which in turn would need to create a new position to handle the requirements of the proposed changes.

When is this draft due? We may need to sit and visit a bit more about this bill. Thank you

Chrissy Peters
Director of Elections

> On Feb 29, 2024, at 1:43 PM, Pauley, Scott <Scott.Pauley@sos.mo.gov> wrote:

> Another new bill – draft is below.

> ==============================

> This bill proposes to protect the voting rights of certain groups based on race, ethnicity, language-minority, or other criteria. To that end, this bill authorizes the creation of targeted policies that may add to or modify existing statutory requirements in regard to the conduct of elections. As a result of these new policies, local election authorities may experience increases in the costs of conducting elections in their jurisdiction, which may in turn increase costs to the state for elections in which proportional costs must be paid. The overall scope of such costs and the exact proportion which may have to be undertaken by the state are unknown, depending on the number of covered groups and the extent of the necessary policy changes.

> **From:** Missouri Legislative Information System <apps-noreply@oa.mo.gov>
> **Sent:** Thursday, February 29, 2024 11:16 AM
> **To:** Pauley, Scott <Scott.Pauley@sos.mo.gov>; Peters, Chrissy <chrissy.peters@sos.mo.gov>; Treat, Curtis <Curtis.Treat@sos.mo.gov>; Martin, Stephanie <Stephanie.Martin@sos.mo.gov>; Kilbourn, Vonne <Vonne.Kilbourn@sos.mo.gov>; Clark, Scott <Scott.Clark@sos.mo.gov>
> **Subject:** Request for review from Sonya Horne at SOS for 5927H.01I - HB 2873 was received

> **CAUTION:** This email originated from OUTSIDE of the SOS organization. Do not click on links or open attachments unless you are expecting the email and know that the content is safe. If you believe this to be a malicious or phishing email, please use Phish Alert to report it.

> Sonya Horne at Secretary of State has requested you to review the following fiscal note.

> 1. HB 2873 (5927H.01I) - Establishes Voting Rights Protections For Minorities

> Do not reply to this email as it was generated from MOLIS. Please forward to appropriate person.

From: Peters, Chrissy <chrissy.peters@sos.mo.gov>
To: Vincent, Trish <Trish.Vincent@sos.mo.gov>
Date: 1/5/2024 5:03:03 PM
Subject: RE: Elections

8 table tops

Chrissy Peters | **Director of Elections**
Missouri Secretary of State Jay Ashcroft
600 West Main Street | Jefferson City, MO 65102
Phone: (573) 526-3986 | 1-800-669-8683

Missouri Secretary of State
Elections

From: Vincent, Trish <Trish.Vincent@sos.mo.gov>
Sent: Friday, January 5, 2024 4:55 PM
To: Peters, Chrissy <chrissy.peters@sos.mo.gov>
Subject: RE: Elections

How many table tops did you go to?

From: Peters, Chrissy <chrissy.peters@sos.mo.gov>
Sent: Friday, January 5, 2024 4:51 PM
To: Vincent, Trish <Trish.Vincent@sos.mo.gov>
Subject: Elections

1/1/2023-12/31/2023

Provided training to all new local election authorities and staff on the statewide voter registration database
Provide list maintenance reports to local election authorities as resources for accurate registrations of voters
Quarterly monitoring of local election authorities for compliance of maintaining voter records (felons, deceased, moves, canvass)
Implemented optional political party affiliation
Monitor state and federal grants
Implemented a new grant tracking database for efficiencies
Provided cybersecurity and physical security training for local election authorities statewide
In person visit with each newly elected local election authority
Elections Integrity Unit investigated 39 filed complaints

Chrissy Peters | **Director of Elections**
Missouri Secretary of State Jay Ashcroft
600 West Main Street | Jefferson City, MO 65102
Phone: (573) 526-3986 | 1-800-669-8683

Missouri Secretary of State
Elections

1/1/2023-12/31/2023

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Chrissy Peters | **Director of Elections**
Missouri Secretary of State Jay Ashcroft
600 West Main Street | Jefferson City, MO 65102
Phone: (573) 526-3986 | 1-800-669-8683

Missouri Secretary of State
Elections

Frank Jung
General Counsel

From: Van de Bogart, Joseph <Joseph.VandeBogart@dos.myflorida.com>
Sent: Thursday, August 31, 2023 9:57 AM
To: Jung, Frank <Frank.Jung@sos.mo.gov>
Cc: McVay, Brad R. <Brad.McVay@dos.myflorida.com>
Subject: Draft MOU

> **CAUTION:** This email originated from OUTSIDE of the SOS organization. Do not click on links or open attachments unless you are expecting the email and know that the content is safe. If you believe this to be a malicious or phishing email, please use Phish Alert to report it.

Good speaking with you this morning Frank. Please see the draft attached for review and advise if you have any questions.

Joseph S. Van de Bogart
General Counsel
Florida Department of State
R.A. Gray Building
500 S. Bronough Street
Tallahassee, FL 32399-0250
Phone: 850-245-6519

Note: This response is provided for reference only and does not constitute a formal legal opinion or representation from the sender or the Department of State. Parties should refer to the Florida Statutes and applicable case law, and/or consult an attorney to represent their interests before relying upon the information provided.

In addition, Florida has a very broad public records law. Written communications to or from state officials regarding state business constitute public records. Public records are available to the public and media upon request, unless the information is subject to a specific statutory exemption. Therefore, any information that you send to this address, including your contact information, may be subject to public disclosure.

MEMORANDUM OF UNDERSTANDING For

For State-to-State Publicly Available Voter
Registration Data Comparison –
States of Florida and Missouri

This Memorandum of Understanding is made by and between the Secretary of State for the State of Florida and the Secretary of State for the State of Missouri (collectively, the "Parties"). This Memorandum of Understanding is effective as of the date it is signed by both Parties.

WHEREAS the Parties are the chief election officials for their respective states and responsible for the maintenance of their states' voter registration lists;

WHEREAS, the Parties desire to ensure the accuracy, integrity, and efficiency of their respective voter registration lists, and believe that the exchange of relevant voter registration data will assist in achieving the Parties' objectives, and;

WHEREAS, the Parties desire to enter into this Memorandum of Understanding to set forth the terms of an agreement between them, on behalf of their respective states, to establish a process for each state to improve the accuracy of their voter registration list by facilitating voter registration data comparisons;

NOW, THEREFORE, the undersigned Parties, in consideration of the mutual promises and commitments contained in this Memorandum of Understanding, do hereby agree as follows:

1.   The Parties agree to share publicly available voter registration information for the purposes of cross checking and identifying duplicate registrations and instances of voting more than once in the same or similar election.

2.   The process of cross checking will be as follows:

2.1 Each Party will share the publicly available voter file containing statewide voter registration data to the other participating Secretary of State's office in a format and on a schedule to be determined by mutual agreement.

2.2 Each participating state's list will be compared to the list from the other participating state.

2.3 Each Party will return the results of the data cross check to the other participating Party.

2.4 All data will be transferred to and from the participating Parties using industry standard encryption technology and passwords.

1

3. Each participating state shall maintain procedures and controls pursuant to their respective state laws for the purpose of assuring that information in its possession is not mishandled, misused, released, disclosed, or used, in an inappropriate manner by it, its agents, officers, or employees. All parties to this agreement shall take all reasonable steps and precautions to safeguard this information. All parties to this agreement shall produce the information subject to their respective state's public records laws.

4. Each Party shall designate such staff from his or her respective office as may be deemed necessary to carry out the terms of this Memorandum of Understanding.

5. This Memorandum of Understanding contains the entire agreement between the parties regarding its subject matter and supersedes all other prior and contemporaneous agreements and understandings between the parties. This Memorandum of Understanding may not be amended or modified except in writing by mutual agreement of the parties.

6. This Memorandum of Understanding shall be effective for a period of one year from the effective date ("Term") and shall automatically renew for another one-year period unless sooner terminated in accordance with the provisions of this Memorandum of Understanding. Each Party shall have the right to terminate the relationship created under this Memorandum of Understanding at any time prior to the contemplated end date for any reason or no reason at all with 30 days' notice provided in writing to the other party.

7. No amendments or additions to this Agreement will be binding unless in writing, signed by election officials of each participating state.

8. The provisions of this Agreement are separate and severable and the invalidity of any of them shall not affect or impair the validity or enforcement of the remaining provisions.

Signatures:

By signing my name below, I affirm that I am authorized to obligate my state in a Memorandum of Understanding with another state for the purposes herein above stated.

_____   _____

Hon. Cord Byrd   Date
Florida Secretary of State

_____   _____

Hon. John R. Ashcroft   Date
Missouri Secretary of State

From:	Peters, Chrissy <chrissy.peters@sos.mo.gov>	
To:	Vincent, Trish <Trish.Vincent@sos.mo.gov>	
CC:	Mahaney, Stacy <Stacy.Mahaney@sos.mo.gov>	
Date:	8/30/2023 1:07:32 PM	
Subject:	FW: Sec. Ashcroft: Voter List Management Option	
Attachments:	SoS-Ashcroft_MO-FollowUpLetter.pdf	

Trish,

Information sharing. Please let me know if there are any next steps you would like my assistance with. Thank you!

Chrissy Peters | **Director of Elections**
Missouri Secretary of State Jay Ashcroft
600 West Main Street | Jefferson City, MO 65102
Phone: (573) 526-3986 | 1-800-669-8683

Missouri Secretary of State
Elections

From: Elections-1 <Elections-1@sos.mo.gov>
Sent: Wednesday, August 30, 2023 12:58 PM
To: Peters, Chrissy <chrissy.peters@sos.mo.gov>
Subject: FW: Sec. Ashcroft: Voter List Management Option

From: Steve Kolbert <steve.kolbert@gmail.com>
Sent: Wednesday, August 30, 2023 12:07 PM
To: Elections-1 <Elections-1@sos.mo.gov>
Cc: Cameron Quinn <cameron@osetinstitute.org>; Gregory Miller <gmiller@osetinstitute.org>
Subject: Fwd: Sec. Ashcroft: Voter List Management Option

CAUTION: This email originated from OUTSIDE of the SOS organization. Do not click on links or open attachments unless you are expecting the email and know that the content is safe. If you believe this to be a malicious or phishing email, please use Phish Alert to report it.

To the Elections Department:

Thanks so much for speaking with me just now! Apologies for the confusion about the correct e-mail address.

Attached is the letter from Gregory Miller at the OSET Institute I mentioned over the phone. If you have questions, please contact either Gregory at (503) 703-5150 or Cameron Quinn. Both are copied on this e-mail.

Thanks so much!

Steve Kolbert
(202) 422-2588
steve.kolbert@gmail.com

---------- Forwarded message ---------
From: **Cameron Quinn** <cameron@osetinstitute.org>
Date: Tue, Aug 29, 2023 at 8:52 PM
Subject: Fwd: Sec. Ashcroft: Voter List Management Option
To: steve.kolbert@gmail.com <steve.kolbert@gmail.com>

MO - 9th ltr (final for now, thank you very much!!) Cameron

---------- Forwarded message ---------
From: **Gregory Miller** <gmiller@osetinstitute.org>
Date: Fri, Aug 25, 2023 at 6:15 PM
Subject: Sec. Ashcroft: Voter List Management Option
To: <info@sos.mo.gov>
Cc: Cameron Quinn <cameron@osetinstitute.org>

Greetings Secretary Ashcroft-

My name is Gregory Miller, co-founder and COO of the 17-year old 501(c)(3) OSET Institute. Please find attached a letter that I've been encouraged by some others to send to you. We would appreciate an opportunity to briefly speak with you or whomever you designate on this matter of voter list hygiene management options.
Respectfully,
Greg

Gregory Miller
Co-Founder, COO
OSET Institute, Inc. | TrustTheVote Project | Podcast
530 Lytton Street, 2nd Floor
Palo Alto, California 94301 USA
Main: +1.650.600.1450
Mobile: +1.503.703.5150

Open Source Election
Technology Institute Inc.
530 Lytton Avenue, 2nd Floor
Palo Alto, California 94301 USA
+1.650.600.1450
hello@osetinstitute.org

OSET INSTITUTE

TRUST THE VOTE PROJECT

Thursday, 24 August 2023

Hon. Jay Ashcroft
Secretary of State   c/o via eMail: info@sos.mo.gov
600 West Main,
PO Box 1767
Jefferson City, MO 65101

Greetings Secretary Ashcroft   —

I understand you recently were told about our voter list maintenance project, **PairWise**™, while you were in Washington, DC for meetings in and around the N.A.S.S. conference.

PairWise can provide your office the ability to perform state-to-state voter registration matching, as you may have done through ERIC. PairWise is a highly affordable solution that provides the necessary tool to compare voter lists to any external data source, including lists such as a state's death records, DMV records, another state's voter registration database, federal records, or a commercial vendor's list.

However, there is a *very narrow window in which PairWise can make a difference in the 2024 voter list maintenance*, and we are hoping you will help make that happen by agreeing to pilot PairWise.

PairWise is successor technology to OSET Institute's Verity program, originally intended to upgrade the Kansas Cross-Check Project. Unfortunately, after engineering efforts and a design review session with over a dozen states' officials and staff, the enabling grant was terminated by the Democracy Fund, which mistook Verity as a threat to ERIC. When it became clear recently that ERIC support was fading, we pulled the archived work and re-engineered an update to create the new PairWise solution.

To accelerate development, we need two things: **1**] 3-4 pilot states for 2024, and **2**] minimal one-time development funding. We are asking you to consider being a pilot participant—it will only require your input on how you want to see reports, with some interaction with your I.T. designates to stand-up a PairWise "instance" on the GovCloud. PairWise does not retain any data, and there is no subscription requirement. As an open-source project, you own the PairWise tool. With 17-years of working with elections officials, we well understand that Presidential election years are already very challenging. We are convinced piloting PairWise will <u>not</u> add appreciable staff demand but would likely make voter list maintenance significantly easier.

Since each state's election technology is built within a pre-existing state-specific IT infrastructure, it would be easier to determine what PairWise would offer and require with a short conversation. And we know you're very busy, so we're happy to have that discussion with whomever you wish. We hope we can talk very soon—without committed state partners within a few weeks, we will lose the window to build and conduct a 2024 pilot. A summary of the PairWise solution is attached to this letter.

Respectfully Submitted,

Gregory A. Miller
Chief Operating Officer

PairWise™ — Empowering State Election Officials
Voter List Matching & Data Integrity Software — Overview

The TrustTheVote® Project is developing **PairWise** — public (*open-source*) software to empower state election officials to perform voter registration list maintenance with greater efficiency, accuracy, and accountability. PairWise will provide the necessary tool to compare voter lists to any external data source available or desired. PairWise identifies voter registration records that require eligibility verification for a host of reasons such as death, change of residency, or felony conviction or incarceration. The software presents matching data only, empowering election officials to determine next steps to ensure voter roll data hygiene.

The PairWise Approach

PairWise will provide a unique combination of election official controls (*similar to voter records management systems or VRMS*) with extensibility and flexibility. Unlike alternative or legacy approaches, PairWise does <u>not</u> rely on external clearinghouse organizations or data sharing activities, both of which <u>decrease</u> officials' control, and increase cybersecurity risks. PairWise is specifically designed to be run by election officials' designated I.T. operators, without costly modifications to legacy voter registration management systems, or procurement of custom-built software.

This makes PairWise a distinctive departure from conventional approaches in at least five ways.

Control
- PairWise is designed for deployment by Election Official's designated I.T. support in a state-controlled datacenter or GovCloud computing environment.
- PairWise utilizes a state's existing voter data, but requires no modification to existing VRMS, and no involvement of external organizations.
- Extensible list matching functionality comes without loss of control of data.
- PairWise can easily include the ability to produce both privacy-redacted voter list data for voter list publication, and privacy-redacted list-matching output, if publication is desired of voter records flagged for evaluation.

Custodianship
- Election Officials are custodians of voter records. List matching need not shift that responsibility to 3rd parties or new IT systems.
- With PairWise, Officials decide where and when list matching is performed, and with what portion of the full voter database.
- PairWise avoids data retention.
- Official's designated I.T. operators deploy PairWise only as required.
- Officials load PairWise with the voter records' base data, and designate the external datasets for comparison.
- When matching is complete, and the output data and reporting is saved, the input data is deleted, and I.T. staff can suspend or shut-down PairWise until the next desired run.

Security

- Voter list data will never leave the Official's control, and is not persistently stored in any other system or repository.
- PairWise will *never* modify the actual voter list.
- PairWise will only produce lists of flagged voter records.
- Any modifications of the VRMS will be strictly in the control of Election Officials.

Extensibility

- Every state has different voter registration data types, and a different set of external data. Therefore, two key design principles in the PairWise are: **1**] flexibility; and **2**] the ability to easily extend data ingestion and comparison types.
- The PairWise setup process will ingest the format of each state's voter record as the base data format, and then will do the same for each of the state's designated external data sources.
- States are free to choose which external datasets to use for list comparison, and can extend that set of designated sources over time.
- PairWise will support comparisons with other states' voter records by temporarily externalizing one state's data set for input to another state's instance of PairWise.

Transparency

- PairWise will be *public* *technology*; that is, open-source using open data standards.
- PairWise glass-box nature will deliver belief in how it operates to everyone wanting to examine the software or its operation.
- PairWise technology will be freely available to any election administration organization.

PairWise™ has been in research and development for several years in order to provide a powerful comparison engine utilizing the latest in data-matching algorithms, which does *not* require esoteric technologies that may be useful for more complex applications in financial services fraud detection or national security surveillance.

PairWise will be easily deployable without the need for custom developed software, special system integrations, or reliance on external data clearinghouses. This open-source technology will provide simple, verifiable, and reliable data custodianship guarded by best cybersecurity practices and zero data retention.

In light of recent losses of alternative voter list management solutions, the OSET Institute encourages consideration of the TrustTheVote® Project's PairWise™ initiative. It will be freely available, easier to use, and more verifiable, accurate, secure, and transparent than any list matching solution to date.

For More information Contact: Gregory Miller: gmiller@osetinstitute.org
Deborah Scroggin: dscroggin@osetinstitute.org

Chrissy Peters | **Director of Elections**
Missouri Secretary of State Jay Ashcroft
600 West Main Street | Jefferson City, MO 65102
Phone: (573) 526-3986 | 1-800-669-8683

Missouri Secretary of State
Elections

SECRETARY OF STATE
John R. Ashcroft

Elections Division

Voter Registration & List Maintenance Guide

Updated May 2023

1

INTRODUCTION

Maintaining accurate and current voter registration lists advances our common goal of fair and accurate elections. Regular list maintenance, including the deletion, disqualification, and inactivation of certain voters, as well as moving voter records from one jurisdiction to another upon receipt of registration information indicating a change of address and merging duplicate voter records, is vital to ensuring only eligible voters appear on the voter rolls.

Your jurisdiction's voter roll, contained in the Missouri Centralized Voter Registration system (MCVR), is the official voter registration list for elections in Missouri. As part of the Secretary of State office's accountability procedures, our office routinely monitors list maintenance activities and offers training and support to help you keep your voter registration list up-to-date.

This manual is intended to be your reference guide for following the canvassing procedures mandated by state and federal law, as well as for routine list maintenance activities in MCVR. It is very important to use the MCVR system and follow the outlined procedures to perform canvassing for several reasons:
1. If Residence Confirmation Notices (RCN) are not generated through the system, your jurisdiction will not receive a transaction fee payment for these notices.
2. The EAC report requires information on the Canvass process and the only way for the system to generate the reports is if your jurisdiction uses the system with the process.
3. Using MCVR allows you to automate the process for making multiple voters inactive at once and later deleting multiple voters at once, rather than having to go in and mark each voter individually.

Both the National Voter Registration Act of 1993 (NVRA) and Missouri law dictate the list maintenance process and are included at the end of this guide. This process, known as canvassing, is also summarized in the chart on page 50 and should occur anytime mail to a voter is returned as undeliverable, as well as every two years by law. Generally, the process requires local election authorities (LEA) to send out non-forwardable voter identification cards or verification notices to every active voter in their jurisdiction. If these cards or notices are returned as undeliverable, the LEA then sends forwardable residence confirmation notices (RCN) to these voters in an attempt to receive better address information. If the voter does not respond to the RCN, he or she is then made inactive until the voter responds or fails to engage in election activity through two general elections. The National Change of Address (NCOA) process, further described on page 48, can facilitate the canvassing process by identifying incorrect addresses prior to the initial sending of identification cards and verification notices.

SCANNER SETUP AND DOCUMENT TEMPLATES

Scanner Setup and Installation

Below are the complete system requirements:

1. TWAIN-compatible scanning device
   Most modern scanners are TWAIN-compatible. To find out if a scanner meets this specification, consult the manufacturer's User's Manual or other documentation for your device. The Software/Driver description should specify "TWAIN."
2. Appropriate Driver is installed on your machine
   The TWAIN-compatible Driver which comes bundled with your device or is recommended by the manufacturer is properly installed.
3. Scanner is connected to your machine
   The scanner is connected either wirelessly or via standard wire connection.

It is recommended that if multiple scanners have been installed, all but the current scanner be deleted from the computer to avoid system conflicts.

Scanner Settings

On occasion a document scanned may be too light or too dark to properly show up. In order to activate the window that allows you to change the darkness/lightness of an image, you need to activate the Settings.

1. From the Scanner dropdown, choose Scanner Settings.
2. In the Scanner Settings window, check the "Show UI Display"
3. Then, when you click on the Scan button, the screen that allows you to change the settings will pop up to allow chnages to brightness, contrast, etc.
4. This box will pop up for single scans as well, so it is either set to be on or off. If you wish to not have the settings box appear, uncheck the "Show UI Display" before scanning.
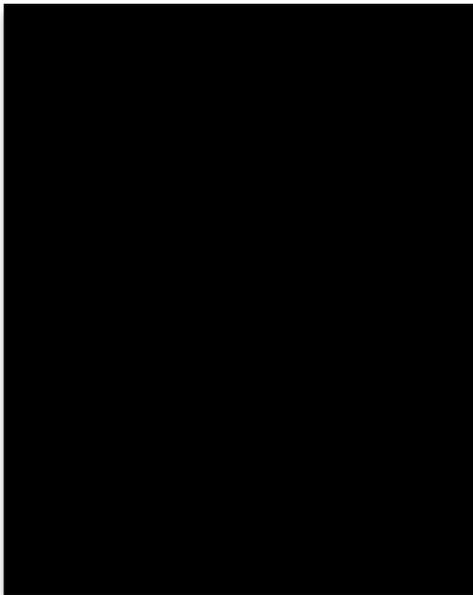
Establishing Document Templates (optional)

This is used to create a template for documents that are most used by your jurisdiction. Templates do already exist in the system, but a template for voter registration card with the signature will need to be created for your jurisdiction. You may need to create templates for other items. The purpose is to create a template for different types of documents, based on various features, such as whether or not the document contains a signature, the location of the signature on documents containing them, etc.

Please note: Once you have created a template and scanned images into a voter record using it, the template cannot be deleted.

Creating Templates
1. Under Administration in the Main Menu, choose Document Template
2. From the Available Document Types screen choose the *Add* button (note in the screenshot the two documents listed are the default documents from the State and they cannot be modified).
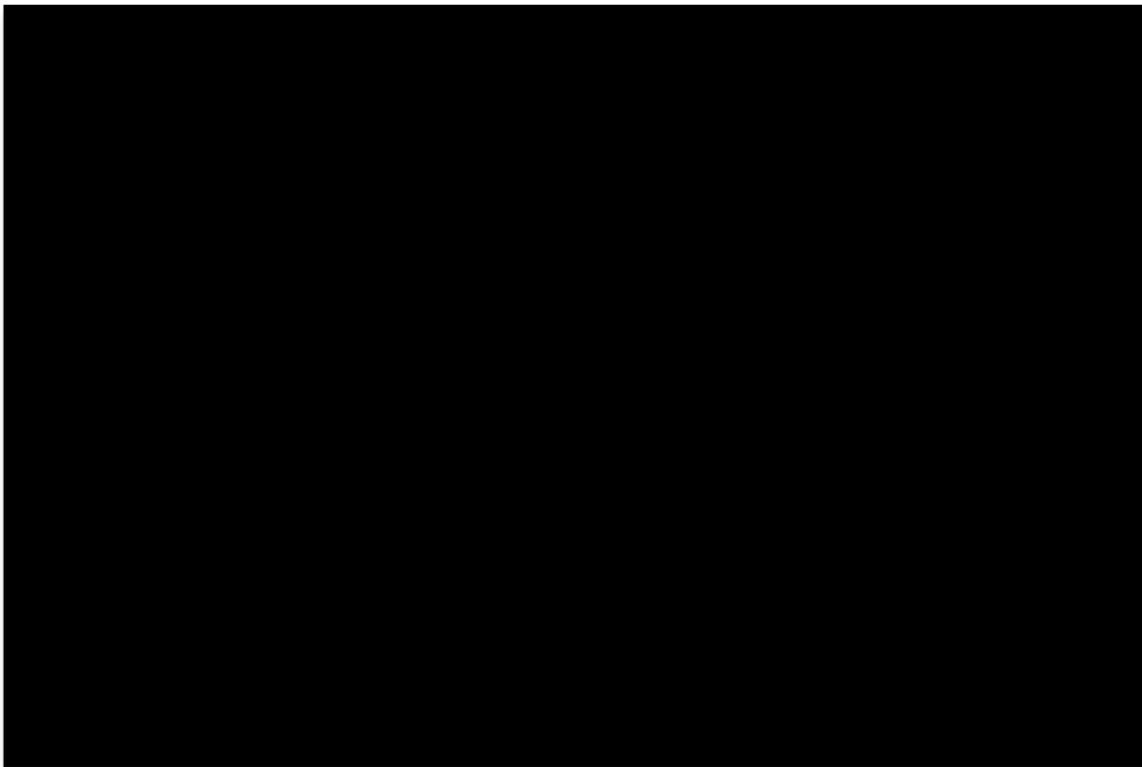
3. In the Document Template Identification Screen, choose the Document type from the dropdown and enter a document name. For example, if multiple styles of voter registration cards will be scanned, the Document Name would identify which one (Postcard, Office, Social Services, FPCA, etc.). To make the template available to all users, check the Show Template box in the upper right.

MO-SOS-24-0280-A-000134
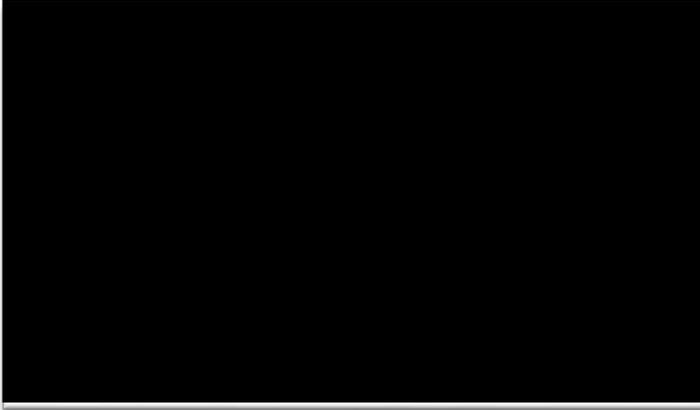
4. Place the sample document in the scanner and click the *Scan* button.
5. Choose the Identifier Type OCR – on postcard voter registrations it would be the number printed in the upper right-hand corner.
6. Enter the Identifier Value – 1 for OCR.
7. Click on the *Select* button for Identifier, and choose the area of the card to include this (generally the upper right corner that has either the Postcard ID number, or the source code on other cards).
    a. Choose the area by positioning the cursor in the upper left corner of the area you wish to capture.
    b. Hold down the mouse's left button and drag it to capture the area.
    c. Click on the *Update* button and the numbers identifying the position will appear in the boxes.
8. If the document is one that has a signature that you will want to use as the most current signature and be the default document to appear in the voter record, check the "Includes Signature" box under the Signature section.
    a. For documents that do not have signatures, be sure that you do not select anything or check this box – this will allow the documents that DO contain signatures to be on the "top" of the images so the signature will appear when viewing the voter record.
9. Click on the *Select* button and follow the same steps as above to capture the signature area on the document. NOTE: You can capture just the signature area, or you can also include the date area next to the signature on some forms.
10. Click on the *Update* button to save this area for signatures.
11. There are fields that can also be captured, but this is not necessary to use in MCVR.
12. Click on the *Save* button to save this template and continue to do this process for any other document types you wish to create.

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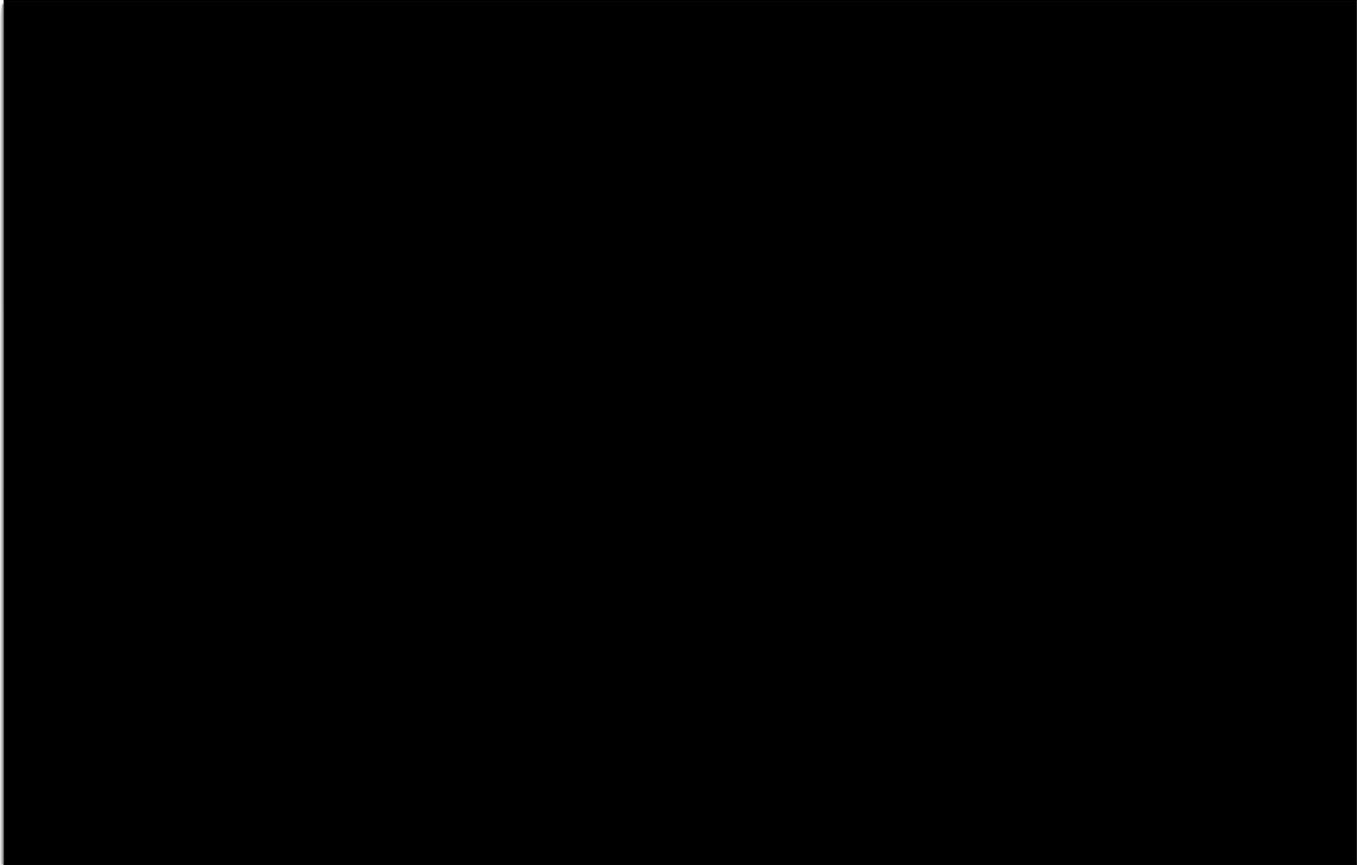
By creating the template, when you choose this as your document type in Batch Scanning, the signature area is automatically captured in the same place on all cards within that batch.

If you generally scan batches with multiple types of cards within the batch, you may have to adjust the signature field in Batch Scanning after you have scanned the batch, but before committing it.
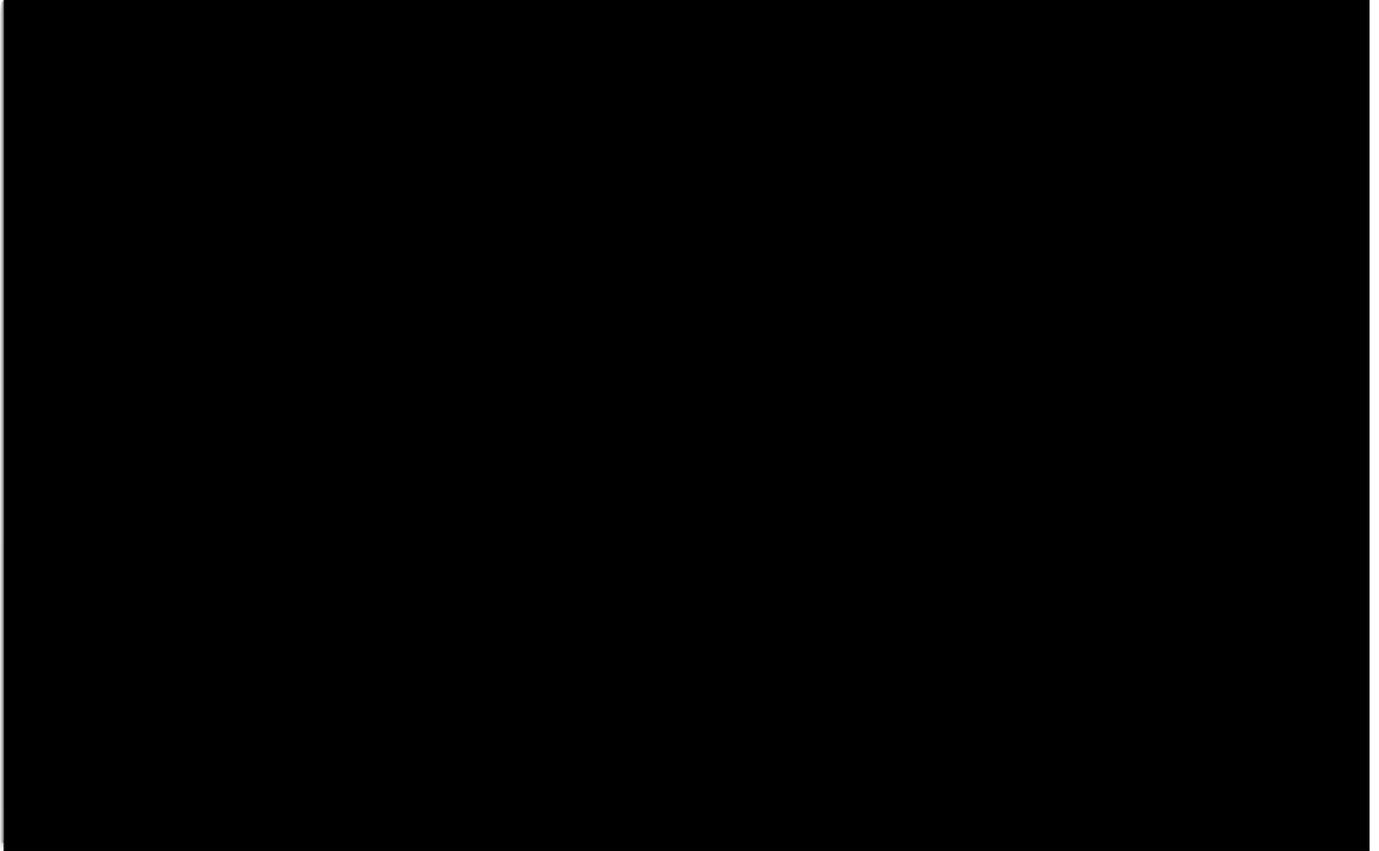
BATCH SCANNING AND VOTER REGISTRATION

Upon receipt of a voter registration application from a new voter, the user has two options for scanning cards – they can be scanned in "batches" and then processed in MCVR or the cards can be scanned individually after entering the voter data into the system. Either process is acceptable and the choice is based on the business process set up by the LEA.

The data to be entered for a new voter is the exact data provided by the voter on the registration application.

The batch scan process is used to for scanning multiple voter registration cards at one time into MCVR. The batch must be committed through the Commit Batch module. Once the batch has been committed, it can then be processed in Voter Registration, where the images are tied to the voter records.

The steps for performing these processes can vary, based on the individual needs of each LEA. Below are instructions and information on how each of these modules work.

Creating a New Batch
1. Enter the name of the batch (or the system will provide a default batch name).
2. Select the document name from the dropdown.
    a. The system has 3 default documents – FPCA Registration Form, Signature from MOVotes, and Voter Registration – PC (state)
    b. Neither of these has an image associated with them, and thus there is not a signature field captured.
    c. Any of the templates that have been user defined by your office that DO have the signature field identified will automatically capture the signature of all documents in a given batch in the area identified in the template.
        i. If your batch is a mix of different style forms, the signature field may need to be modified when using a user-defined template
        ii. If you have large numbers of documents of the same type (i.e. postcard registrations, in-house forms, DMV forms, etc.) and have separate templates for them, it is recommended that they be "batched" by type for scanning.
3. Add a description of the batch (optional)
4. Click on the *Create Batch* button.
5. The available buttons will then change to include the *Scan Batch* button

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a. Place the documents into the scanner
b. Click on the *Scan Batch* Button
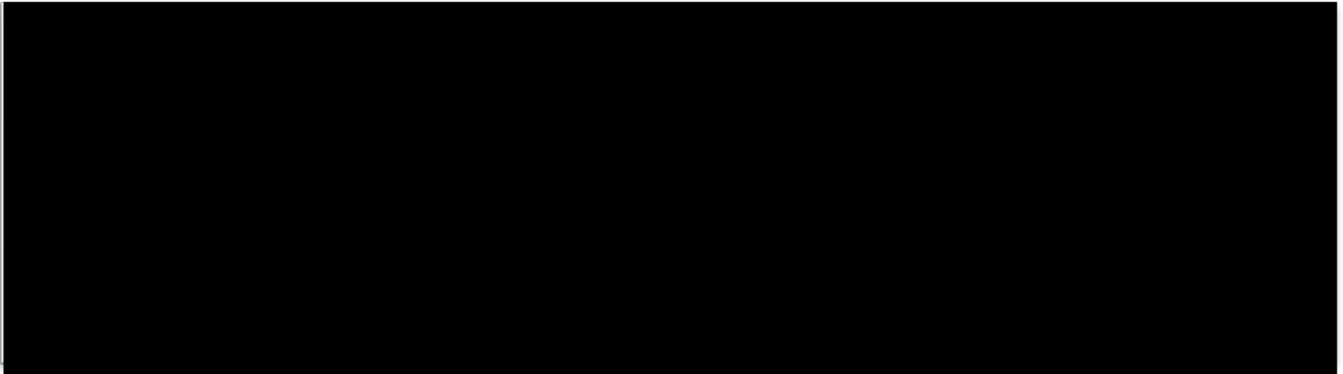
6. After the scanning has completed, the batch items will be listed on the left side and the images on the right.
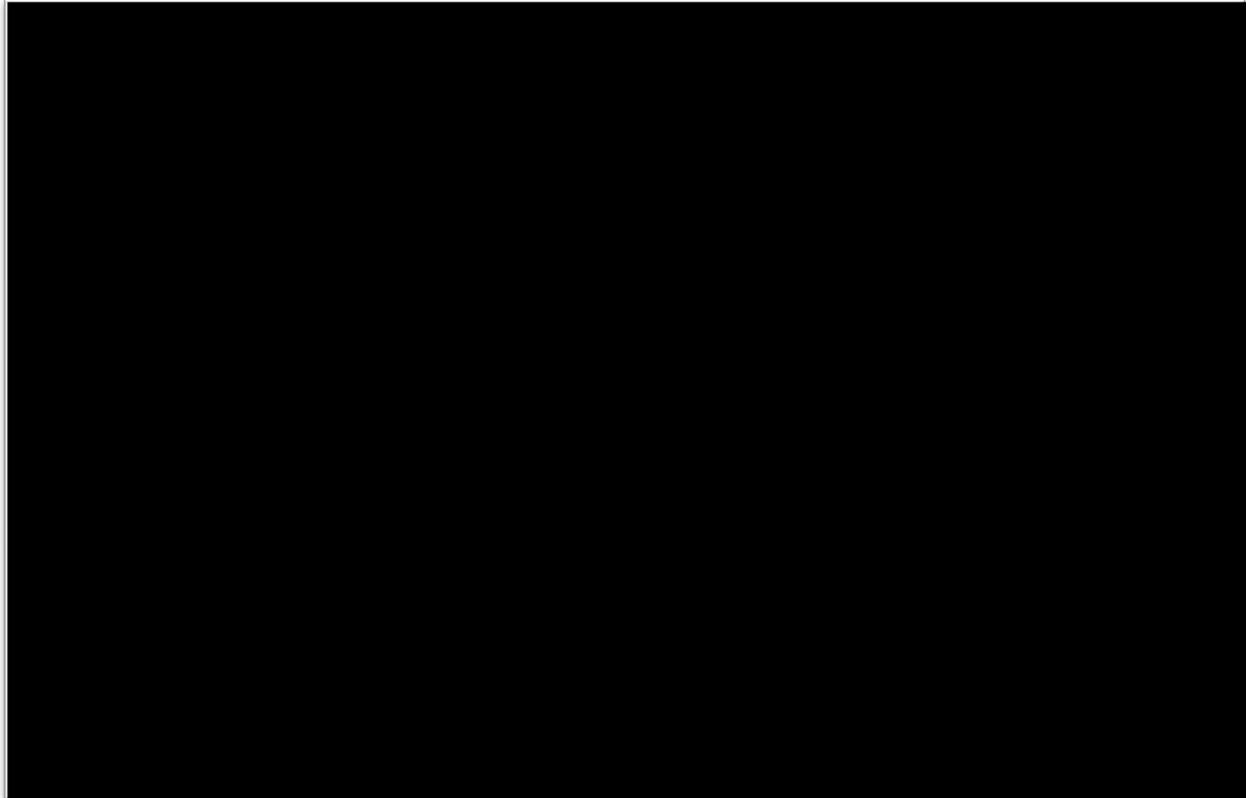
    a. Click on each image to see the area captured for the signature (*Note that this is if you have chosen a template with the defined signature – if using the default that has no defined area, you will need to select and define the signature area of each document)
        i. If this area needs to be adjusted, choose the *Select Sig* button above the image and use the mouse to define the signature area
        ii. Click the *Update Sig* button (next to *Select Sig* button) and move on to the next image to check signature placement.
7. Once all signatures have been captured, click on the *Close Batch* button.

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Committing a Batch

Once a batch has been scanned it must be committed before it can be processed in the voter records.
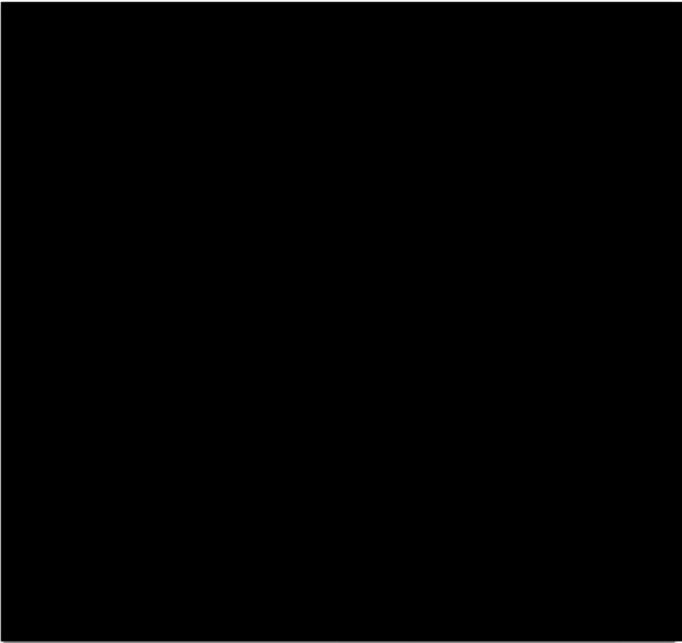
1. Click on Commit Batch under Elections and Commit Batch
2. When the Commit Batch window opens, choose the batch (or batches) to commit by checking the box to the left of the Batch Number.
3. Click the *Commit* button.
4. A window will open asking if you want to continue. Click on the *OK* button.
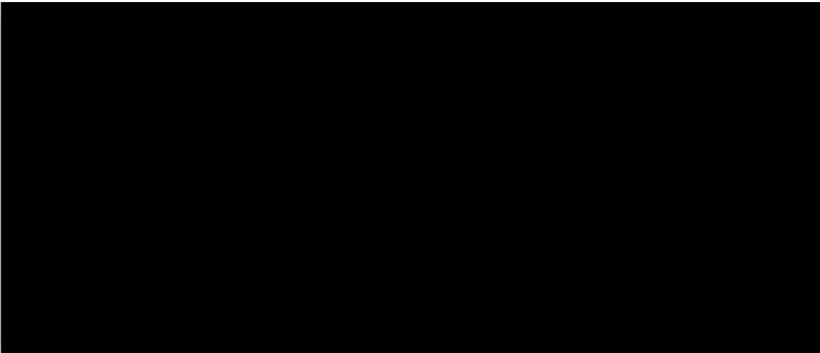
5. Another window opens showing the number of the batch that was committed and the option to "Auto Generate Batch Header Sheet"
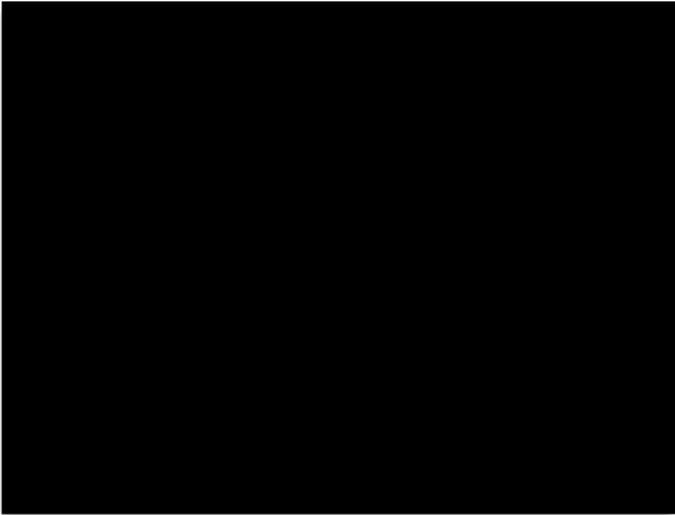
    a. If a header sheet is needed, check the box and one will generate to be printed

County: Jackson   Batch Header Sheet   Date: 07/02/2015

BATCH # 11957
START # 0000001   **END #** 0000003
QUANTITY IN BATCH 3
Date 07/02/2015   **Init** _____

☐ LINKING SIGS ONLY

RESCANS / SKIPS :

_____ _____ _____
_____ _____ _____
_____ _____ _____
_____ _____ _____

DATA ENTRY COMPLETED :

START #	END #	DATE	NAME
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

    b. If no header sheet is needed, leave the check box blank and click the *OK* button.
6. Batch is now ready to be processed.

Note that in this window the user also has an option to show batches from all users who may have scanned batches.

Other features on the Batch Scan screen

- If an uncommitted batch exists, you can open that batch with the *Open Batch* Button in Batch Scan and add more images to the batch by using the *Continue Scan Batch* button. The Open Batch window lists all batches that have been scanned but not yet committed.
  - o Note that on the Open Batch window there is an option to check "Show all user batches" which allows the user to view batches scanned by other users. This option is now available as the scanning no longer placing batches on the individual hard drives.
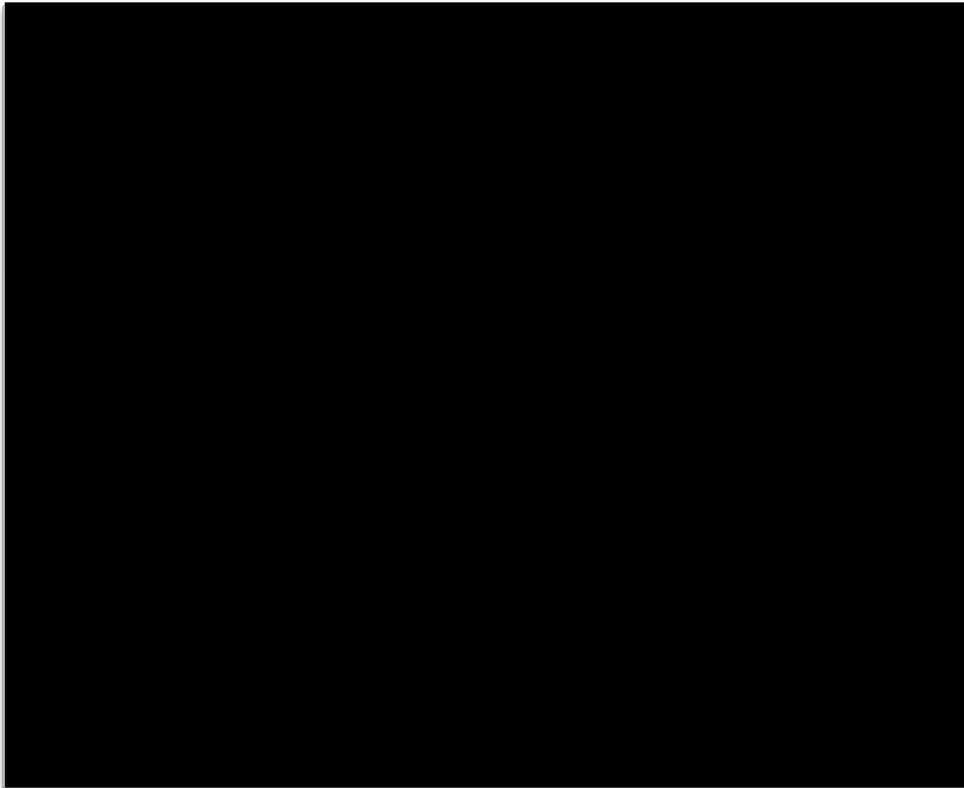
- The Rescan and Delete buttons on the Batch Scan screen allow you to delete any images that you wish to remove, and rescan will allow you to rescan any of the documents from the batch that were either missed or needing to be scanned again.
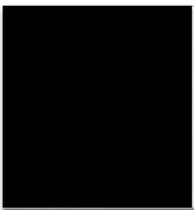
- The two dropdowns at the top of the screen are File and Scanner, and allow for additional actions
  - o File gives the user the option to perform some of the same actions as the buttons – Create, Open, and Close a batch, but also has the option for Purging a batch (instructions on this shown below)

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o   Scanner gives the user the option to Setup Scanner or Select Scanner. The Setup Scanner instructions are also shown below. This is what is used when you need to adjust darkness or lightness of an image

Purging (Deleting) Batches

Currently the only option for deleting an unwanted batch is to do so prior to committing a batch. To Purge a batch:

1. Open Batch Scan
2. From the File dropdown, choose Purge Batch
3. Find the batch(es) to be deleted and put checkmarks in the box next to the batch number.
4. Click the *Delete* button.
5. When the Confirm Deletion window opens, click on the *OK* button to delete the batch.

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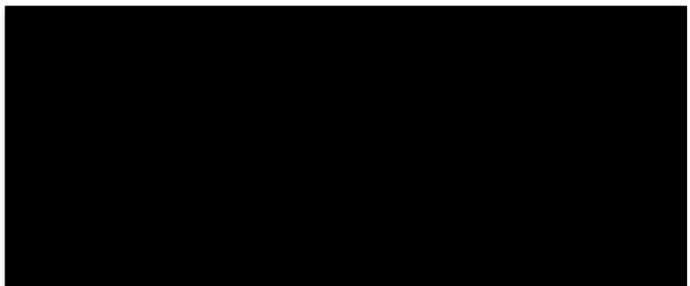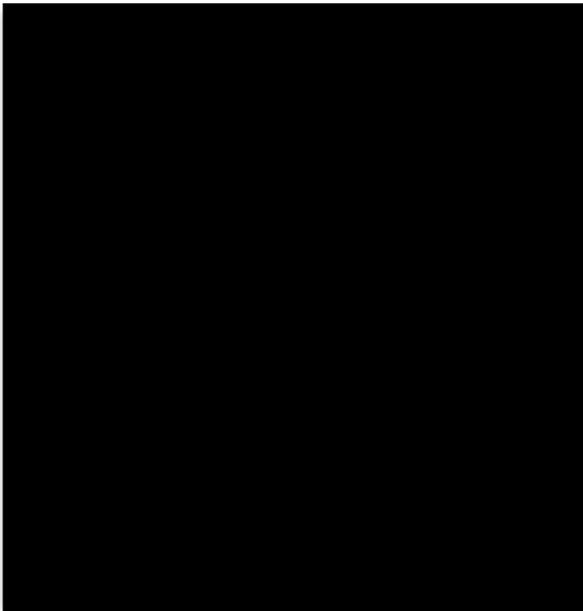
Changing the Brightness/Contrast

If there are documents that need to be lightened or darkened, or the contrast changed, there are settings that can be adjusted to accommodate these. In the Batch Scan Module, they are under the Scanner dropdown in Setup Scanner and in the Voter Registration screen they are under the Imaging dropdown in Scanner Settings. Clicking either of those will open a window for scanner settings. The "Show UI Display" box must be checked, and then the settings window will open when the *Scan* button is chosen. (See the two screenshots on page 4 of this guide.) The window that opens and available options is determined by the type of scanner installed.

Setting Up and Generating Correspondence

There are a number of pieces of correspondence that are generated upon entry of a new registration or upon updating of an existing registration. The system will automatically generate most of these based on a statewide default of status, status reason, and audit type. The following are automatically generated:

1. Voter ID card is generated for voters whose status is Active; status reason is blank
   a. New voter who has shown ID at time of registration
   b. Update to existing Active voter's name
   c. Update to existing Active voter residential address
   d. Update to voter's status from other status to Active (no reason)
   e. Update to voter's status reason from ID verification to blank
2. Verification Notice is generated for voters whose status is Active; status reason is ID Verification
   a. New Voter who has NOT shown ID at the time of registration
3. Underage Voter Notification is generated for voters whose status is Pending-Active with a reason of Underage voter
   a. These are voters who are at least 17.5 years of age but not yet 18
4. Rejection Notification is generated for voters whose status is Rejected with a reason of Not U.S. Citizen
   a. These are voters whose box for indicating whether or not they are U.S. Citizens has been checked as "No"
5. Incomplete Registration Verification is generated for voters whose status is Pending with two different status reasons:
   a. Citizenship Verification is the status reason, for voters who did not check yes OR no for whether or not they are citizens
   b. Incomplete Registration is the status reason for voters who are missing required data, such as Date of Birth, Last 4 digits of the SSN, Driver License number, etc.

In addition to these pieces of correspondence, users can also set up their own correspondence to default to be printed based on a variety of audit types, statuses, and reasons. This can be completed in the System Configuration Module. Additional information on this can be found in the Administrator's user guide.

Another letter can be set up to be generated if the new registration has missed the deadline for an existing election. This is not automatically generated, but must be set up by the user in System Configuration, under the County Configuration – County Parameters section:

To set the system to generate this letter:
1. Open System Configuration
2. Click on County Configuration
3. Click on County Parameters
4. Scroll down to find "Generate Verification Letter – Registered After Deadline"
5. Type a 1 in the Parameter Value column
6. Click on the Save button
7. Click on the Close button
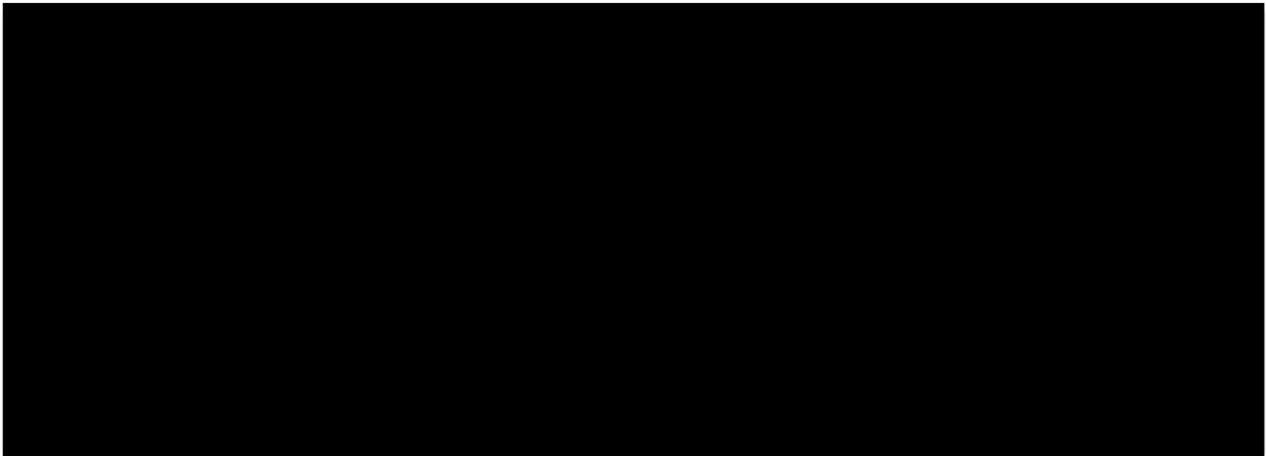
Note that these letters will then be generated and sent to the Batch Printing module. They can also be chosen from the Print dropdown within the voter record.

Once the election is closed, MCVR will automatically generate the appropriate correspondence (ID card or Verification Notice) based on status and reason.

Overview of the Voter Registration Screen and the Steps for Processing Voters

Entering new voters and attaching the images of their registration cards can either be done individually or by batch. The choice on how to process these is up to the individual LEA. If there are a large number to be processed, scanning the cards into a batch before processing may be the most efficient. If there are only a small number to be entered, scanning the individual image as you enter and process the record may be simpler.
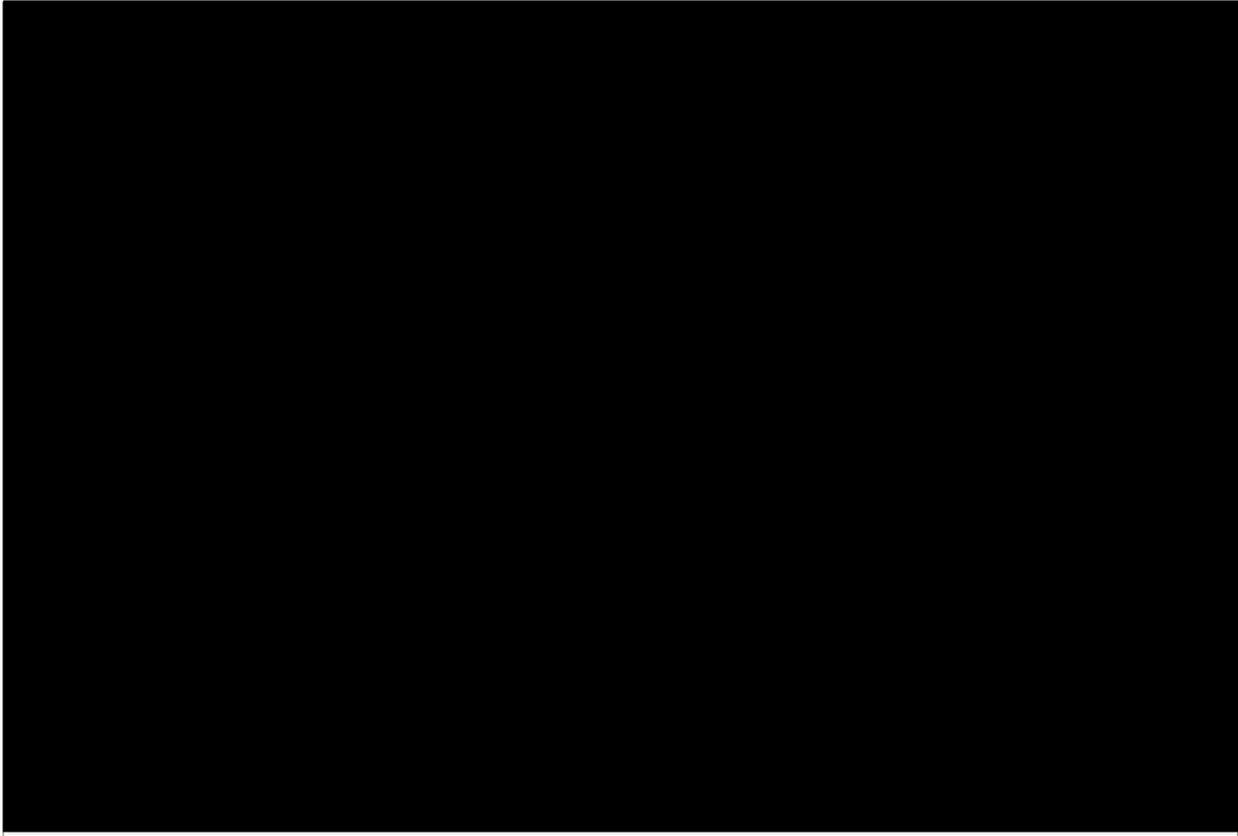
The following steps correspond to the fields shows on the above screen shot. There are specific instructions on how to process voters from the batches of scanned cards following this section.

1. Enter the voter's last name as it appears on the registration.
2. Enter the voter's first name.
3. Enter the voter's middle name (or initial).
4. If the voter name has a suffix (Jr, Sr, III, etc.) enter it in field 4.
5. Enter the voter's date of birth. Please be very careful that it is entered correctly.
6. Enter the voter's Driver License Number. If this field is blank on the voter registration card, leave it blank in MCVR. When you tab out of this field, the system automatically checks the driver license number against the records from DMV. If it does not indicate a match, double check that the name, DOB, and DL# were entered exactly.
7. Enter the last 4 digits of the voter's Social Security Number. If this field is blank on the voter registration card, leave it blank in MCVR. If no DL# was entered, or it could not be verified, the

system will automatically check the SSN and voter name and DOB. If this comes back without verifying, double check that all information was entered exactly.

8. Enter the source of registration from the list in the dropdown:
    a. 01 – DMV
    b. 02 – Social Services/Health Dept
    c. 03 – Mental Health
    d. 04 – Dept of Labor
    e. 05 – Armed Forces
    f. 06 – Postcard
    g. 07 – Registrar/Deputy/In Office
    h. 08 – FPCA
    i. 09 – FWAB
    j. 10 – FPCA – Live Ballot
    k. 11 - Online

    The two checks for DL# and SSN#, plus the entry of the source of registration will automatically determine the voter's status. This can be manually overridden by the user if necessary.

9. Enter the voter's address:
    a. House number
    b. Suffix (usually something like ½ or other character after the house number) – these are rare.
    c. Pre-Direction – this is N, S, E, W, NE, NW, SE, SW – part of the street name
    d. Street Name – the actual name of the street
    e. Type – street type – such as ST, RD, AVE, BLVD, etc.
    f. Post Direction – this is if a street name also has a direction that follows the address – and example would be something like 124 SW Second St E. Same directions as in Pre-Direction.
    g. Unit Type – Used only if given for apartments or lots in mobile home parks or other units that have the same street address but different units for the individual addresses. The field following unit type is for the actual unit number.
    h. City/St/Zip – if this does not auto-fill when you tab out of the address, then enter the city name and zip code.
        i. If the address is part of an address range already created, this should autofill. If it does not, then you will need to double check the address library, or set it aside to be sure the address is correct. Without a complete address, the voter status will be Pending – Mapping Department to allow you to get the address entered by mapping before completing the entry.
    i. County – this is automatically filled.
    j. Precinct – this will autofill by the system upon matching to an address range.
    k. Split – this will autofill by the system upon matching to an address range.
    l. Polling Place – this will autofill by the system upon matching to an address range.

    If the voter has included other contact information, such as a phone number or email address, this can be entered on the Contacts Tab in the Address section.

10. If the voter has indicated a separate mailing address, this is entered in the mailing address field. It does not have individual fields for the address, so that is just entered in the free-form field. If the mailing address has more than one line, hold down the CTRL key and press enter to go to the next line. If the mailing address is outside the USA, use the dropdown to find the correct country

and then add the address. You do NOT need to put the country name as part of the address that you fill in.

11. This area should have auto filled with a status and status reason – the possible statuses and reasons are:

    a. Active –
        i. Blank reason – voter has included all necessary information AND has shown ID upon registering.
        ii. ID Verification – voter has included all necessary information, but has NOT shown ID at time of registration.

    b. Pending –
        i. Address Verification – address appears in address library, but for some reason user feels it needs to be verified
        ii. Pending Change of Address (PCA) – the voter has returned an RCA card with an address in a different county.
        iii. Citizenship Verification – if the voter does not check the box indicating that he/she is a US Citizen
        iv. Incomplete Registration – if the DL# or SSN are missing, the system will automatically mark it as incomplete. If the signature is incomplete you will need to manually mark it as incomplete registration.
        v. Mapping Department – the voter provided an address that does not exist in the address library.
        vi. Non-Residence Address – the voter has not provided a residential address (i.e. – only a PO Box, etc.)
        vii. Questionable Registration – there is something about the registration that causes the user to need to set it aside to have further information given.
        viii. Unconfirmed deceased – if the voter pops up as having a match in the DHSS death records, or for some other reason, the user believes that the voter information matches with a deceased person, this status can be given until such time the information is verified.

    c. Pending Active –
        i. Underage Voter – voter has registered but is not yet 18 years old. System automatically marks them as this and will automatically change them to Active upon their 18th birthday. NOTE – if the user attempts to enter a voter who is not yet 17-1/2 years of age, the system will not allow the entry to be completed.

    d. Rejected –
        i. Not U.S. Citizen – the voter has indicated that he/she is not a citizen of the United States.

    e. Disqualified –
        i. Election Offense – Right of Suffrage – this person can never be registered as he/she has committed a felony or misdemeanor connected with the right of suffrage.
        ii. Felony Conviction – this person cannot register and/or vote as long as he/she is currently serving time for a felony conviction. This includes any felon who is still under the supervision of Probation and Parole.

    f. Inactive –
        i. CP – Confirmation Process

ii. NVRA – NVRA
iii. RM – Returned Mail
iv. VM – Verification Mailing

g. Deleted –

i. AD – Administrative
ii. AI – Adjudged Incapacitated
iii. DE – Deceased
iv. DU – Duplicate
v. IC – Involuntarily Confined in a Mental Institution
vi. INA – Inactive to Delete NVRA
vii. INC – Incomplete Registration
viii. MO – Moved Out of State
ix. RE – Returned 1st Voter ID
x. RR – Request for Removal
xi. RV – Returned Verification Notice

12. Enter the date of registration for new voters only. (Do not change the registration date on voters moving from another Missouri County.) This is either the date that the registration was postmarked, if mailed, or the date that the voter completed the registration card in the office or one of the other registration sites. All other fields on this tab are optional.

Processing via Batch Processing

Once the batches have been committed, they can be processed. There are different business processes used by LEAs for processing the batches. Some users enter all of the voter data prior to scanning, committing and processing batches and once they have been scanned and committed, they go in and tie the images to the existing voter records. Other scan and commit the batches, then do the entry of the voter records as they process the batch. Either method is acceptable. The below instructions are for processing them by entering the voter registration data from the batch (the 2nd process).

To process the batch:

1. Open Voter Registration
2. Click on the *Process Batch* button.

3. The Select Batches window will open. Choose the batch from the list of batches and double click to open the batch.
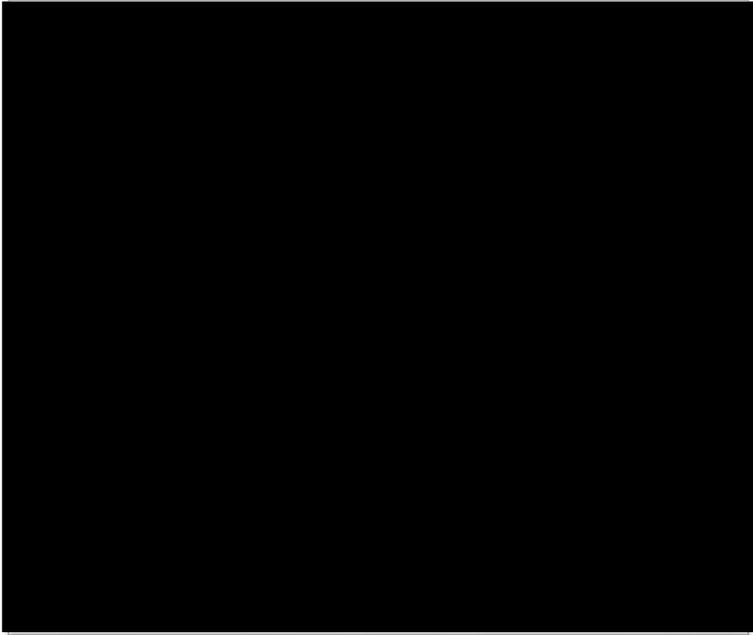
4. The first image will appear in the voter registration screen.
5. Begin entering the voter data – last name, first name, middle name/initial, name suffix, DOB, DL (if provided) and SSN. The system will perform all of the usual checks for potential duplicates, potential matches to DOC and DHSS records, DL#, SSN.

After entering SSN (use only last 4 digits), the system will automatically perform checks to match against the DMV records for driver license/non-driver license, DOC database for potential felons, DHSS database for potential deceased, MCVR for potential duplicates, and the SSN database to verify the voter's SSN.

If there is an existing record for the voter, the duplicate voter window will appear, at which time you can determine if it is the same voter and choose to either select that record or indicate that it is not the same voter and choose No Match or Mark Non-Duplicate.
   o *Select* will cause the existing voter record to be selected and the address and any other changes will need to be overwritten.
   o *No Match* means that you are going to create a new record but it is possible that the two records could be merged at a later date (this should only be used if there is some doubt that the voters are the same person)
   o *Mark Non-Duplicate* should be used if the two voters are obviously not the same person (i.e. names are totally different and signatures do not match) and the records will be marked as such and will not be able to be merged without removing the link.

If there is no potential duplicate, skip to step 8 and continue entering the voter data from the card.

6. The next steps tie the voter registration card to a matching record found in MCVR (called a duplicate record).
    a. Verify which MCVR record matches the voter registration card (if MCVR displays more than one potential match). Select the matching MCVR record. See below screen shot for an example of MCVR displaying two records for the same voter; one of the records is active and one deleted. If both the records match the voter registration card, select the MCVR with an active status. A merge function can be performed, after the voter registration cards have been processed, to merge the deleted record into the active record.
    b. Verify that the MCVR address matches the voter registration card. See the below examples.
        i. If the address of the MCVR record matches the voter registration card, select the Save and Next button.
        ii. If the address does match the voter registration card, click the Clear button on the Residence tab and enter the correct address. This is required to move a voter into a new jurisdiction or to update the address in the current jurisdiction.

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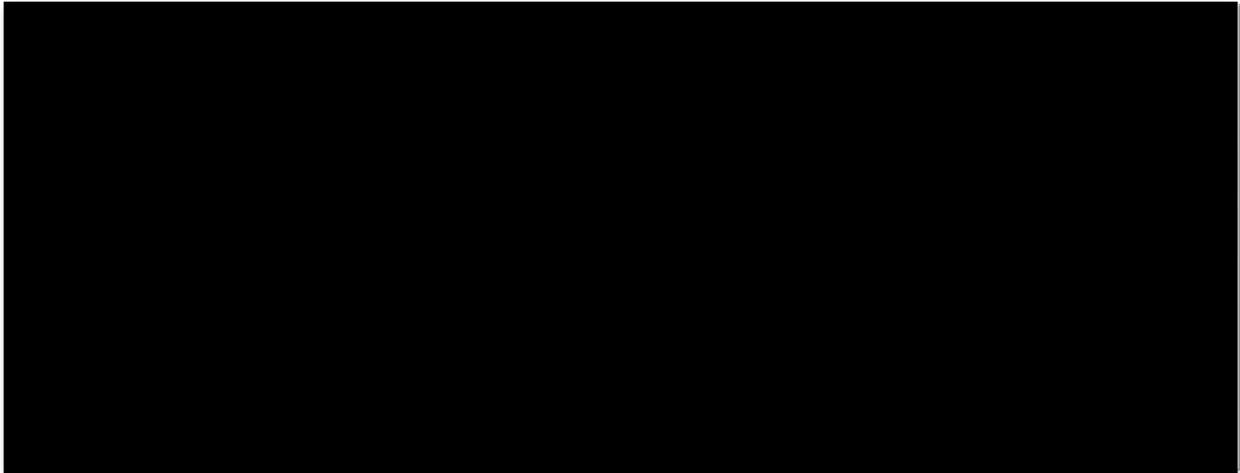
MCVR Screen Shot: MCVR identified multiple matches (duplicates) for the voter registration you are processing.
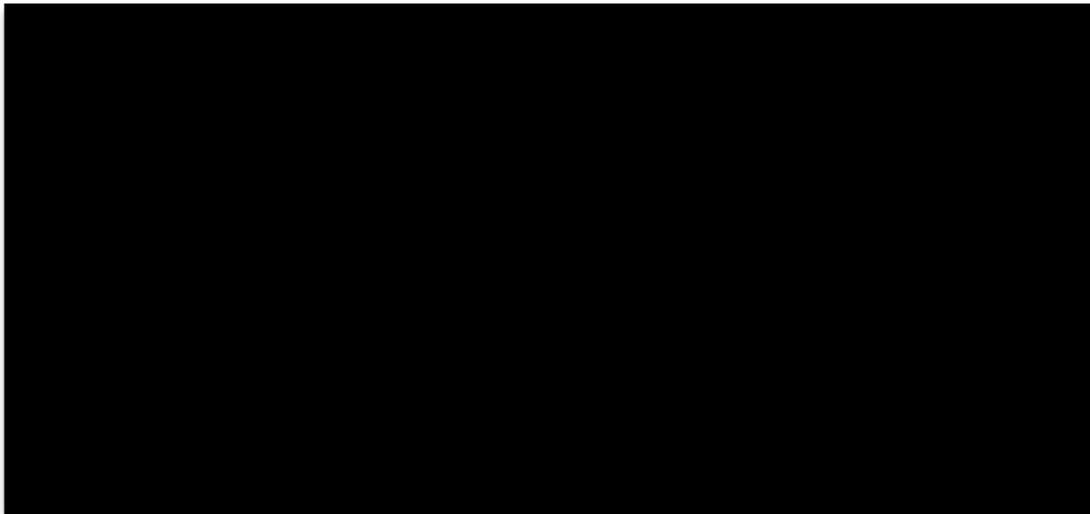
MCVR Screen Shot: Address matches voter registration card. Select Save & Next if processing from a batch.

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MCVR Screen Shot: MCVR address different from that of voter registration card (house number change). Click the clear button to enter new address.

7. Address formats are created and maintained within MCVR's address library. If the voter's address is not entered in the exact same way that it appears in the address library, there will be a message that it has to go to the mapping department. If the street name could have variations (numbered streets spelled out – 18th vs. EIGHTEENTH, names being two words instead of one OAK LEAF vs. OAKLEAF) we recommend typing in the first couple of letters and then using the dropdown to see if the street name can be located. If the system finds multiple choices, the address library window will pop up for the user to choose the correct address range. Below are some examples.
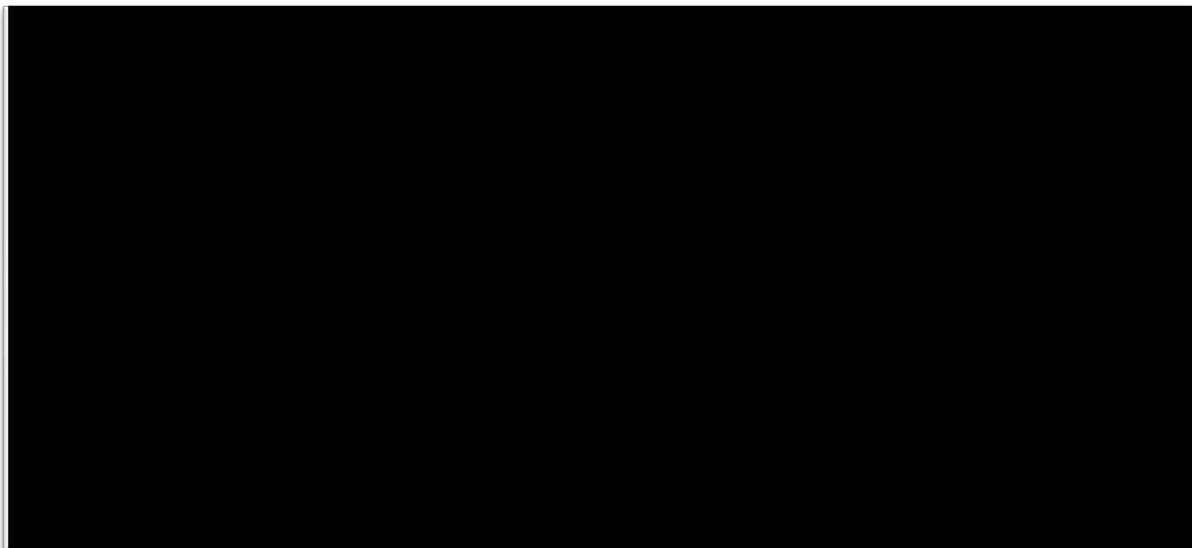
MCVR Screen Shot: The address was entered without the Street Type of ST

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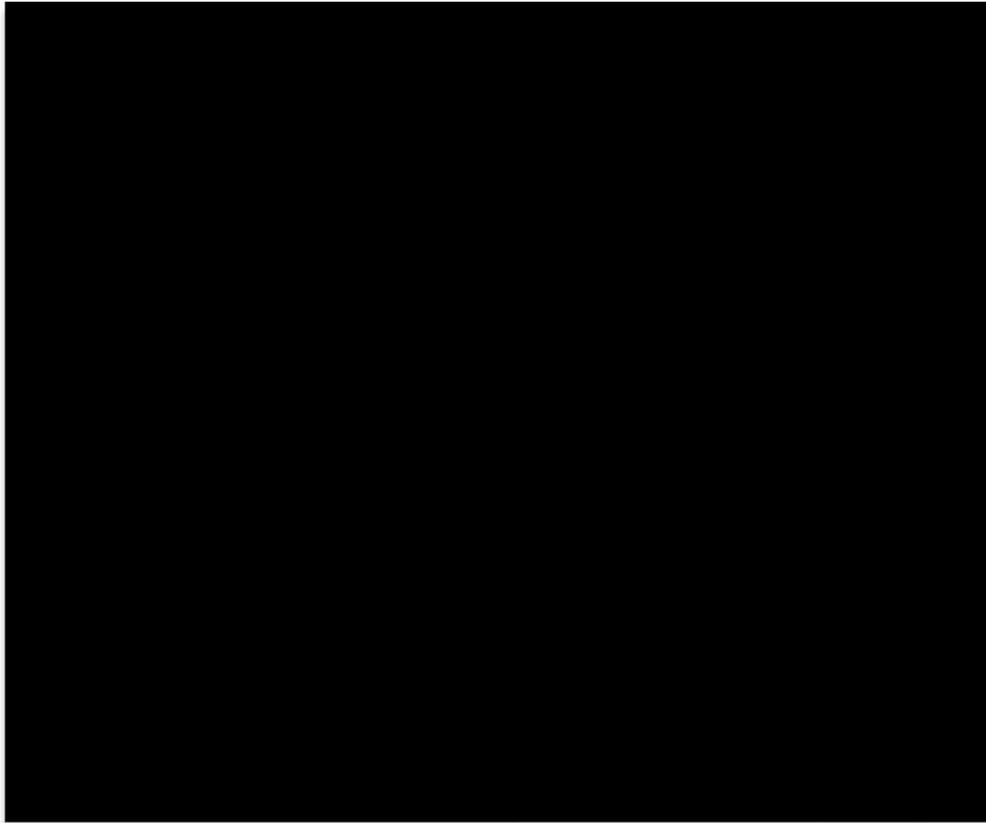
MCVR Screen Shot: The address library window appears with the address range and the choice(s) for street.
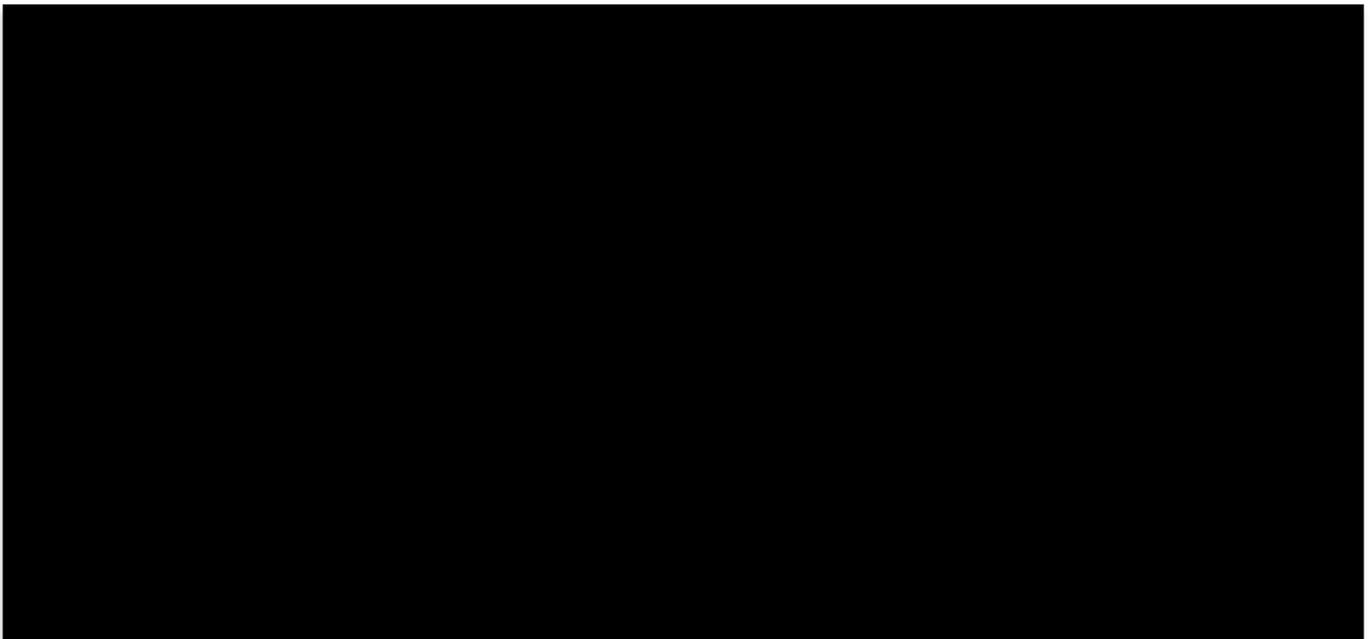
MCVR Screen Shot: Selecting the address range from the address library, results in the completion of the voter's address.

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8. Once the residential address is completed, if the voter has provided a separate mailing address, enter the information into the mailing address field. If the address has more than one line, the hold down the ctrl key and press enter to go to line 2 of the mailing address.
9. After entering all data, the user needs to check the "source of registration" at the top of the page. The source of registration that corresponds with the registration card must be entered. These codes are shown in the table below:
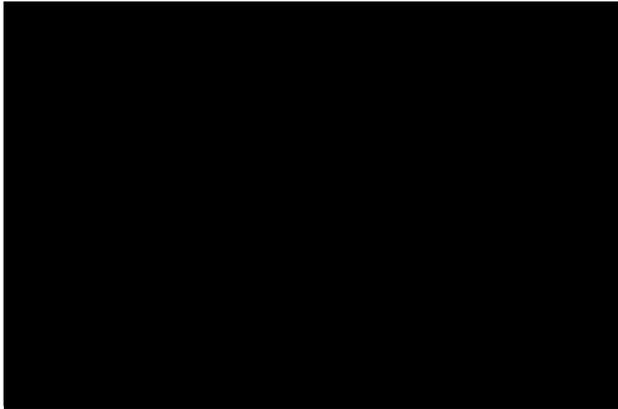
The determination whether to mark these as No ID is automatic on any entered as an 06 (postcard) or 11 (online) as these do not include a copy of ID. If the voter has sent in a postcard application and included acceptable ID, then the box can be unchecked. This does NOT mean the voter DL and SSN has been verified, but that they have shown ID.
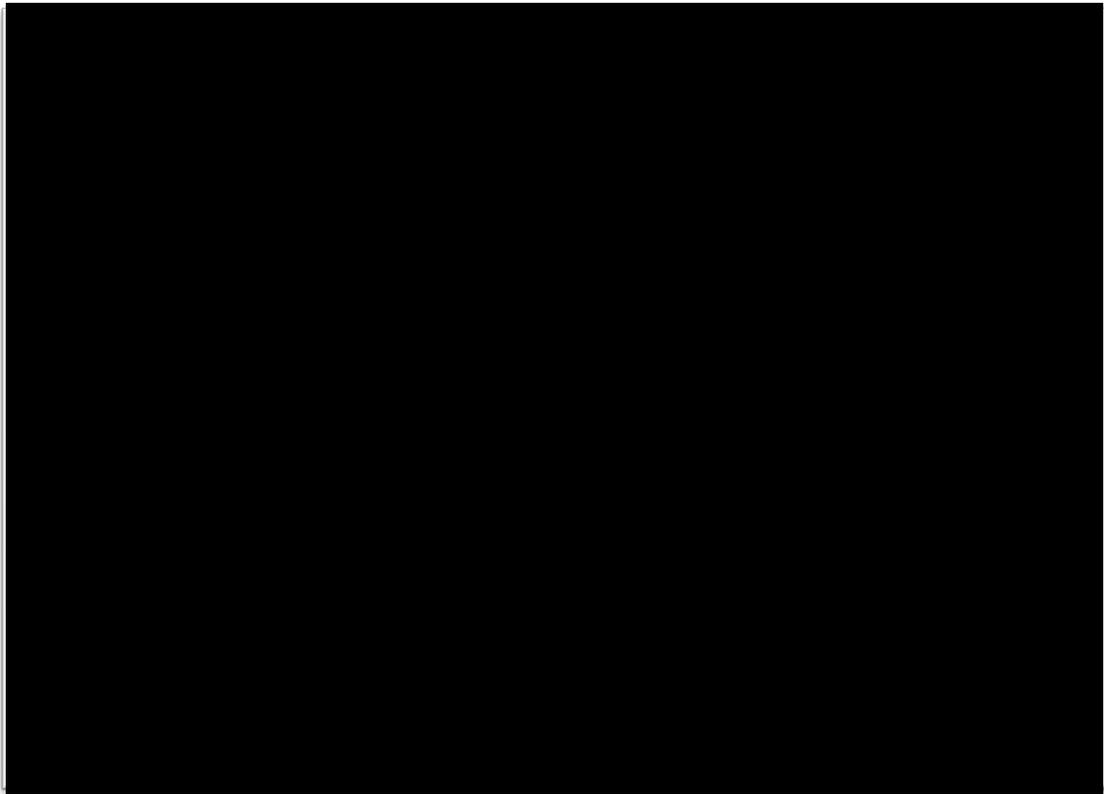
MCVR Screen Shot: When the source of registration chosen is 06 or 11, the system automatically checks the No ID box and makes the status reason "ID Verification"

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10. The Status and Status reason are automatically generated by the system, but can be overridden by the user. For example, an SSN or DL that is missing or unverified by the system will cause the voter to be automatically put into a status of "Pending – Incomplete Registration" but the user can choose to override this and make the voter Active. A list of the possible statuses and their corresponding reasons are attached in a separate report.
11. The voter registration date should be entered in the field Transfer Date.
    a. The original date of registration remains, as long as the voter did not have a status of deleted. If the voter had a status of deleted, the registration date is based off the new voter registration card.
    b. If the voter is moving from another Missouri jurisdiction, then the registration date is NOT changed.
12. After all data is entered from the card click on the *Save & Next* button to work through the batch. The next image will appear and you can repeat the process for each card in the batch.
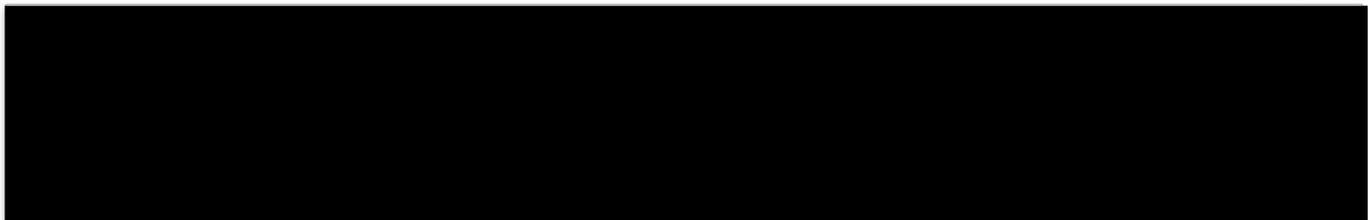
Notes:
- If there are any images in the batch that need to be rescanned, they can be deleted by using the *Delete Image* button.
- Clicking the *Save* button (instead of *Save & Next*) saves the record but does not progress to the next record/image.
- The *Close Batch* button will allow you to close the batch without completing processing of the batch. If this is done, the batch remains in the batches to be processed. If reopened, the images not yet processed are those that will appear. Those already processed will not reappear.

Processing via Single Scan

For users who scan voter registration cards individually into the voter records, follow steps 6 through 12 above, scanning the card at any time during the process. Remember to select the signature and save it on the card so that it appears in the voter record. Once finished, click on the Save button at the top of the page.

To scan a card into an existing voter record:

1. Place card in scanner.
2. In the open record click on the *View Image* button to open the scanning capabilities.
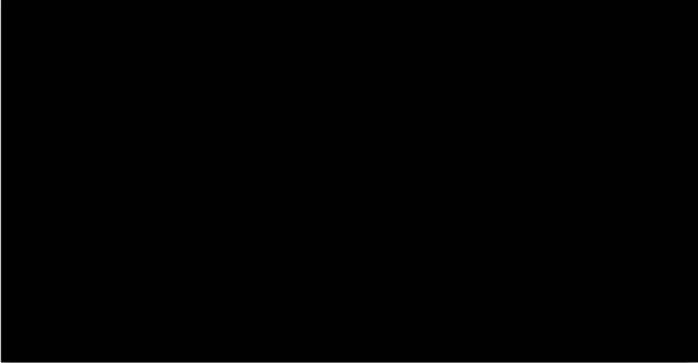
3. Click on the scan button.

4. From the Document Details screen, choose the Document Source and Document Type from the dropdown menu. Description and location are optional fields.

5. Click on the *Select Sig* button to capture the voter's signature
   a. Choose the area by positioning the cursor in the upper left corner of the area you wish to capture.

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b. Hold down the mouse's left button and drag it to capture the area.

c. Click on the *Update Sig* button and the captured area will then appear in the box below the image.

6. Continue with either entering data or saving the record (if scanning was done after all data entered.)
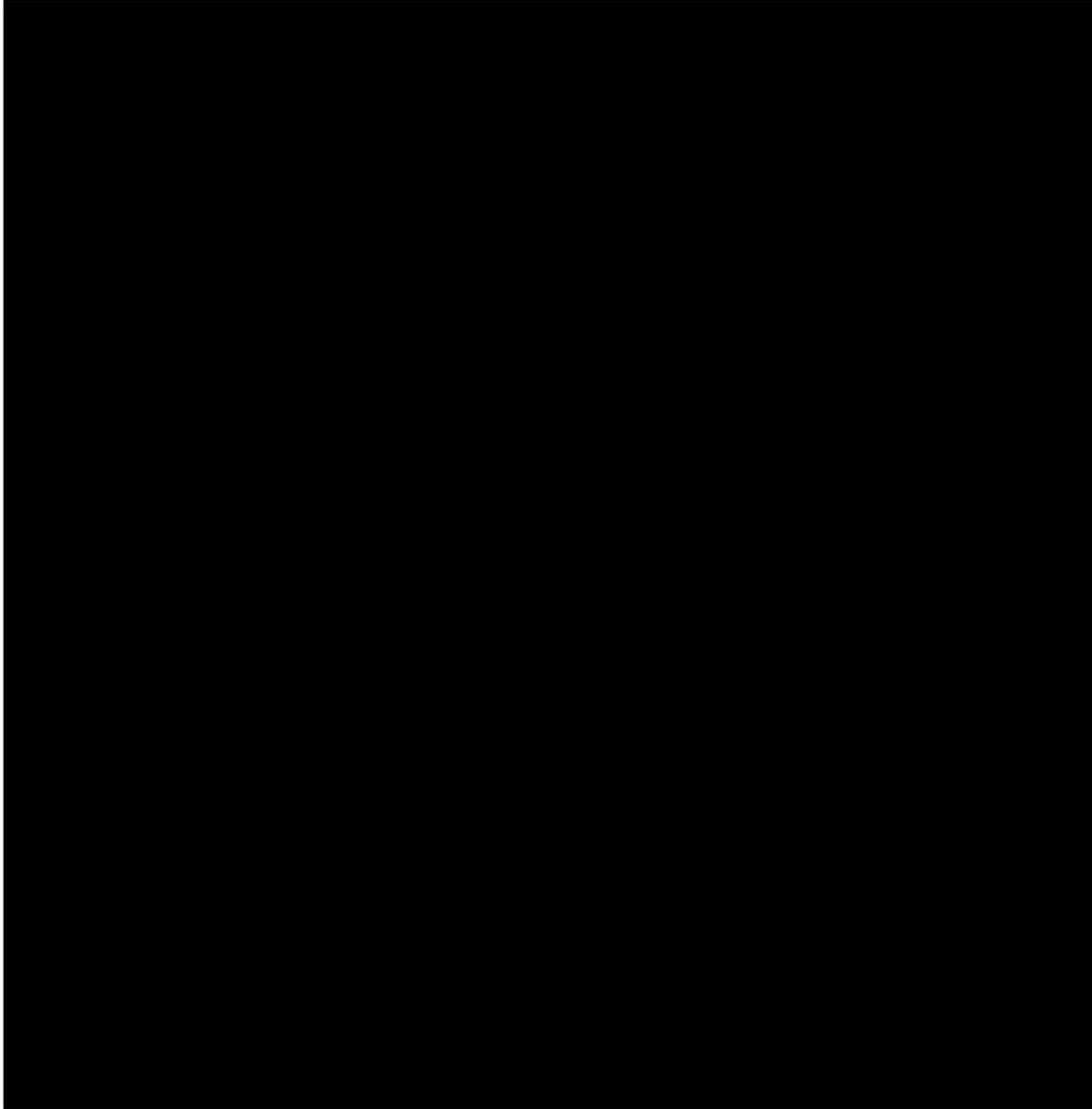
ENTERING VOTERS RECEIVED FROM THE MILITARY/OVERSEAS PORTAL

Voters who are U.S. Citizens living overseas or who are members of the US Military/Federal Service (both domestic and overseas) may now register to vote and request absentee ballots through the Military/Overseas Portal. This web portal interfaces with MCVR for processing the voters' registrations, updates to existing registrations, and absentee ballot requests. If there are voters to be processed through this portal, there will be an exclamation mark next to the link in the Agency Interface Quick Look field on the dashboard.

The process for entering the voter information is as follows:

1. Click on the link for the Process hyperlink next to Military/Overseas Pending
2. Click the Search button to bring up the list of voters to be processed
3. Click to highlight the first voter to process.
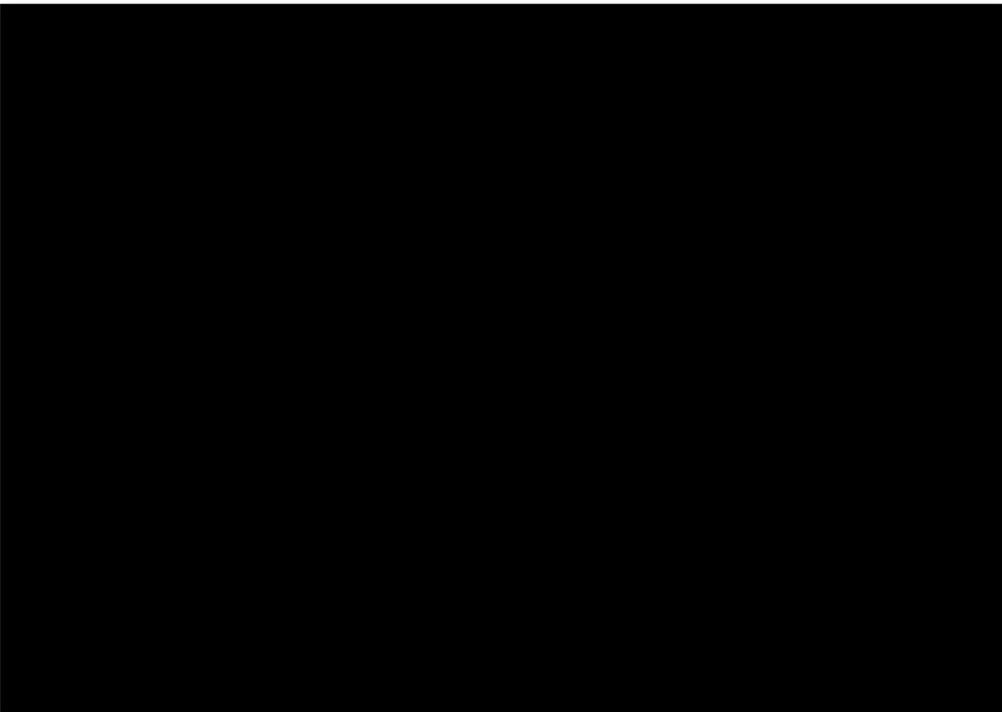
4. To print the form that includes the voter's data, prior to processing it, click on the print button and print out the form. The document does not need to be scanned into the record as the system saves it after closing the record. If your jurisdiction requires you to have an application for each

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voter in each election, the updates to the Absentee module will allow you to print an application for your date range voters that will be election specific.
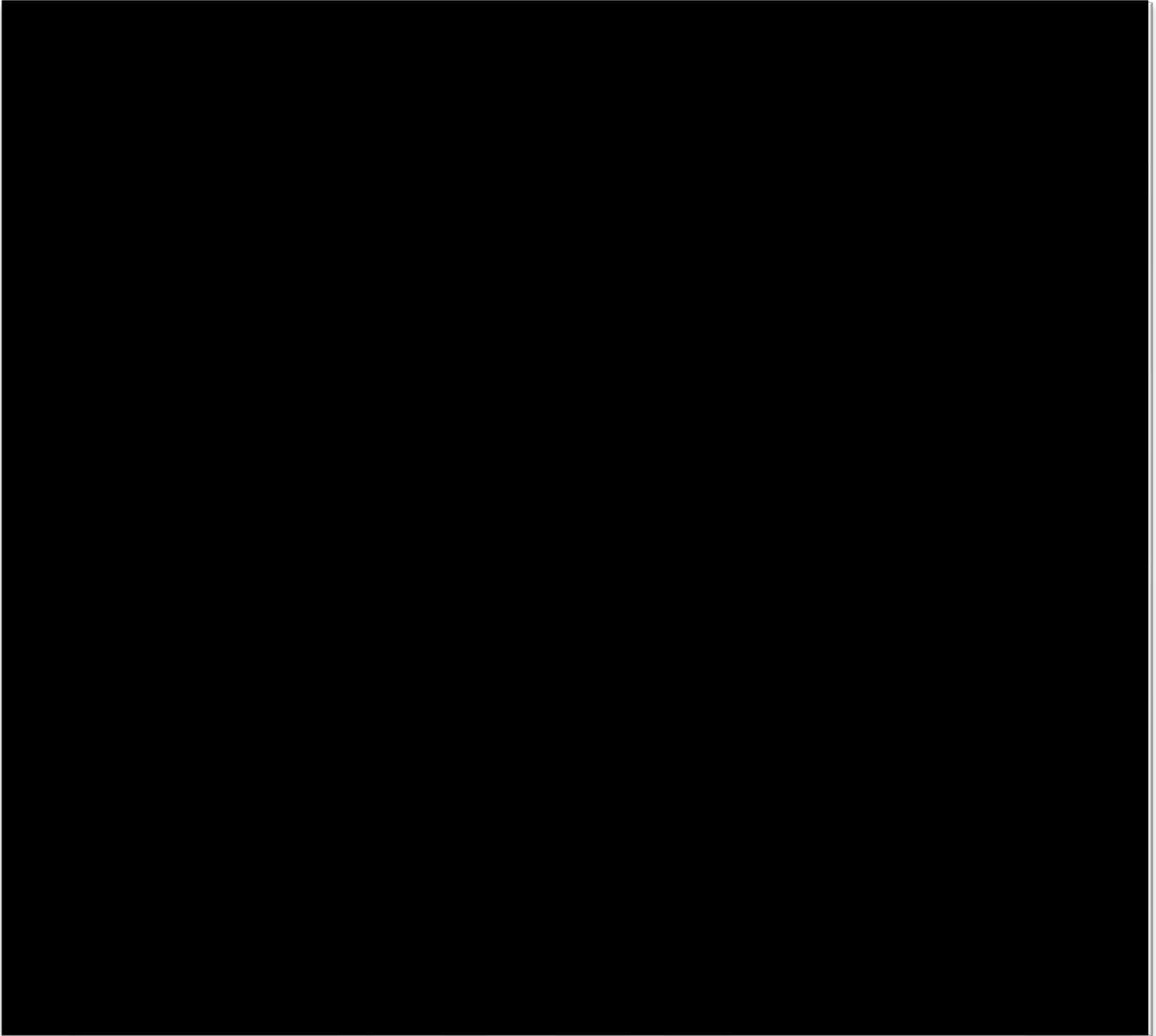
5. Click on the Process button.
6. When the voter screen opens in MCVR, the data from the portal appears on the right side of the screen.
7. If the voter already exists in the state (same duplicate voter criteria applies and potential duplicates will appear from which you can choose) *be sure to choose the duplicate if it is the same voter.* If the voter is already a registered voter in your jurisdiction, and there are no other duplicate voters, that voter record will open without the duplicate window.
8. Check to see that the information that appears in the voter record for all fields – name, DOB, DL#, SSN, Residential Address, etc. matches the data received from the voter.

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9. Check to see if the mailing address for the voter matches the data that has been provided by the voter. If a different mailing address will be used, delete the military/overseas address in the mailing address and replace with the correct address.
10. If the voter already has an existing date range, check that it has come through the portal.
    a. If not, end the existing date range and create a new one

    b. If so, check the end date and extend it if indicated

11. Click on the Contacts tab in the voter record to be sure the voter's email address appears. Without this, the system has no way to communicate information to the voter about upcoming elections, ballot availability, etc.
12 If all information is correct and updated verify you have the correct voter status, such as active, and save the record.

If MCVR does not identify any potential current record matches (duplicate voters), or if the voter had no absentee date range, data from the military portal will autofill the fields in the voter record and the absentee details screen. You will need to verify that the information is correct prior to saving the record.

If you determine that the record in this module is not yours (i.e. the voter's residential address is in another Missouri county/jurisdiction) you can enter the correct county from the dropdown and change the voter's county and send the information to the correct jurisdiction. To do this:
Highlight the record in the list
1. Choose the correct county from the dropdown
2. Click the "Change Voter's County button

Most often the incorrectly chosen county will fall into one of three categories:
- The registrant accidentally clicked the wrong county that is alphabetically right before or after your county.
- The registrant just chose the first county from the list in error
- The registrant chose a neighboring county due to the address being near the county border

If you think you know the correct county, you can verify it by looking in address library, choosing the other county from the dropdown, and searching the address or city to see if it appears. If you cannot determine the correct county, please feel free to contact the MCVR Helpdesk for assistance.

ONLINE INTERFACE

There is an interface between the online registration/update and MCVR so that the data is automatically entered into the voter record to prevent the user from having to manually type in the information from the card.

This process will work much the same way as the current military portal does for new voters/registration updates. If there are records needing to be processed, an exclamation point will appear next to the Online Voter Reg. Pending in the Agency Interface Quick Look on the dashboard.

The basic policies and rules for new registrations does not change. New registrations in your jurisdiction are automatically checked with "no ID" as the voter has not yet shown his/her ID to anyone. Therefore, any that are made active, will be done so with the reason of ID verification. This should not be overridden unless the voter comes in and shows ID or until he/she votes for the first time. If you get a change of address from another county, it should stay the same ID status as when received.

Basic Processing with the Interface
1. Open the Online Voter Registration Module
2. Click on the Search button
3. Highlight the record to be processed and either click the Process button or double click the record to open it
4. The record will open and data will go through the same verification checks/processes as if data was manually entered by the user.
5. Complete processing as you would with other voter records.

Note – the "image" that appears for processing will not remain with the voter record, but the image of the card will be saved to the voter record upon saving and closing the record. The system "date stamps" the application, so that when the deadline for registration is past – i.e. midnight – the date will change and the registration date will be automatic.

There are several features in the online registration interface that assist in processing:
- Applications are "batched" into groups of 25. This allows a "batch" of applications to be assigned to a single user to avoid two people attempting to process the same voter at the same time.
- If an application is sent to the wrong jurisdiction (the applicant enters the incorrect "county" in the county field), the user can redirect that application to the correct county. When these appear in the "new" county, they will show the original registration date, but will have the new county

appear in the county field. See instructions for moving these in the section on the Military/Overseas portal above.
- The applications can be printed either individually or in a group. These will print 2/page and look like the application forms provided by our office (PC registration apps). They can be printed on cardstock or plain paper and then scanned into the voter record. The signature of the voter is automatically saved, but currently the data image is not saved.
- If the voter is not brand new and already has a saved signature, THAT original signature is the one that is saved as default as opposed to the newer, electronic signature. The only time the electronic signature is the one kept is when it is a new voter who has no signature on file.
- There is a check box called "Batch Mode" and if this box is checked, the Voter Registration tab does not close automatically, allowing the user to go back to the previous voter record. If it is unchecked, that tab automatically closes and the user is returned to the screen for the Online processing.

Below are the instructions for the new processes:

Batches
- If assigning batches to individual users, searches can be done either by date range or by batch number.
- To see all records awaiting processing, open the module and click on the Search button – all unprocessed records will appear.
- To open a single batch of records, enter the batch number in the Batch No field, click the Search button and only those records will appear.
- To open a batch of records by date range, enter the Requested from and Requested To dates and click the Search button to see a list of requests made during that date range.
- To access records that have already been processed, put a check in the Processed box and click the Search button

Printing – Print Selected
- When choosing to Print selected, the user can click on a single voter record to highlight it, or can choose multiple records by highlighting the first record chosen, holding the Ctrl key and clicking to highlight the records to be printed. Once the records have been selected, click the Print Selected button and it will bring up the print preview window and user prints from there.

Printing – Print All
- Choosing the Print All button will cause all registrations currently showing in the window to print as a batch.

Note that the images can be printed either before or after the records have been processed.

OTHER MCVR SCREENS IN VOTER REGISTRATION

Felony List (DOC)

This is the MCVR screen that displays when the person entered potentially matches someone listed on the Dept. of Correction Felon list. See 115.195 RSMo (on page 57 of this guide) for more information. Look further to determine if the voter registration applicant is the same individual as shown on the list. *If it is determined the voter registration applicant is the same individual, the status must be changed to Disqualified – Felony Conviction.*

Deceased Person List (DHSS)

This is the MCVR screen that displays when the person entered potentially matches someone who is on the Dept of Health and Senior Services list of deceased persons. Look further to determine if the voter registration applicant is the same individual as showing on the list. ***If it is determined the voter registration applicant is the same individual, the status must be changed to Deleted – Deceased.***
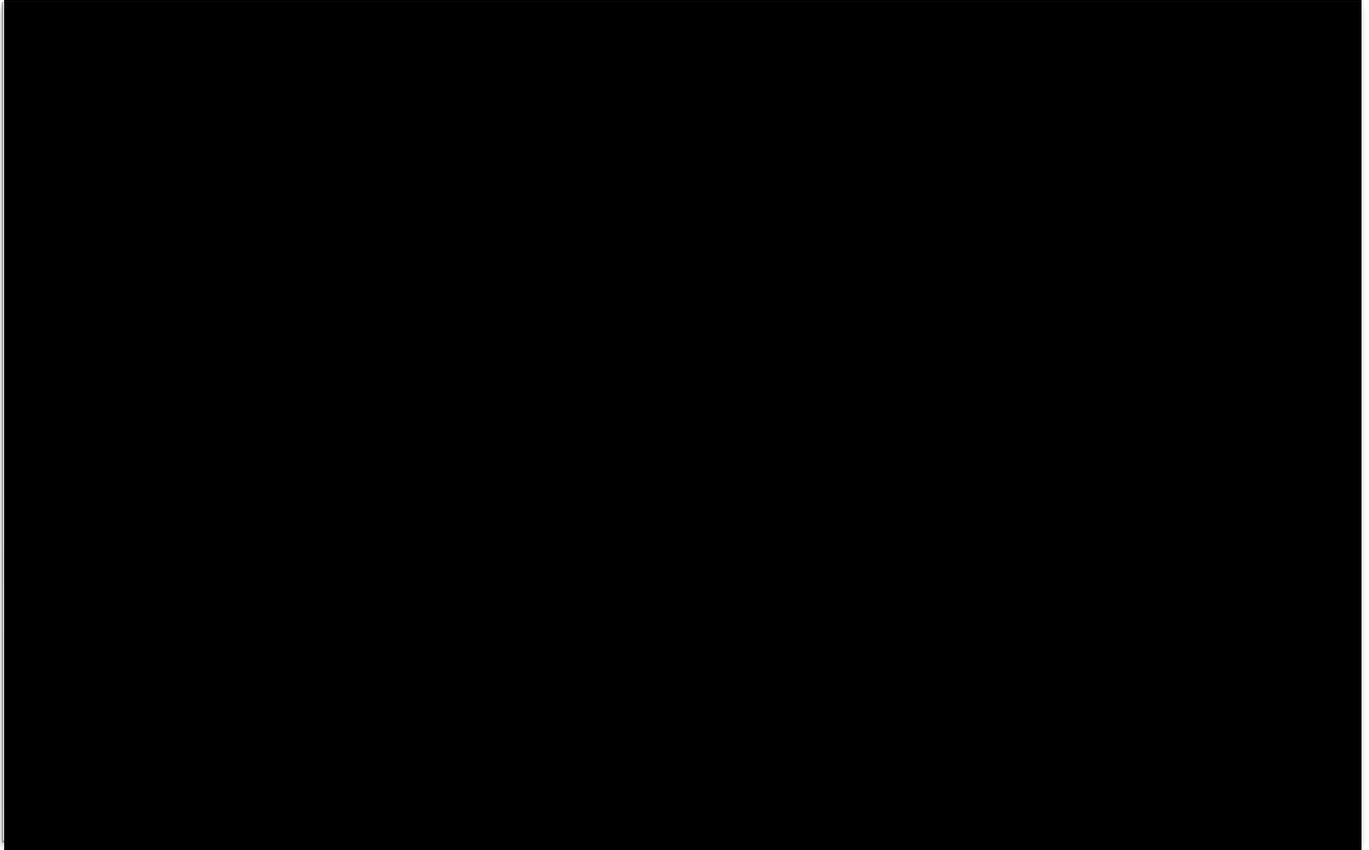
CANVASSING UNDER FEDERAL AND STATE LAW

Not later than 90 days prior to a primary or general election the Election Authority is required to send every voter a Voter ID card or Verification Notice. 115.163.3 RSMo

ID Card or Verification Notice is returned

ID Card or Verification Notice is not returned

Active Registered Voter List

Residence Confirmation Notice (RCN) is sent to voter. RCN must contain a prepaid, pre-addressed return card and be sent by forwardable mail. Election authorities are permitted to use the postal change of address to determine inactive

Voter responds to notice

Confirms address change outside of the LEA's jurisdiction	Confirms that voter still resides within the LEA's jurisdiction

Voter does not respond to RCN

After 30 days voter is placed on inactive list

Voters remain inactive until they
    (a) Return RCN to the election authority (LEA)
    (b)Provides LEA with new address
    (c) Affirms in writing their address has not changed
    {Can be performed on Election Day}

If there is no election activity (voting, signing a petition) from the inactive voter during the period beginning on the date of the notice and ending on the day after the 2^{Nd} general election from the date of the notice.

Removed From Registration List

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NVRA CANVASS

These steps provide instructions for carrying out the canvassing process if you are doing it in-house, including setting up voter identification (ID) cards, verification notices, and Residence Confirmation Notices (RCN). Upon completion of your canvass, these steps will walk you through inactivation and deletion of voters. Those using an outside vendor can find instructions on page 50.

Also, note that with the quarterly report (MO-NCOA) the sending of RCNs is performed quarterly and will result in the user needing to send fewer ID cards (as this allows inactivation of voters on a regular basis) and the return of fewer cards/notices as undeliverable. Instructions on uploading the NCOA information can be found on page 48 of this manual.

Step 1: Pre-Canvass Setup
The first step in the canvassing process is to send voter ID cards or verification notices, depending on the voter's registration method, to every active voter in your jurisdiction. To begin this process in MCVR, set up the cards and notices in System Configuration using the following County Parameters, which correspond to the numbers on the following sample cards.

Add Voter ID barcode to Voter ID Card (1 - Yes, 0 - No)
Jurisdiction Title on Voter ID card and RCN
Postage Permit Number
Print County Clerk Info on Voter ID (1 - Yes, 0 - No)
Print Election Districts on Voter ID Card (1 - Yes, 0 - No)
Print Polling place on Verification Notice (1 - Yes, 0 - No)
Print Postage Details on Voter ID card (0 - Regular mail, 1 - Bulk mail, 2 - Do not print)
Print Postage Permit Box on Verification Notice Postcard (0 - Regular mail, 1 - Bulk mail, 2 - Do not print)
Print Voting Location on Voter ID card (1 - Yes, 0 - No)
Use Mailing on Voter ID Card (0 - Residential Address Only, 1 - Mailing and Residential)
Verification Notice (1 - Card, 0 - Letter)
Voter Identification Card (1 - New, 0 - Old)

Some jurisdictions use the older, original cards, which are four (4) cards per page or the new style cards, which are two (2) per page. Verification notices can be printed either as cards or letters and can contain additional information pre-printed on the back, but they <u>*must*</u> *contain the personal identification requirements from section 115.427, RSMo.*
Note: Voter ID cards and verification notices <u>*should not*</u> *be forwardable because they are being used to determine which addresses are no longer deliverable*

Sample ID Card – Old Style (4 per page)
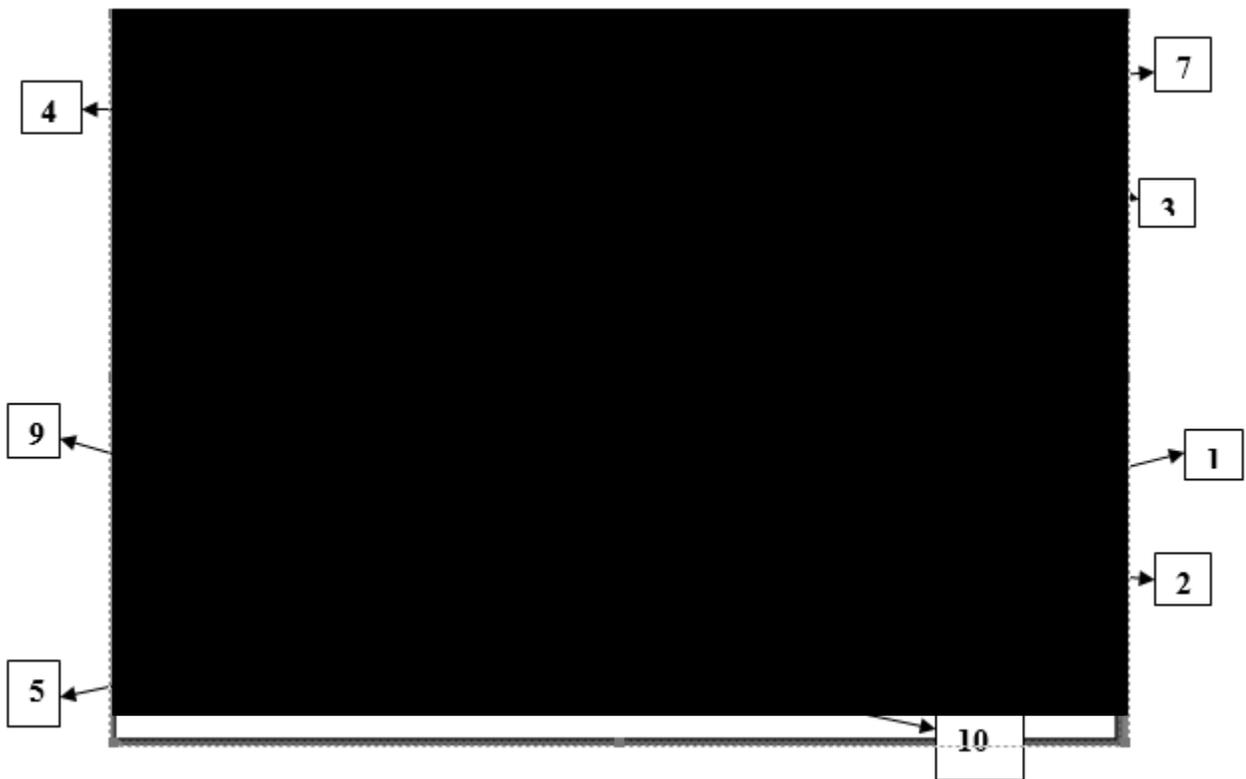
Sample ID Card – New Style (2 per page)

Sample Verification Notice Card

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3

6
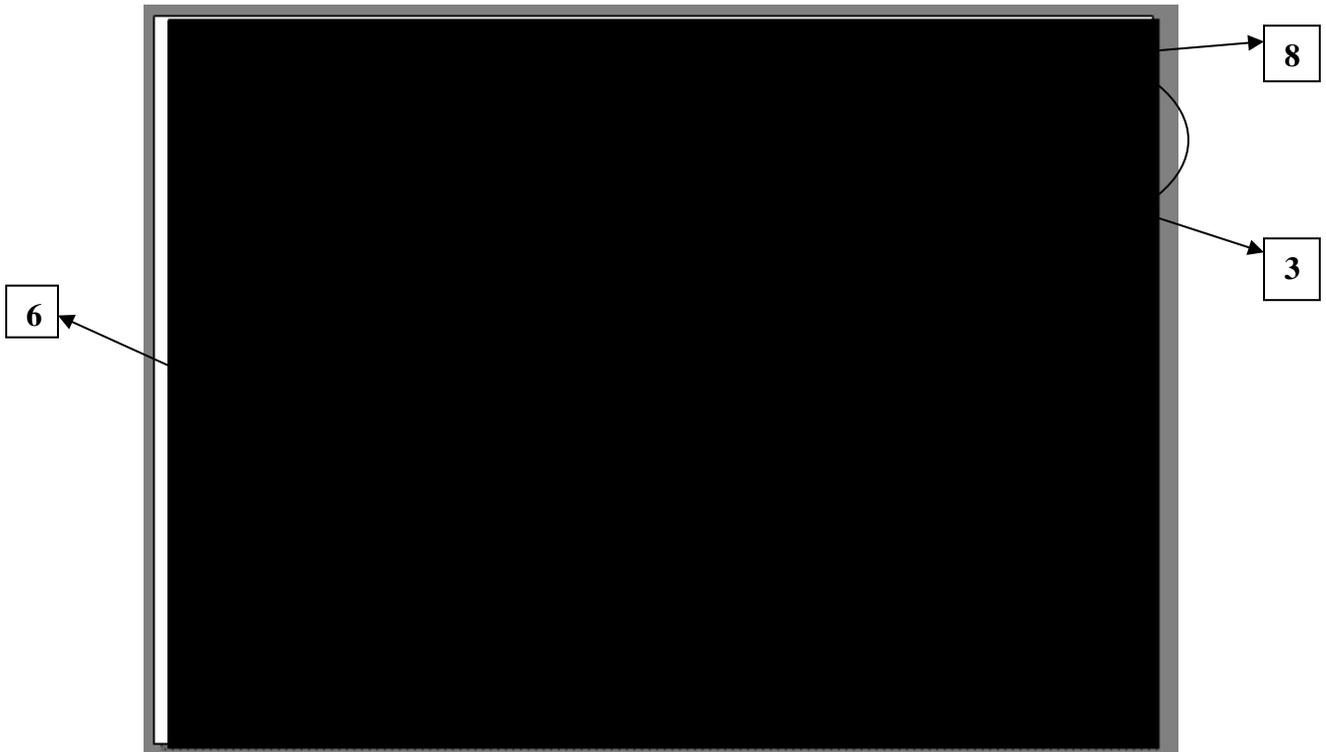
Sample Verification Notice Letter

COUNTY CLERK NAME
COUNTY CLERK
County clerk phone #

Verification Notice

07/14/2011

15408991
Voter Name
Voter Address
Voter City, State Zip

Dear Voter:

This letter is official acknowledgement of receipt of your application to register to vote. You are officially registered at Voter Registered Address.

Missouri law requires voters to show a proper form of identification (ID) to vote. The acceptable forms of ID are:

To vote, you must present a valid Missouri or United States government-issued photo ID such as a driver license, nondriver license, passport, or military ID. If you do not possess one you may obtain one (1) at no charge or you may vote by signing a statement affirming your identity and showing one of the following: voter registration card, ID from a Missouri university, college, vocational or technical school, utility bill, bank statement, government check, paycheck, or another government issued document showing your name and address. If you need assistance obtaining a photo ID to vote, please contact ShowIt2Vote at (866) 868-3245.

If you do not possess any of these forms of identification, you may still cast a ballot if two supervising election judges, one from each major political party, attest they know you.

In order to vote an absentee ballot, you can do so either in person at your local election authority's office or by requesting an absentee ballot by mail. You will need to provide a copy of one of the acceptable forms of ID listed above.

Sincerely,

County Clerk/LEA Name
County/LEA Location

Your Polling Place is:
Polling Place Name
Polling Place Address
Polling Place City, State Zip

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Step 2: Sending Voter ID Cards and Verification Notices

Once the type of card or notice and parameters have been selected, from the main screen bring up the NVRA Canvass module. Select the card type and click submit to generate voter ID cards or verification notices to send to active voters. Note that you can opt to exclude sending cards or verification notices to ▌rtain voters.
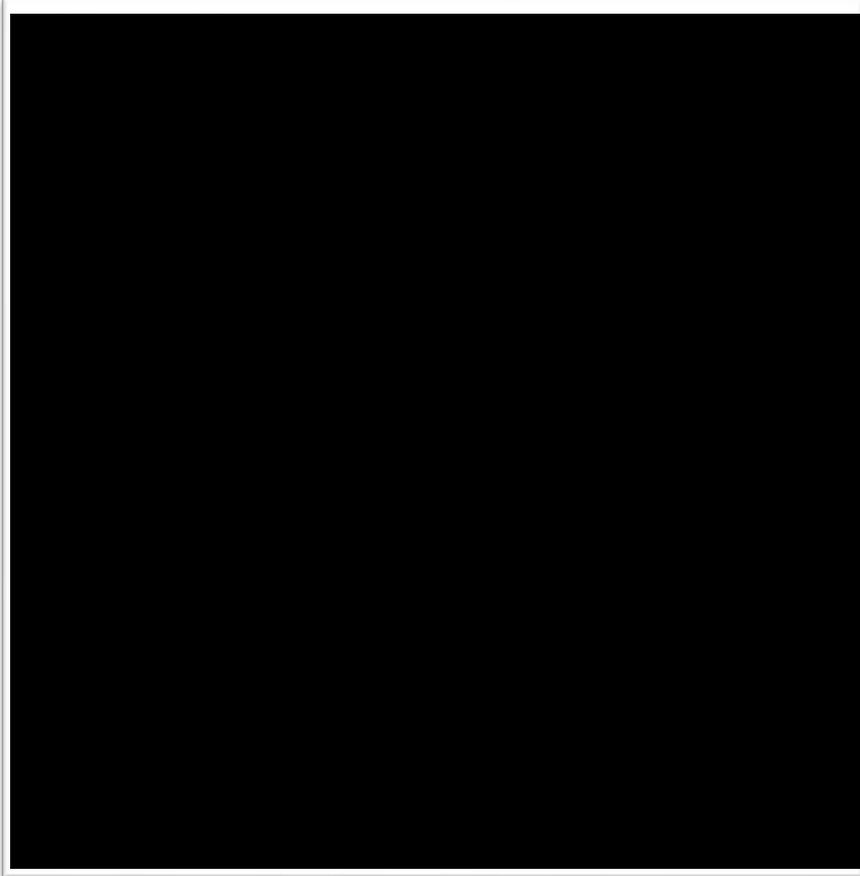
The NVRA Sorting tab will open. Run one precinct (recommended for larger jurisdictions) or all precincts.
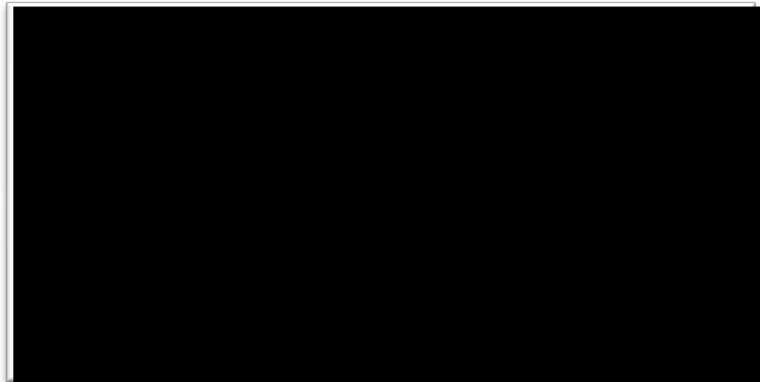
Choose to Print Now or Print Later. (*Note: choose "print later" for batches of over 800*)
Finally, choose the ID card sorts, by either Zip Code or Name.

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After mailing the voter ID cards and/or verification notices, this address confirmation process begins. If the voter ID card or verification notice is not returned by the USPS as undeliverable, the voter remains an active voter. However, if the voter ID card or verification notice is returned, move to the next phase of canvassing.

Set up the RCNs in System Configuration. Note that the RCN **must** be forwardable.
Open the System Configuration and use the following County Parameters:
Residence Confirmation Notice (1 - card, 0 - letter) If cards are chosen, you must pre-print the back to include your return address and paid postage. If letters are chosen, you must include a return envelope with postage paid for the voter to return the updated information.
RCN Postage Permit Box (0 - Regular mail, 1 - Bulk mail, 2 – Do Not Print)
Residence Confirmation Card Return Address (choose 1 - yes)

VERY IMPORTANT: Print and send the RCN's the same day they are generated because the "clock" has started for automatically inactivating voters after 30 days with no response to this notice.
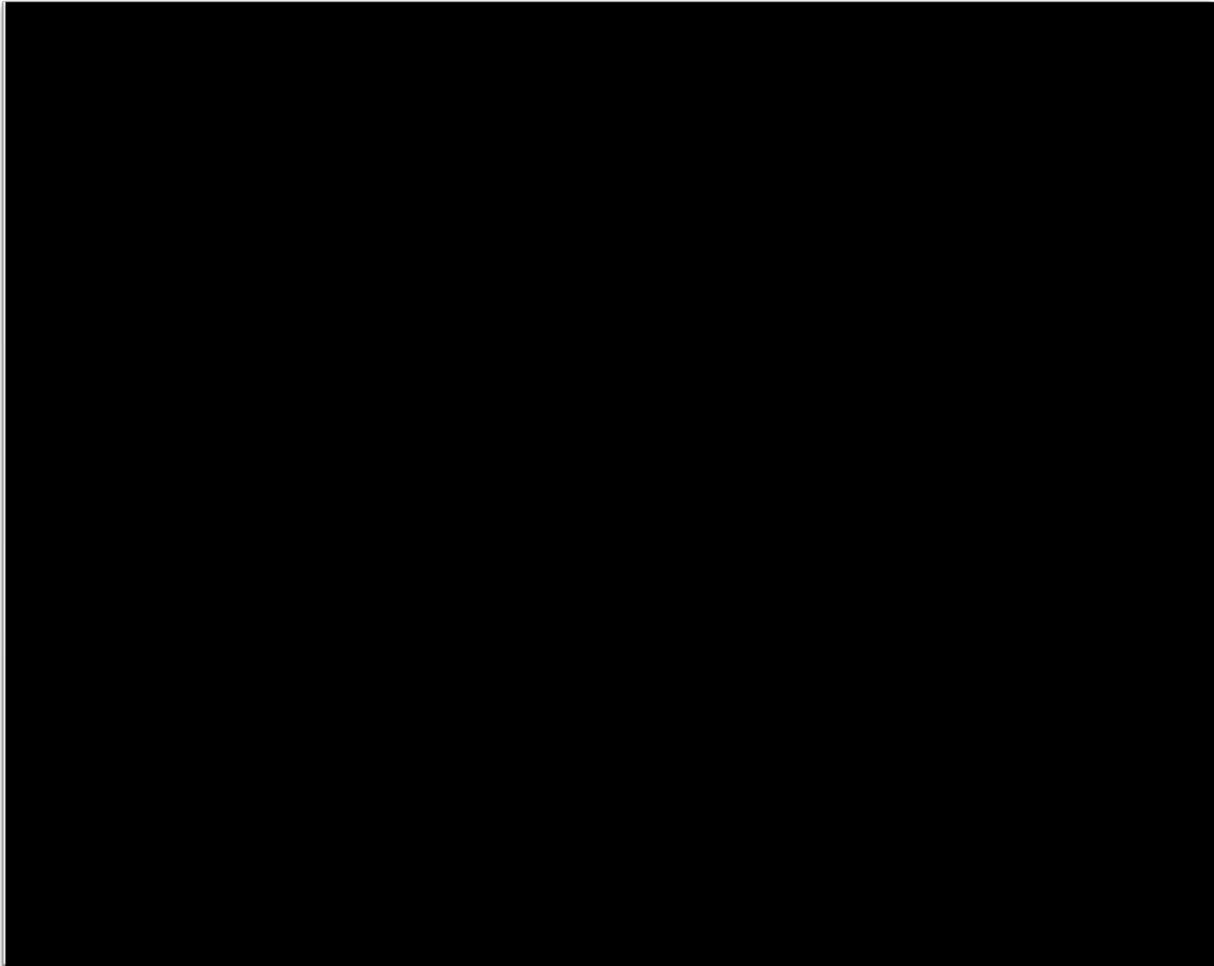
Step 3: Residence Confirmation Notices (RCNs)

Note: A Residence Confirmation Notice must be sent to EVERY voter where the Voter ID Card or Verification Notice was returned from USPS, whether a forwarding address has been provided or not.
After mailing voter ID cards and/or verification notices, begin the next step in the canvassing process, sending Residence Confirmation Notices (RCN) to voters whose voter ID cards and/or verification notices were returned. **Generate RCNs through this NVRA module to ensure statistical reports are accurate***. This also allows the system to track the dates that the RCNs were sent in order to allow inactivation of the records once 30 days have passed.

*Note that you MAY send the RCN to the voter's new address if provided by the USPS (on the yellow label). For this to work you will need to enter the new address in the window that opens once you click on the NVRA link.

For any voter whose ID card or notice was returned, open the voter's record and click "NVRA."
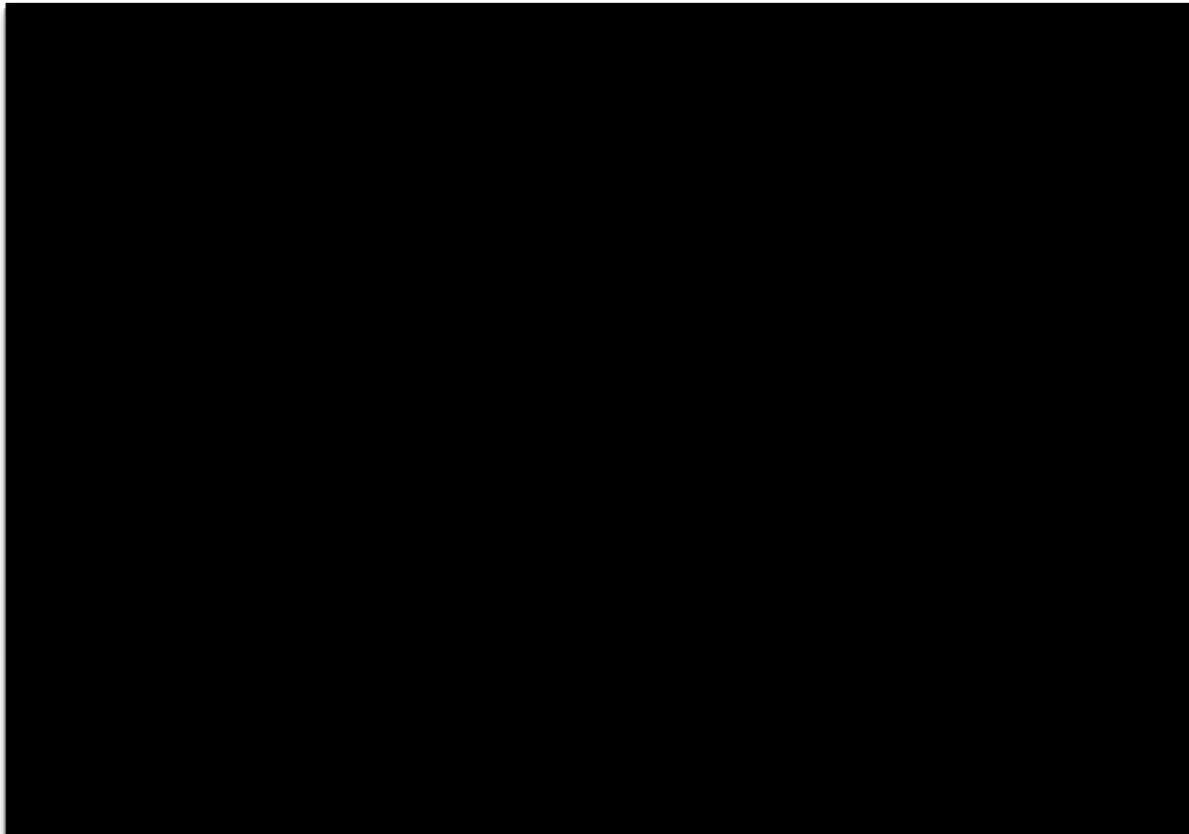
This opens the NVRA address window (below). Determine which of the following applies:
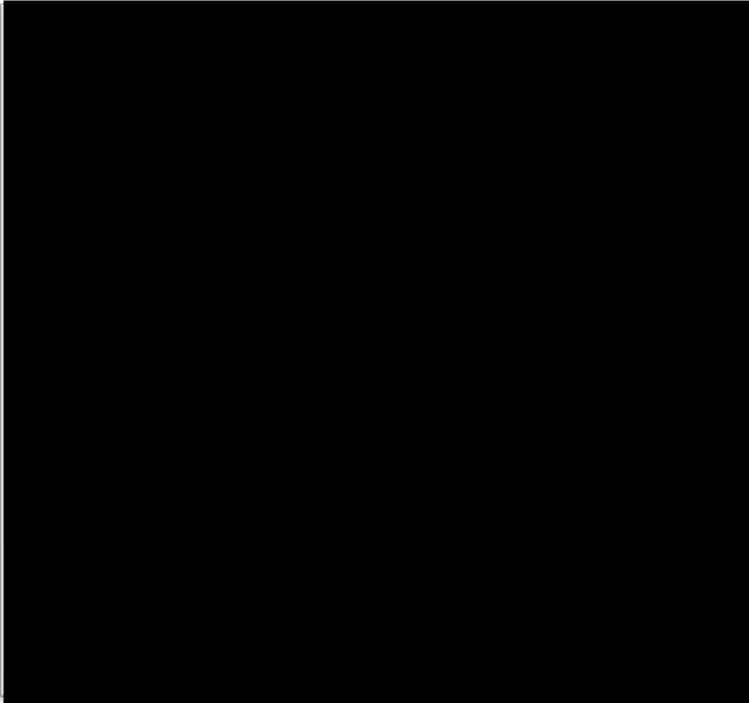
Forwarding Address Within the Jurisdiction: Enter the new address given to send the RCN to the new address and select *Residence Confirmation Notice.* Send the Residence Confirmation and wait 30 days before inactivating the voter. This will not send the RCN to the forwarding address. The RCN will be sent to the address on file and MCVR will maintain the forwarding address in case you need to keep it later.

No Forwarding Address *or* Forwarding Address Is Outside the Jurisdiction: Enter the new address to send this to the voter at the address from the USPS OR Select *Use Address on File* (if no forwarding address provided by the USPS) and *Save the NVRA Address*, then select *Send RCN + Inactivate*. This will change the voter status to Inactive and generate the RCN based on address on file.

Upon completion, the screen will close and the system will return to the Voter registration screen. Select *Save* on the voter record to retain the changes.

After sending RCNs, there are three possible outcomes:
The Post Office will return the RCN as undeliverable,
The voter will complete the RCN and return it, or
The RCN is not returned.

For any cards that are returned by the voter or Post Office, open the NVRA link in the voter file:
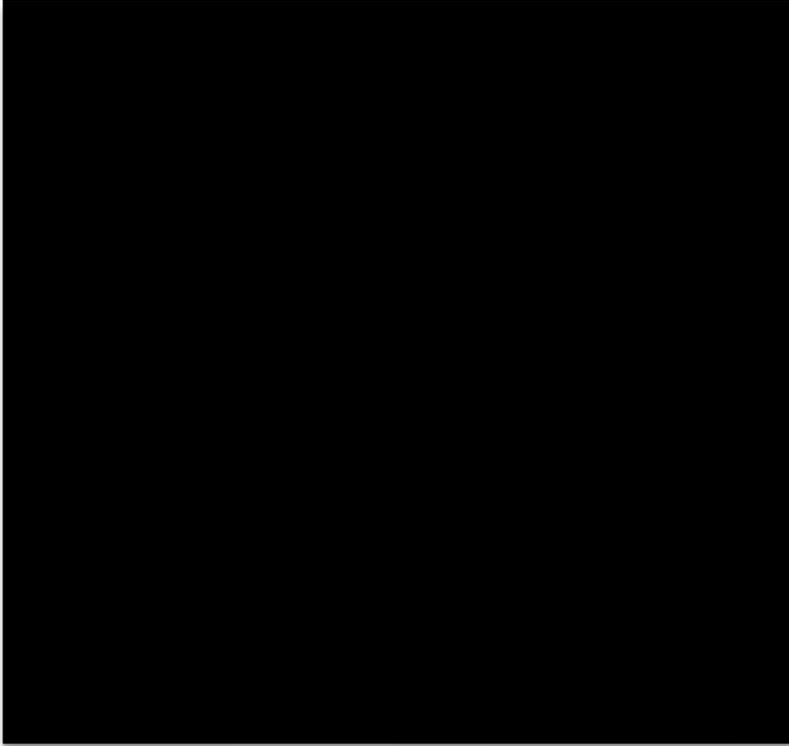
a. If the Post Office returns the RCN as undeliverable, select *Returned – Undeliverable*, which will inactive the voter.

If the voter returns the card and:

a. Has the same address as registered, which is different from the address entered on the NVRA window: select *Reject NVRA Address*. You will then be returned to the main window and just need to save the voter record

b. Has the same address, within the county, entered from the USPS sticker: select *Accept NVRA Address.*

c. Has a new address within the county or one that is different from the address entered: select *Reject NVRA Address* **and** change the address in the voter record**.**

d. Has moved from that county to another Missouri county: select *Pending – PCA – Pending Change of Address*

.

If the RCN does not come back, the user will need to inactivate the voters. MCVR tracks which voters that will require inactivation.

Step 4: Inactivating Voters

A voter status cannot be changed to inactive simply because he or she has not voted. The basis for inactivation is that there has been returned mail and no response to the RCN.

If, after 30 days, the voter has not responded to the RCN the voter may be marked as Inactive:
Open the NVRA Canvass Module and select *Search*. This will return a list of all the voters who have not had their addresses updated *and* the notices were sent 30 days (or longer) ago. There will be a checkmark next to each voter's name.

To obtain a printed list of the voters whose status was changed (to retain in the records or to check the voters before changing their statuses) select *Run Report*, then *Print*.
Select *Inactivate Voters*.

Once the voters have been inactivated, they will remain inactive until they:
Return the RCN (which they may do even after the 30-day deadline).
Provide a new address by some other method *or*
Affirm in writing that their address has not changed.

Step 5: Deleting Inactive Voters
A voter can be deleted if 1) he or she is already in inactive status *and* 2) the voter has not participated in election activity during the last two federal general elections.
1. Enter the MCVR <u>NVRA Canvass</u> module.
2. Select the Delete Per NVRA tab.
3. Select a date range to show when the voters were inactivated. The list that appears contains voters whose date of inactivation falls between the dates listed:
4. The "From" date needs to be an early date to include voters inactivated in the past but who were not deleted.
5. The "To" date must be earlier than the date of the second previous federal general election. (*See the following dates*).
6. Click on the *Search* button.

If a voter was made inactive:	Voter can be deleted AFTER the:	Suggested Date Range
Prior to November 2020 General Election	November 2022 General Election	From: 1/1/2000 To: 11/1/2020
Prior to November 2022 General Election	November 2024 General Election	From: 1/1/2000 To: 11/1/2022
Prior to November 2024 General Election	November 2026 General Election	From: 1/1/2000 To: 11/1/2024
Prior to November 2026 General Election	November 2028 General Election	From: 1/1/2000 To: 11/1/2026
Prior to November 2028 General Election	November 2030 General Election	From: 1/1/2000 To: 11/1/2028
Prior to November 2030 General Election	November 2032 General Election	From: 1/1/2000 To: 11/1/2030

7. Select *Run Report to p*rint a list of these voters in order to pull their registration cards from the Active files. The registration cards should be moved to the deleted or inactive files.
8. Select *Delete Voters* and close the window.
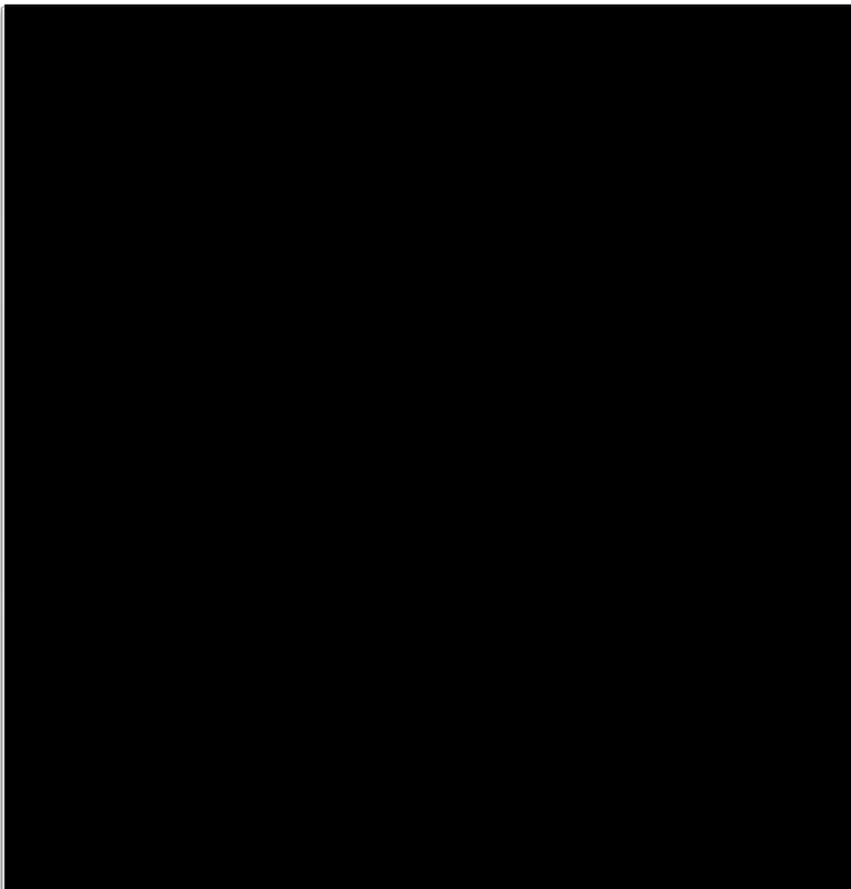
Utilizing the MO-NCOA Upload

Missouri law allows local election authorities (LEA) to use the National Change of Address (NCOA) list as a resource for canvassing voter registration records before sending voter identification (ID) cards/Verification Notices to all Active Voters (Sections 115.163 and 115.179 RSMo). The law allows LEAs to match their jurisdiction's voter registration list to the post office's NCOA list "to identify those voters whose address is not correct on the voter registration records."

The MO-NCOA report lists all voters for whom the USPS has indicated a different residential address than is found in the MCVR Record.

The MO-NCOA Export has been designed to allow the user to save the file and upload it into MCVR via the Load External Data feature that will automatically fill in the data in the NVRA link and generate a Residence Confirmation Notice for the voter.

This report updates overnight with information from MCVR and is in Voter ID number order.
- The MO-NCOA automatically updates so that if the MCVR address matches the NCOA address, the voter drops from the list because it indicates the voter has already updated his/her address. It is still important to process this as soon as possible after the reports are made available to you.
  - Sometimes the only update is a minor change to the address, such as a street direction, addition of apartment number, or addition of a PO Box. Those should still be verified with the voter before changing anything in MCVR.
  - Sometimes you will see a Mailing address showing as something such as an email address and something other than numbers in the zip code field. That is generally the result of incorrect data having been entered in an online registration or the MOVotes application. Those need to be removed from the mailing address field in the voter's MCVR record.

The recommended process is for you to run the MO-NCOA report and upload it into MCVR and have the system automatically generate the RCNs and update the voter records. If not, the user will need to manually add the mailing address information in to the NVRA link to generate the RCN to have the voter provide, in writing, the change for the mailing address.

It is very important that these reports are processed as soon as possible after the reports are updated in SSRS and to be sure that 30 days after you have processed them, to go into the NVRA Canvass module in MCVR and make the voters inactive if they have not responded to your RCN and updated the address. If you do NOT do the inactivation, many of the same voters will appear on the next update and you will be sending them a 2nd RCN. Inactivating the voters will prevent them from being on the next list.

In some cases, there may be voters on the list who are "temporarily away" or who have had their mail forwarded to a family member (those in nursing homes who are retaining their registered address). If you receive those responses, the forwarding address can be put into the voter's mailing address field.

Uploading MO-NCOA files

For any users who have an outside vendor for canvassing, this process can take the place of having that vendor run the NCOA files, as that service is something for which you are charged and we provide it at no cost to you. If your vendor is processing NCOA records quarterly, please follow the steps for uploading your vendor file.

The upload of this file does cause the residence confirmation notice to be generated and sent to batch printing. These RCNs need to be sent to the voters as soon as they have been generated.

If you will be sending the RCNs yourself, be sure that System Configuration is set up to send the proper form – cards or letters.

To download the reports to your desktop and then upload to MCVR:
1. In the main menu of MCVR, choose Reports
2. Choose SSRS Reports
3. Choose Local Election Authority Reporting
4. Choose MO-NCOA Export
5. Choose the Import Date
6. Choose your county name
7. Click on View Report
8. From the menu at the top of the screen click the down arrow next to the icon of the floppy disk to save this as a CSV file
9. At the bottom of the screen when prompted to open or save, choose the down arrow on the save button and choose Save AS
10. If you have saved before from SSRS reports, the file path will already appear, if not, choose the usual of This PC, C$ on client V, users, username, Desktop
11. Click Save
12. Close the SSRS screen
13. On your desktop (or where you saved the file) open the file:
    a. Then choose Save As and save it as a tab delimited text file – this is the only type of file that will upload properly.
14. In MCVR, on the main menu choose Administration
15. Choose Load External Data
    a. It defaults to the NCOA DATA screen
    b. Click on the Browse button to go to the file location (for Windows 7 or 10 it will be the following path: C$(\\Client) (V:) > Users > your username > Desktop
    c. From the list of files that appears, choose the txt file that contains the data
    d. In the Delimiter field, choose Tab from the dropdown
    e. In the Text Qualifier field choose None from the dropdown
    f. Click the checkbox next to File has row header
    g. Click on the Load Sample button (it is not active until you have entered the other data)
    h. The Sample Data will then appear in the field on the right
    i. To map the order of the fields from the sample data to the Database fields, you will click on the field in the sample to highlight it, then go and click on the field in the Database field section to bring the number in. The fields should be in the same order (1-17) as the

sample data. After completing this, make sure that each field has a separate map order number.

VERY IMPORTANT! *Double check that each field in Map Order contains a number and that they are in the correct order. If these numbers are NOT entered correctly, the data will not load into the correct fields. Mapping the fields from the sample data into the database fields tells the system that the data in the upload is broken into specific fields that correspond to fields within the database (MCVR) and allows the data to properly fill into the voter records.*

j. Click on the verify data button. If there are any problems with the data overall, an error will occur.   If no errors, you will get the message (in green print under the Load External Data tab) that the sample data has been verified.

k. If there are no errors, click on the Load Data button
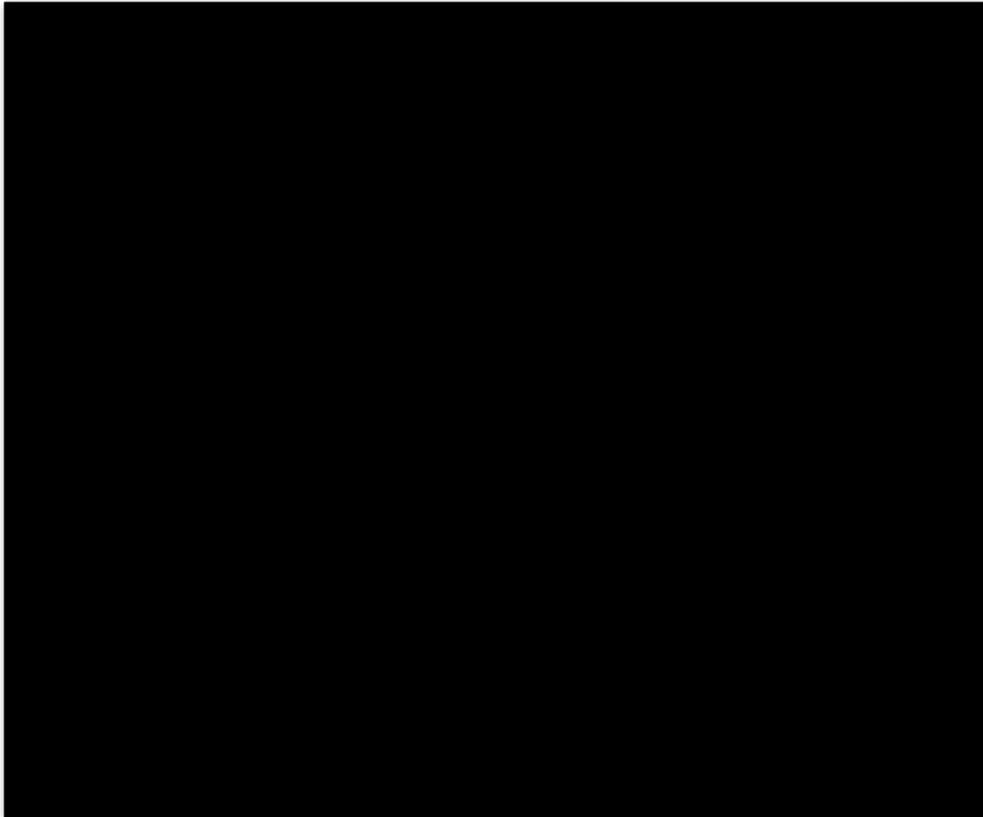
l. After data has loaded, a message will appear at the top of the screen indicating the number of lines that loaded successfully and how many failed. The lines will fail if:
   i. The house number contains a house suffix (such as 123B or 123 ½) and those will need to be added manually.
   ii. The voter has already moved to another jurisdiction
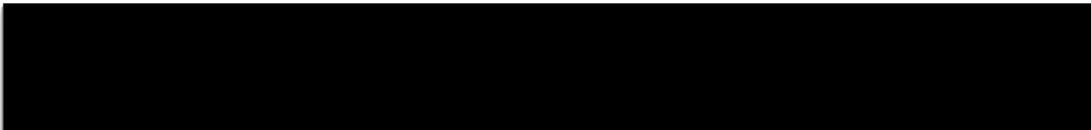
m. The errors (failed lines) will appear on your desktop (or in the same location from which the file was uploaded) in an error file that you can then open with Excel. You will want

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to check each of them to determine if they need to have the data manually entered or if the voter has already been moved from your jurisdiction.

16. Residence Confirmation Notices will be generated from this process – NOTE: this process previously did not generate the confirmation notices. Please see the notes at the end of this document that discuss processes to use to send the RCNs.

Using Outside Vendor for Canvass and the NCOA Process
This NCOA process can be done through a vendor or NCOA contractor that will match the NCOA and voter registration lists for address accuracy and, in some cases, also coordinate sending out Residence Confirmation Notices (RCNs) all prior to the canvassing process. If your jurisdiction uses a vendor, you will still need to track the Voter ID cards that are returned as undeliverable and any other communication from voters.

The vendor will use a voter list to check for address corrections through NCOA. The first step is to be sure the addresses entered in MCVR match the format used by the USPS. Once the format of the address is corrected, the vendor will then send a list of the voters with their addresses to the NCOA contractor and will get a listing of all voters whose addresses do not match those in NCOA. To pull a list of all active voters for the vendor, that includes all needed data, use the General County Extract - Voter Data (EX-001) and be sure to check the box "Export for NCOA" to pull only the active voters, and to pull a file that does not contain any data that should not be included. The file automatically saves to the County Folder, which can be found in Scheduled Reports, under the Report Output tab.

The vendor will either provide the list for the LEA to send the Residence Confirmation Notice (RCN) to the new address, or will send the RCN for the LEA. If the vendor sends the RCNs, a list of the voter information will be sent to the LEA and this file can be loaded into MCVR. The file load will create audit information indicating that the RCN was sent and also highlights the NVRA link and inserts the NCOA address into the field in the NVRA window. Instructions for uploading this file are as follows:

Loading NCOA data
Be sure file is saved on the desktop and is saved as a tab delimited text (txt) file and then follow the same steps for loading the MO-NCOA file listed above (page 48).

Uploading the data in this way will:

1. Autofill the data in the NVRA link

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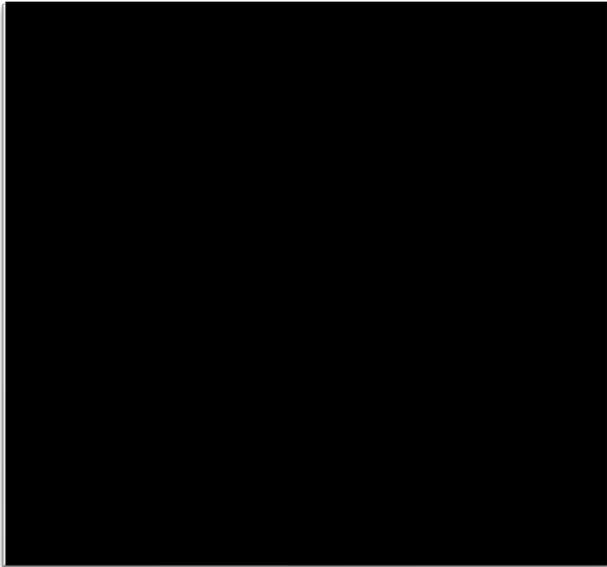
2. Automatically put an indication in the voter audit log that the RCN was sent
3. Add that number to the VR-031 report that counts the numbers of RCNs sent
4. Allow the voter to be inactivated through the bulk inactivation in NVRA Canvass after 30 days.

IMPORTANT NOTE: Due to changes to the uploading of NCOA files for all users, this process will now produce RCNs in Batch Printing. If you are printing these in house you will follow the normal printing process. If your vendor is sending these for you, go into the Batch Printing module, highlight the batch, click on the Print button and when the print preview appears, close the window. This will put the proper audit information into the voter audit log to give credit for having sent the RCN.
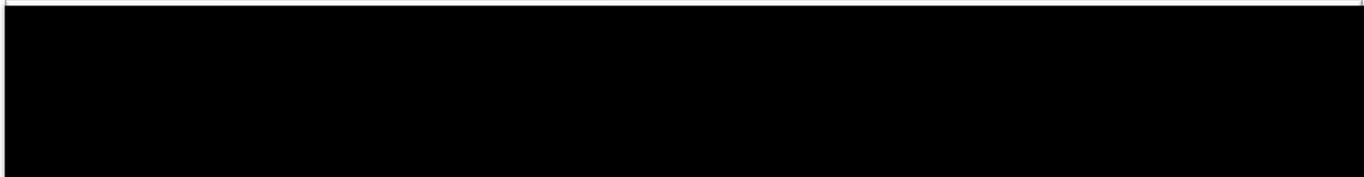
When the RCNs are returned, the voters' addresses are updated (if the updated address is provided by the voter), or the voter will be made inactive (if the RCN is returned as undeliverable, or there is no response within 30 days of the RCN being sent.) For this reason, the LEA must enter the address information in the NVRA link in each voter record or in some other manner, track which voters were sent the RCN in the NCOA process to know which are to be inactivated.

Once this process has been completed, the NVRA process for sending ID cards and Verification Notice letters to the Active voters will begin. The vendor may send the ID cards for the LEA or this may be done in house. If the ID cards are sent by the vendor, it is recommended that the LEA still follow the process as if he is sending the cards in house in order that the audit log for the voter shows that the ID card was sent.

DELETING DECEASED VOTERS

Health and Senior Services (DHSS) Reports

MCVR provides users with a report (VR-023) that is updated weekly with information from the Department of Health and Senior Services (DHSS). The DHSS list is compared to the voters in MCVR, checking against Last Name, First Name, Date of Birth, and the last 4 digits of the Social Security number. The below "confidence levels" are assigned to each voter based on matched fields:

- 100 – First & Last Name, D.O.B., and last 4 digits of the SSN
- 80 – First & Last Name, D. O. B.
- 70 – Last Name, D.O.B., and last 4 digits of the SSN
- 60 – D.O.B. and last 4 digits of the SSN

While the 60-confidence level will show a number of pairs that are NOT the same person, it does assist in locating voters with name changes that have not report the change to the LEA or different name spelling (Mc Donald vs. McDonald; Katherine vs. Kathryne). **In all cases, the MCVR report is a tool to use to help you determine if the person listed by DHSS is actually your voter. You must examine the voting record and perform your own analysis to determine if the voter is the person listed by DHSS.**

County: User Name:	Potential DHSS Match Report						Date: Report No.: VR-023	
Voter ID	**Last Name**	**First Name**	**Middle Name**	**Status**	**DOB**	**SSN**	**Date Of Death**	**% Match**

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Once you have determined whether or not the names from DHSS match the voter, you can use the <u>Agency Interface</u> module to change voters' statuses to Deleted – Deceased. The names on this report match the names that appear this module, under the DHSS Search Tasks, though the names may not appear in the same order. To change a voter's status to Deleted – Deceased:
1. Select *DHSS Search*.
2. From the Tasks dropdown menu, select *Process Deceased* to show the first matched record.
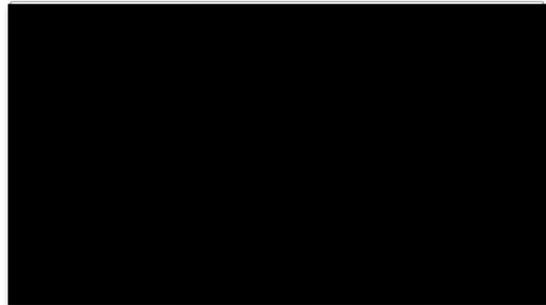
3. The top of the screen shows the information from the DHSS record and the bottom shows information from the voter record.
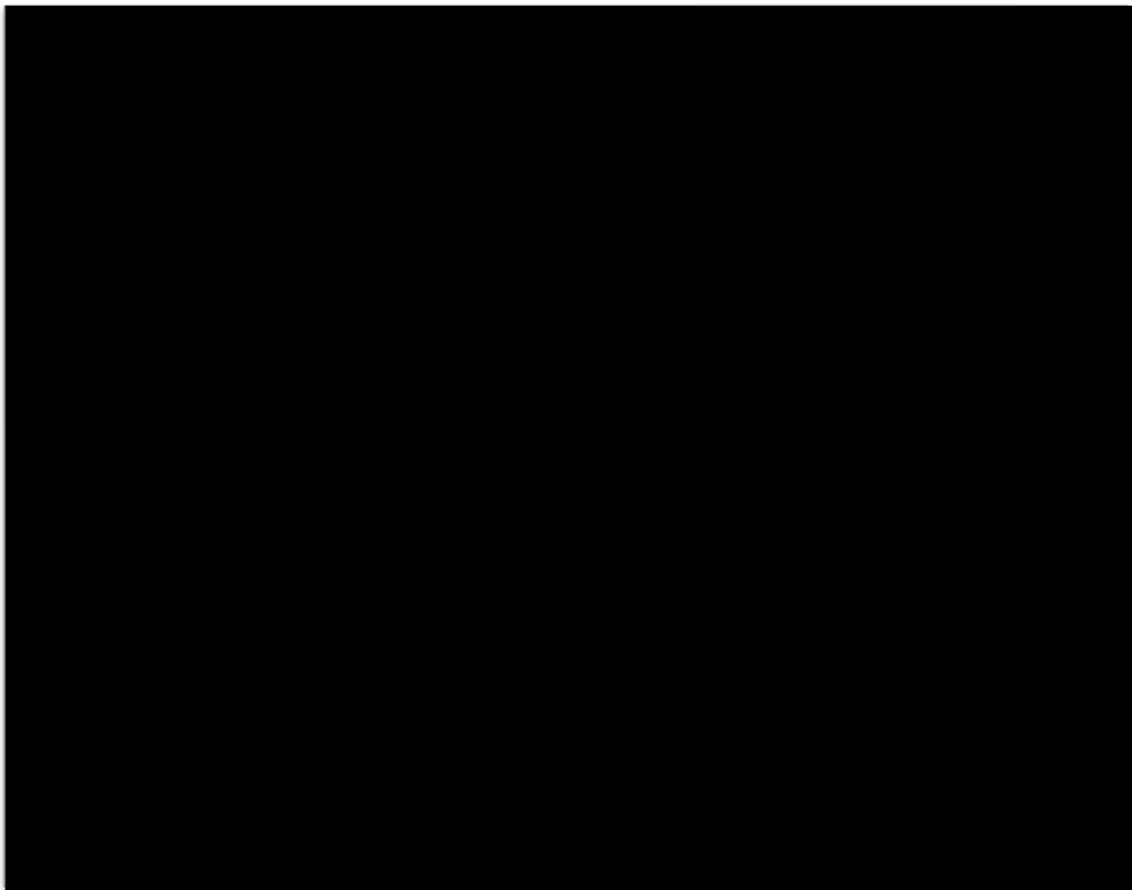
4. If you determine that the two records do match, check the box next to the Voter ID number and select *Change Status*. A popup will appear asking: "Are you sure you want to change the selected voter(s) status(es) to 'Deleted' with reason 'Deceased'? and if you are, then select *Yes*. This voter's status will then be changed.

5. If the DHSS record and voter record do NOT match, you can move through the list by selecting *Processing Next*.

As an alternative to "processing" voters, you may instead use the information from the report shown above and open individual voter records and change the statuses there after reviewing the report and determining which names match.

Other Sources
Other sources that provide information for changing the status of deceased voters are the newspaper obituaries, or copies of death certificates from family members. ***You cannot change the status of a voter to Deleted-Deceased based on verbal information (phone calls, reports from pollworkers, etc.) nor from returned mail or notes in the precicnt roster.***

DELETING INCAPACITATED VOTERS

The office of the circuit court in your jurisdiction will provide you with information on voters who have been adjudged incapacited. These reports are often sent both to the LEA and to the Secretary of State's office. Please note that <u>not all persons adjudged incapacitated lose their right to vote</u>. If there is a question as to whether or not a voter's status is to be changed to "Deleted – Adjudged Incapacitated" you will need to contact the Circuit Clerk and request that they review the court order to determine this. Please note that this judgment will stay on the person's record, even if they move to a different jurisdiction, unless the court issues an order of restoration. If you enter a new voter and it has a duplicate from another jurisdiction that is deleted for reason of being incapacitated, the voter will need to provide you with the information that the order of restoration has been issued.

RE-ACTIVATING OR RE-REGISTERING A DELETED VOTER

When reactivating deleted voters there are two different scenarios:

In the first, the voter has been deleted in error (for example the father should have been made deleted and the son was instead) – in that case the user will click on the Re-Activate button, change the voter's status back to active, and the County Registration date and Source of Registration remain. In this instance the voter would be able to vote in an upcoming election, even if the reactivation took place after the registration deadline.

In the second, the voter has been deleted correctly (through the NVRA canvass, because he/she has moved out of the county or state) and is now submitting a <u>new registration form to re-register</u>. In this instance the user will click on the Re-Register button which will clear the County Registration date and the Source of Registration and these will need to be entered based on the new registration. This voter

would NOT be eligible to vote in an upcoming election if the new registration was completed after the deadline for that election.

Closing both windows using the X in the upper right corner do the same as the Reactivate button.

PROCESSING FELONS

DOC within MCVR

MCVR provides a weekly update to the felon records from the Department of Corrections (DOC). DOC records are matched against voter records and the potential matches are available in Report VR-024. Use this report to determine if the matches are truly the same voter. Like the report for the deceased voters, there are different critera for matching, showing different confidence levels:

- 100 – First & Last Name, D.O.B., and last 4 digits of the SSN
- 80 – First & Last Name, D. O. B.
- 70 – Last Name, D.O.B., and last 4 digits of the SSN

Note that within the DOC list, there may be several entries for the same voter. This is because DOC lists each "Also Known As" (AKA) or "Nickname" in the record, so one felon may have multiple entries that match against a single voter. Once you determine two records do match, use the DOC Search in Agency Interface to change that voter's status to "Disqualified – Felony Conviction." This procedure is basically the same as that for marking voters "Deleted – Deceased" (above).

DOC Lists from Circuit Clerk

In addition to the DOC listing in MCVR, Circuit Clerks provide this data to the LEAs and the Secretary of State in hard copy. Those lists may contain names that do not appear in the MCVR list due to differences in name spellings, or lack of matching data in the fields that MCVR uses to do the matches. They will also contain names of felons who are not registered voters.

Federal Lists

The Federal Courts (Eastern, Western, and Southern Appellate Court Districts) also provide the SOS office with lists of federal felons. Those lists are forwarded to LEAs in hard copy form. Review information on Federal list to confirm that voter was convicted of a Felony.

Reinstating Former Felons

After felons have completed their sentences, including probation, they will regain their voting rights. ***Voters are not required to re-register or provide proof that their sentences have been completed***. These voters appear on the Felon Dropoff reports found in MCVR Reports (same location as the SSA Death Records). There are three Felon Dropoff reports available:

- The Federal Eastern Felon Dropoff Report matches Disqualified voters who are no longer on the Eastern District Felon list.
- The MCVR Felon Dropoff History Report lists felons who were dropped off in previous months.
- The MCVR Felon Dropoff Report lists felons who were dropped off in the current month.

Note that once a voter appears on a drop-off report, he or she will not appear on the subsequent month's report if he was not reinstated before the current month's report is run. If you do not regularly process the reports, you will need to run all past reports to accurately reinstate voters.

When reinstating a voter, the voter should be returned to the last known status, as found in the voter's audit log. Examples include:

1. The voter was Active prior to being disqualified: The voter should be returned to that status and an ID card (or Verification Notice, if Active – ID Verification) sent.

2. Voter was Inactive prior to being disqualified: The voter should be returned to that status. The voter will then remain Inactive until the voter is made Active by updating his/her address or Deleted by abstaining from voting activity through two federal general elections.

Please note that a person may have been on both the state (DOC) felony list and the Federal list. Dropping off of one does not automatically cause a drop-off from the other, therefore users will need to investigate these thoroughly.

REMEMBER: Any person who has committed a felony against the right of suffrage loses his/her voting rights forever. These people will not appear on the DOC drop-off lists.

VOTER MOVE AND VOTER MERGE

Moving Voters from one Jurisdiction to Another

In the past, voters coming from new counties have been considered new registrants. With the new law, this is no longer the case. A voter moving from one county to the other is simply a voter move. Any Missouri voter (living in any county) may change their address by any method – the exception to this is only on election day. On election day the Missouri voter can change their address in the office of the election authority and vote a regular full ballot. Missouri's registration cut-off date is only applicable to voters who are registering for the first time in the state.

When you register a new voter and the duplicate voter comes from another county you will select the voter duplicate. The date of registration and the source of registration will stay the same. You will simply need to clear the address like it has always been done and put in the new address.

Now when your RCN's come back and it has an address from another county, instead of marking the voter "deleted – moved out of county" they will be made "pending – change of address." The RCN will be sent to the new county and they will process it as a voter move and change the status to Active.

When entering a new voter, the system checks for potential duplicate records. It searches combinations of First and Last Name, DOB, and SSN (last 4 digits). It also looks at the Driver's License number and the full 9-digit SSN if that has been entered.

Once you have entered the data for a new voter, the system checks the database for potential matches to it. If it finds a match(es), a new window will open to let you either choose a match or mark them as Non-Duplicate or No Match (Mark Non Duplicate will cause the listed record to never be considered a potential duplicate of the record being created. No Match will indicate that none of the listed records should be considered a duplicate of the new record *at this time*.) If the system shows a single match and, after investigating the voter's signatures, names, DOB, and SSN you confirm the match, choose that voter and *Select*. This will open the existing voter record and you can then change the appropriate data to move that voter to your jurisdiction. If multiple records are listed as duplicates and you have determined that they all match, choose only one to move to your jurisdiction and then later you can merge it with the other record(s).

In the sample below, two existing records are potential matches to the voter entered but note that the names do not match. In this case the user can either close the duplicate voter window by clicking the X in the corner, or choose Mark Non Duplicate or No Match.The same potential duplicate voter(s) may appear in the Duplicate Voters screen if the record is later updated.
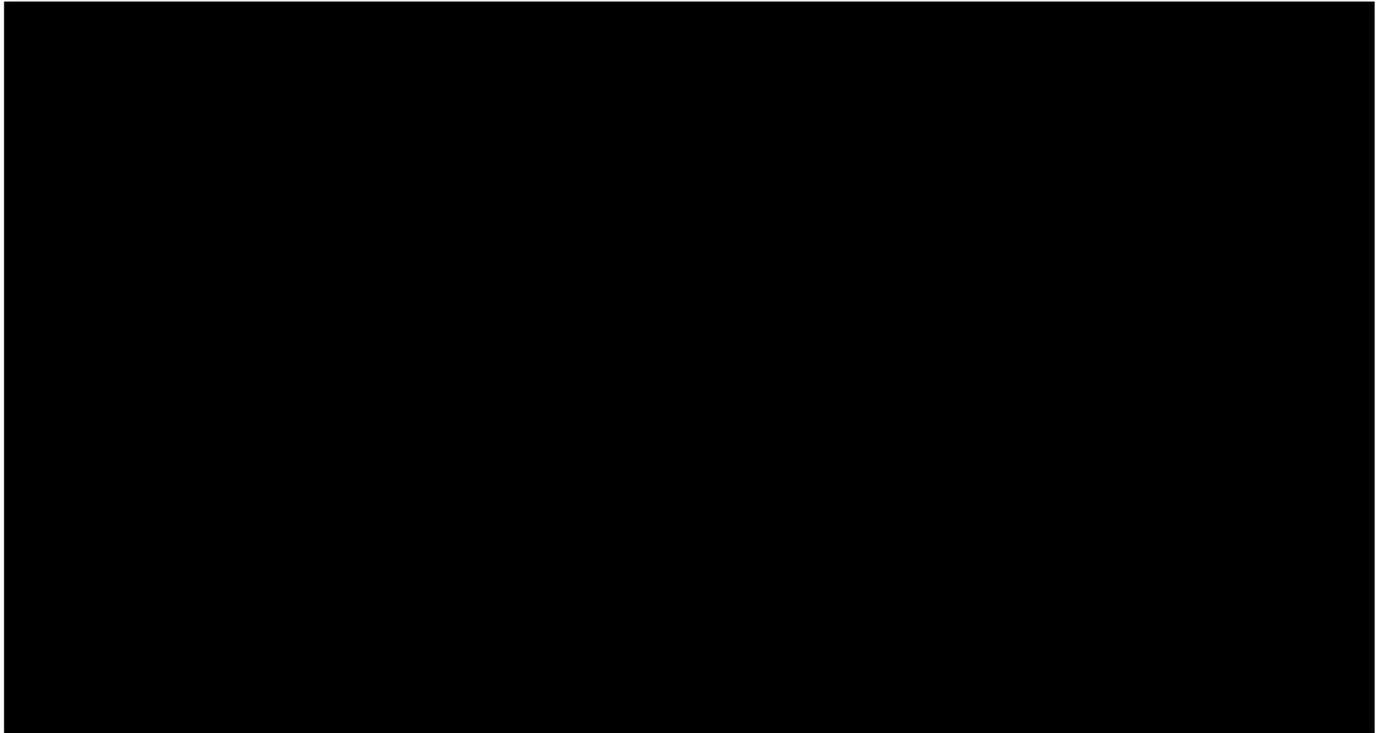
Retrieving a Voter Moved in Error

When you discover that a voter was moved in error (County A has moved Voter Smith, in error, from County B by matching it to Voter Jones) the proper way to fix it is:

1. County A should contact County B to let them know the error has occurred and that County A will need to re-enter the voter.
2. County B will open the existing record (now Jones) and change the information back to the correct information (Smith) and make sure that only Smith's voter registration card image remains.
3. County A will need to re-enter Voter Jones, including his voter registration card, and this time, mark the voters that pop up as non duplicate.

There is often confusion about the difference between merging voters and moving them. Voter Merge involves duplicate existing voter records combined into a single record. Voter Move involves moving one existing voter record from one LEA's jurisdiction to another due to a change of address. If either of these were done in error, they can be corrected, but the process to do so is very different.

VOTER CANCELLATIONS

Voter cancellations from other states are also sent to the Secretary of State's office from the other states' Secretaries of State or from the local election offices. Some of these are copies of the voter registrations, and others are lists of registrants in the other state who listed Missouri as their previous state of registration. After investigation, if you are satisfied that the voters match your voter and are

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indeed registered in the other state, you can mark them as Deleted – Moved out of State. If you prefer to get more information, you can send an RCN to the voter at the out of state address to get confirmation from the voter.

Merging Duplicate Records
Use the voter merge process for consolidating multiple duplicate records for the same voter, either in one county or in multiple counties. These duplicate records may exist because each county's voter files were separate before MCVR or because a user entered the record a second time when it was just a name or address change. The goal of MCVR is to have one record per voter in the state, and therefore the duplicate records need to be merged into a single record.

The VR-004 report lists potential duplicate records. In some cases, these potential matches are not the same voter. Like the DOC and DHSS lists, the system matches first name, last name, date of birth and the last 4 digits of the Social Security number (SSN). If both records have the full 9-digit SSN or Driver's license number, the report will also match those records. ***It is extremely important for you to independently verify the voter records are duplicate matches of the exact same voter before you merge the records.*** Below are some recommendations:
1. Some older voter records were migrated into MCVR with a default DOB of 1/1/1901 or a default SSN. You should contact an Active status voter with these defaults to verify the voter information and obtain correct information before merging the record.
2. Look carefully at potential matches where the voter has a DOB and no SSN listed. This often occurs in deleted or very old records. You should contact an Active status voter when this situation occurs to verify the voter informaitno and obtain correct information before mergin the record.

To merge duplicates, users can either run the VR-004 report and use the hard copy to verify duplicate voters prior to merging or go directly into the voter merge module and allow the system to identify the potential duplicates and do the verification from that screen. To use the Voter Merge module:
1. Select *Potential duplicates identified by the system* and *OK*. The system will pull up the voters in the same order as they appear on the VR-004 report.
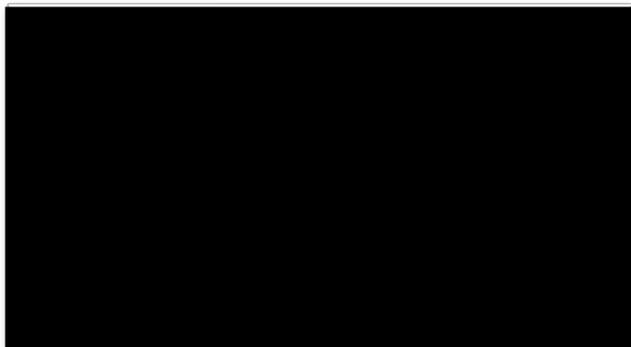
2. When the first pair (or group) of voters appears, choose the record in **your county** as *Survivor*.
3. Select *Compare* to bring up a screen showing both records side by side.

4. Check information on the various tabs including:
   a. Voter status, county registration date (also shown on the main screen) and last voted date. If you have scanned signatures, those images will also appear in the signature boxes.
   b. Matching of the DOB and SSN.
   c. Different last names, switched first and middle, nicknames (Jim/James; Chris/Christina; etc.), or only a middle initial. In these cases, you can also check the Alternate Names tab for additional information.

5. If, after making comparisons, you are satisfied that the two voters are duplicate and that you have the most recent record, close this screen to return to the Voter Merge Selection Screen (shown in Step 2), and select *Merge Voters*.

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6. If there is a question as to whether the voters are the same person, or the record in the other jurisdiction is more recent, do **not** merge the voters, but rather click the single right arrow button at the top right of the window to move on to the next record.

Merging Multiple Records

In the example above, three voters are potentially the same voter based on first name, DOB and SSN. If, after checking the data, you determine that they are the same person, all three records can be merged into a single record. To do this, first check whether the most recent record is in your jurisdiction. If it is, select that most recent record as the survivor and then select *Merge Voters*.

If you determine that two of the three voters are the same person, but one is not, again, first check whether the most recent record is in your jurisdiction. Then mark the record in your jurisdiction as Survivor, mark the one that is NOT matching as Exclude and select *Merge Voters*.
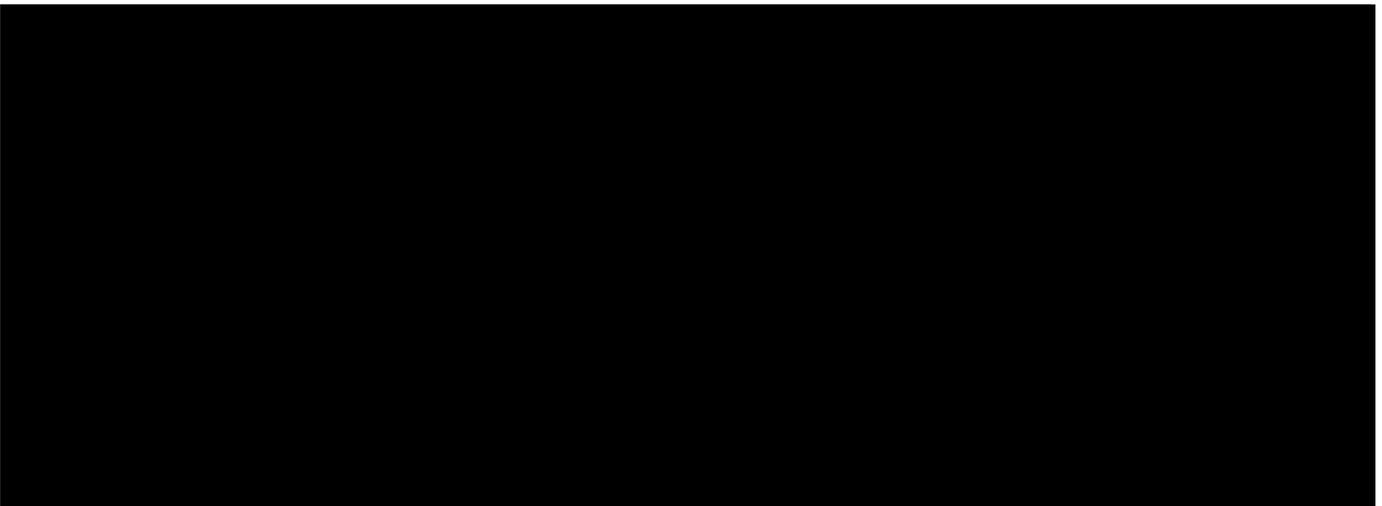
In the past if you were merging voters and one of them had been previously merged, you would receive an error stating that the record was part of a previous merge and could not be re-merged. You will now be able to perform multiple merges on voter records, but be aware that only the last merge can be unmerged, so it is best to be sure that the records in the previous merge were correctly merged.

Linked Non-Duplicate Voters

If a voter has been linked to a non-duplicate (for example, a potential duplicate shows two people who are NOT the same person but share a DOB and last 4 SSN, they can be marked as non-duplicates so they don't keep appearing as a match), this link will need to be removed prior to merging actual duplicates. To locate these:

1. Open voter record
2. From the Voter dropdown at the top of the screen, choose Linked Non Duplicate Voter
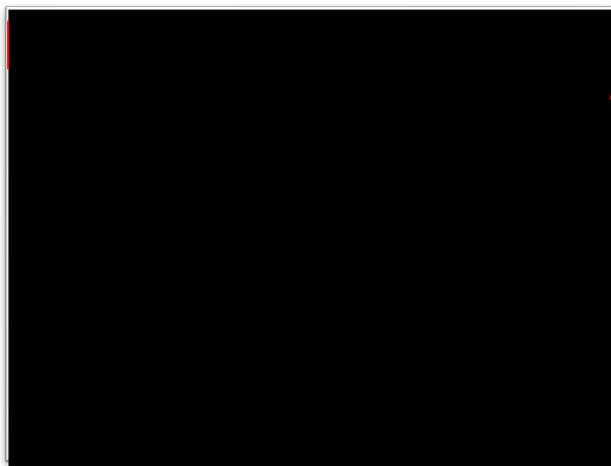
3. Click on the voter listed as the non-duplicate, making note of the name of the voter so it can be relinked after the merge (if it was a true non-duplicate – see additional information below)
4. Click on the unlink button
5. Click the close button
6. Proceed with the merge of the voters who are duplicate
7. To return the non-duplicate to be linked:
   a. open the voter record again,
   b. from the same Voter dropdown choose Add Non Duplicate Voter
   c. search for that voter that was unlinked
   d. select the voter
   e. save the voter record to restore the linked non duplicate

If a voter having a linked non-duplicate later needs to be merged, the linked voter will need to be unlinked prior to the record being merged.

Unmerging Records Merged in Error

If two records were merged and the individuals were NOT the same person, these records can be separated using the "Unmerge Voters" feature. All of the data entered on the record since the merge will remain with the survivor, but the merged non-survivor will be returned to its state before the merge. *The unmerge process must be done by the jurisdiction that has the survivor record.*

To check for voters potentially merged in error, run the VR-016 Merge Voters report. We recommend entering a date range of one year at a time if your lists are long. The report lists the <u>survivor</u> on the top line and the <u>merged non-survivor</u> voter on the bottom line.

If you find a pair that need to be unmerged:

1. Open the Voter Merge module.
2. Select *Unmerge voter*.
3. Enter the ID number of the survivor record.
4. Select *OK*. There will be a popup message asking "Are you sure you want to unmerge the voter?" Confirm this is the correct voter(s) you are unmerging. Select *Yes*.
5. A message will appear at the top of the screen stating "Voter unmerge successful."
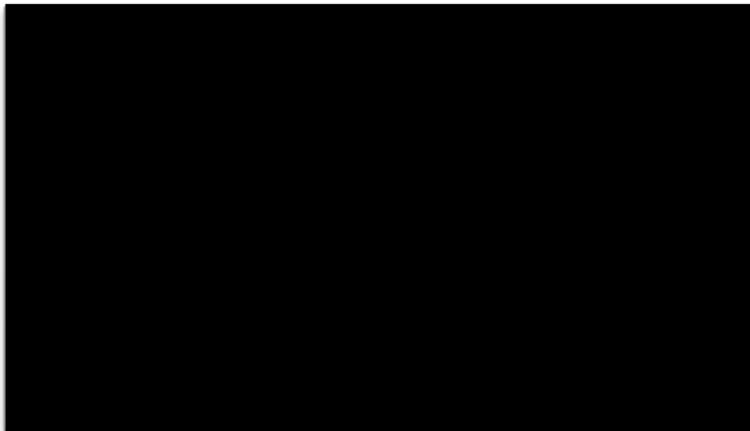
Marking Non-Duplicate Records as No Match

When searching duplicates you may find pairs of voters that are NOT the same person but appear on the list due to the matching criteria. If you wish to mark these as not a match so that they will no longer appear, check both voters as No Match to let the system know that they are not to be shown in the list of potential duplicates. After marking the two boxes, select *No Match*.
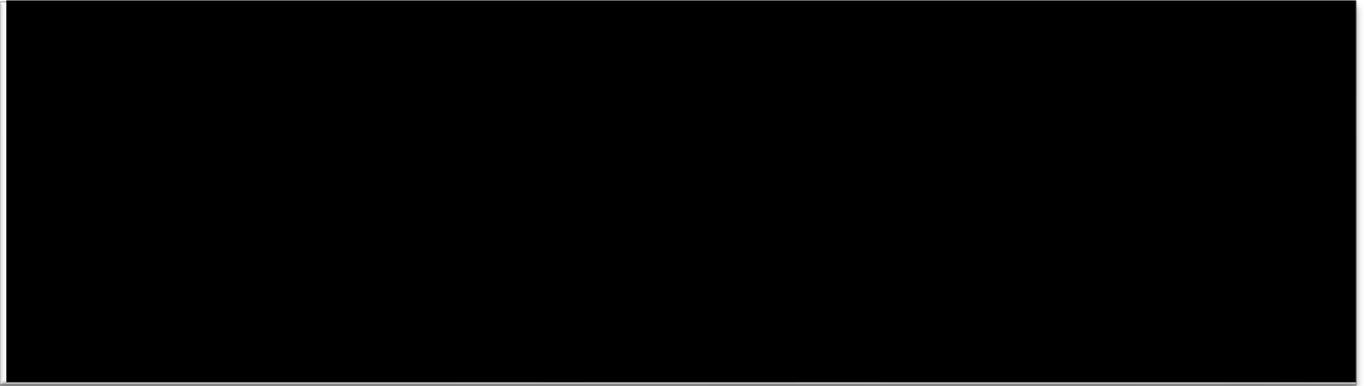
IMPORTANT: This is NOT to be used just to get names off the list because the other county has the survivor record and has not yet merged them. If this is done, it removes the voter from other LEA's potential duplicates as well. Since the goal is to get all duplicate records merged and in the future, move voters from one jurisdiction to another rather than create a new record and then merge them.

If another user has marked records from your jurisdiction as "No Match" you can see this list in the VR-018 - No Match Voters Report. This report lists the voter pairs, county, DOB, user who marked them as "No Match" and the date this was done. We recommend running this list to see if any voters were marked as No Match in error. If they were, the "No Match" designation can be removed by opening the voter record in your jurisdiction, clicking on the Voter dropdown menu (upper left corner of the voter record) and choosing "Linked Non Duplicate Voters." This will open a window listing the voter linked to yours that has been marked as a No Match. Select the voter and click the "Unlink" button. This will remove the No Match designation and allow you to properly merge the two records.

115.133. Qualifications of voters. — 1. Except as provided in subsection 2 of this section, any citizen of the United States who is a resident of the state of Missouri and seventeen years and six months of age or older shall be entitled to register and to vote in any election which is held on or after his eighteenth birthday.

2. No person who is adjudged incapacitated shall be entitled to register or vote. No person shall be entitled to vote:

(1) While confined under a sentence of imprisonment;

(2) While on probation or parole after conviction of a felony, until finally discharged from such probation or parole; or

(3) After conviction of a felony or misdemeanor connected with the right of suffrage.

3. Except as provided in federal law or federal elections and in section 115.277, no person shall be entitled to vote if the person has not registered to vote in the jurisdiction of his or her residence prior to the deadline to register to vote.

115.135. Persons entitled to register, when — identification required — military service, registration, when. — 1. Any person who is qualified to vote, or who shall become qualified to vote on or before the day of election, shall be entitled to register in the jurisdiction within which he or she resides. In order to vote in any election for which registration is required, a person must be registered to vote in the state of Missouri no later than 5:00 p.m., or the normal closing time of any public building where the registration is being held if such time is later than 5:00 p.m., on the fourth Wednesday prior to the election, unless the voter is an interstate former resident, a new resident, or a covered voter, as defined in section 115.275. Any person registering after such date shall be eligible to vote in subsequent elections.

2. A person applying to register with an election authority or a deputy registration official shall identify himself or herself by presenting a copy of a birth certificate, a Native American tribal document, other proof of United States citizenship, a valid Missouri driver license or other form of personal identification at the time of registration.

3. Except as provided in federal law or federal elections and in section 115.277, no person shall be entitled to vote if the person has not registered to vote in the jurisdiction of his or her residence.

4. A covered voter as defined in section 115.275 who has been discharged from military service, has returned from a military deployment or activation, or has separated from employment outside the territorial limits of the United States after the deadline to register to vote, and who is otherwise qualified to register to vote, may register to vote in an election in person before the election authority until 5:00 p.m. on the Friday before such election. Such persons shall produce sufficient documentation showing evidence of qualifying for late registration pursuant to this section.

115.136. Secretary of state, duties pursuant to National Voter Registration Act — list of voter registration sites — further duties of secretary of state — rules — civil action, notice. — 1. The secretary of state shall be the chief state election official responsible for the coordination of state responsibilities under the National Voter Registration Act of 1993.

2. The secretary of state shall be responsible for the transmission of requested data from the election authorities to the Federal Election Commission.

3. The secretary of state shall supply each election authority with a list of all public assistance agencies and Armed Forces recruitment offices that are designated as voter registration sites within the

jurisdiction of the election authority.

4. The secretary of state shall consult with the Federal Election Commission in the formation of a national mail voter registration application form.

5. The secretary of state shall be responsible for the transmission to the appropriate election authority of the notification by the United States attorney of the conviction of a Missouri citizen for a federal felony offense.

6. The secretary of state may promulgate rules only to ensure state compliance with the National Voter Registration Act of 1993.

7. Any person who is aggrieved by a violation of the National Voter Registration Act may provide written notice of the violation to the secretary of state and may bring a civil action pursuant to the process prescribed by section 11 of the National Voter Registration Act of 1993.

115.137. Registered voters may vote in all elections — exception. — 1. Except as provided in subsection 2 of this section, any citizen who is entitled to register and vote shall be entitled to register for and vote pursuant to the provisions of this chapter in all statewide public elections and all public elections held for districts and political subdivisions within which he resides.

2. Any person who and only persons who fulfill the ownership requirements shall be entitled to vote in elections for which ownership of real property is required by law for voting.

115.139. Unregistered voter may not vote — exception. — Except as provided in subsection 2 of section 115.137 and section 115.277, no person shall be permitted to vote in any election unless the person is duly registered in accordance with this chapter.

115.140. Handicapped and hearing-impaired persons, provision for. — At least one-half of the voter registration sites provided by each election authority shall be accessible to handicapped persons. Each election authority shall also provide interpreter services upon request for persons with hearing impairments who wish to register.

115.141. Registration to be supervised by election authority. — Each election authority shall supervise the registration of voters within its jurisdiction in accordance with this subchapter and shall direct the activities of all deputy registration officials.

115.145. Registration duties of election authority. — Each election authority shall have the following duties with respect to registration:

(1) To conduct registration at its office or offices throughout the entire year, including any four-week period prior to an election for the purpose of registration of persons for subsequent elections, on all usual business days and during its regular office hours in the manner required by this chapter;

(2) To instruct and direct each deputy registration official in the performance of his or her duties including those agencies mandated and optional, including as optional any institution of higher education located in the state, under the National Voter Registration Act of 1993 and to supply each deputy with the proper registration forms and other necessary supplies;

(3) To designate the times, dates and places or areas for additional voter registration by any deputy appointed pursuant to subsection 2 of section 115.143, and to publicize the times, dates and places or areas of such registration in any manner reasonably calculated to inform the public; provided, that the place or area for voter registration by deputies appointed under subsection 3 of section 115.143 shall be located in the school for which the deputy has been appointed;

(4) Retain all voter registration records and registration list maintenance records for a minimum of two years. The election authority shall compile data from the records as may be necessary for compliance with the National Voter Registration Act of 1993;

(5) Number or use another system of identifying the original agency of the voter registration application.

115.149. Election authorities' registration jurisdictions. — 1. Within its jurisdiction, each election authority may register any person who is qualified to register in the jurisdiction. Each election authority may issue information cards to registered voters.

2. Upon agreement with another election authority, any election authority may register any person qualified to register in its jurisdiction in the jurisdiction of the other election authority.

115.151. Registration complete, when. — 1. Each qualified applicant who appears before the election authority shall be deemed registered as of the time the applicant's completed, signed and sworn registration application is witnessed by the election authority or deputy registration official.

2. Each applicant who registers by mail shall be deemed to be registered as of the date the application is postmarked, if such application is accepted and not rejected by the election authority and the verification notice required pursuant to section 115.155 is not returned as undeliverable by the postal service.

3. Each applicant who registers at a voter registration agency or the division of motor vehicle and drivers licensing of the department of revenue shall be deemed to be registered as of the date the application is signed by the applicant, if such application is accepted and not rejected by the election authority and the verification notice required pursuant to section 115.155 is not returned as undeliverable by the postal service. Voter registration agencies shall transmit voter registration application forms to the appropriate election authority not later than five business days after the form is completed by the applicant. The division of motor vehicle and drivers licensing of the department of revenue shall transmit voter registration application forms to the appropriate election authority not later than three business days after the form is completed by the applicant.

115.158. Missouri voter registration system authorized, functions — system maintenance performed — security measures implemented — verification of information — use of system for election results — information not to be used for commercial purposes, penalty — advisory committee established, duties — rulemaking authority. — 1. The secretary of state shall implement a centralized, interactive computerized statewide voter registration list. This computerized list shall be known as the "Missouri Voter Registration System". The system shall be implemented by January 1, 2004, unless a waiver is obtained pursuant to the Help America Vote Act of 2002. If a waiver is obtained, the system shall be implemented by January 1, 2006. The system shall be maintained and administered by the secretary of state and contain the name and registration information of every legally registered voter in Missouri. In addition, the system shall:

(1) Assign a unique identifier to each legally registered voter in Missouri;

(2) Serve as the single system for storing and managing the official list of registered voters throughout Missouri;

(3) Be coordinated with other agency databases in Missouri;

(4) Allow any election official in Missouri, including local election authorities, immediate electronic access to the information contained in the system;

(5) Allow all voter registration information obtained by any local election official in Missouri to be

electronically entered into the system on an expedited basis at the time the information is provided to the local official. The secretary of state, as the chief state election official, shall provide such support as may be required so that local election officials are able to enter the registration information; and

(6) Serve as the official voter registration list for the conduct of all elections in Missouri.

2. The secretary of state and local election authorities shall perform system maintenance on a regular basis, which shall include:

(1) Removing names in accordance with the provisions and procedures of the National Voter Registration Act of 1993 and coordinating system maintenance activities with state agency records on death and felony status;

(2) Requiring the name of each registered voter to appear in the system;

(3) Removing only voters who are not registered or who are not eligible to vote; and

(4) Eliminating duplicate names from the system.

3. The secretary of state shall provide adequate technological security measures to prevent the unauthorized access to the system established pursuant to this section.

4. The secretary of state shall develop procedures to ensure that voter registration records within the system are accurate and updated regularly. At a minimum, the procedures shall include:

(1) A system of file maintenance that makes a reasonable effort to remove registrants who are ineligible to vote. Consistent with the National Voter Registration Act of 1993, registrants who have not responded to a notice and who have not voted in two consecutive general elections for federal office shall be removed from the official list of eligible voters, except that no registrant may be removed solely by reason of a failure to vote; and

(2) Safeguards to ensure that eligible voters are not removed in error.

5. Voter registration information shall be verified in accordance with the Help America Vote Act of 2002.

(1) Except as provided in subdivision (2) of this subsection, an application for voter registration may not be accepted or processed unless the application includes:

(a) In the case of an applicant who has been issued a current and valid driver's license, the applicant's driver's license number; or

(b) In the case of any other applicant, other than an applicant to whom subdivision (2) applies, the last four digits of the applicant's Social Security number.

(2) If an applicant for voter registration has not been issued a current and valid driver's license or a Social Security number, the applicant shall be assigned a number which will serve to identify the applicant for voter registration purposes. The number assigned under this subdivision shall be used as the unique identifying number within the system.

(3) The secretary of state and the director of the department of revenue shall enter into an agreement to match information in the database of the voter registration system with information in the database of the motor vehicle system to enable the secretary to verify the accuracy of information provided on applications for voter registration.

(4) The director of the department of revenue shall enter into an agreement with the commissioner of Social Security and comply with the Help America Vote Act of 2002.

6. In addition to using the system for voter registration, the election authorities and secretary of state may use the system for the collection and dissemination of election results and other pertinent information. Any information contained in any state or local voter registration system, limited to the master voter registration list or any other list generated from the information, subject to chapter 610, shall not be used for commercial purposes; provided, however, that the information may be used for elections, for candidates, or for ballot measures, furnished at a reasonable fee. Violation of this section

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shall be a class B misdemeanor. For purposes of this section, **"commercial purposes"** means the use of a public record for the purpose of sale or resale or for the purpose of producing a document containing all or part of the copy, printout, or photograph for sale or the obtaining of names and addresses from public records for the purpose of solicitation or the sale of names and addresses to another for the purpose of solicitation or for any purpose in which the purchaser can reasonably anticipate the receipt of monetary gain from the direct or indirect use of the public record.

7. The secretary of state shall establish an advisory committee to assist in the establishment and maintenance of the Missouri voter registration system.

8. The secretary of state may promulgate rules to execute this section. No rule or portion of a rule promulgated pursuant to the authority of this section shall become effective unless it has been promulgated pursuant to chapter 536.

9. Election authorities and any agency required under the National Voter Registration Act of 1993 to accept voter registration applications shall forward registration and other data in a manner prescribed by the secretary of state to assist with administering and maintaining the Missouri voter registration system in accordance with the Help America Vote Act of 2002.

115.163. Precinct register required — voter identification cards, procedures and uses — list of registered voters available, fee. — 1. Each election authority shall use the Missouri voter registration system established by section 115.158 to prepare a list of legally registered voters for each precinct. The list shall be arranged alphabetically or by street address as the election authority determines and shall be known as the precinct register. The precinct registers shall be kept by the election authority in a secure place, except when given to election judges for use at an election. Except as provided in subsection 6 of section 115.157, all registration records shall be open to inspection by the public at all reasonable times.

2. A new precinct register shall be prepared by the election authority prior to each election.

3. (1) The election authority shall send to each voter, except those who registered by mail and have not voted, a voter identification card no later than ninety days prior to the date of a primary or general election for federal office, unless the voter has received such a card during the preceding six months. The election authority shall send to each voter who registered by mail and has not voted the verification notice required under section 115.155 no later than ninety days prior to the date of a primary or general election for federal office.

(2) The voter identification card shall contain the voter's name, address, political party affiliation, and precinct. The card also shall inform the voter of the personal identification requirement in section 115.427 and may also contain other voting information at the discretion of the election authority.

(3) The voter identification card shall be sent to a voter, except those who registered by mail and have not voted, after a new registration or a change of address. If any voter, except those who registered by mail and have not voted, shall lose his or her voter identification card or change political party affiliation, he or she may request a new card from the election authority.

(4) The voter identification card authorized pursuant to this section may be used as a canvass of voters in lieu of the provisions set out in sections 115.179 to 115.193.

(5) Except as provided in subsection 6[*] of section 115.157, anyone, upon request and payment of a reasonable fee, may obtain a printout, list and/or computer tape of those newly registered voters or voters deleted from the voting rolls, since the last canvass or updating of the rolls.

(6) The election authority may authorize the use of the postal service contractors under the federal National Change of Address program to identify those voters whose address is not correct on the voter registration records. The election authority shall not be required to mail a voter registration card to those voters whose addresses are incorrect. Confirmation notices to such voters required by section 115.193

shall be sent to the corrected address provided by the National Change of Address program.

115.165. Transfer of registration, how, when — procedure. — 1. If the voter files a change of address application in person at the office of the election authority, at the polling place, or pursuant to section 115.159, 115.160, 115.162 or 115.193, or otherwise provides signed written notice of the move, including notice by facsimile, electronic, or online transmission, an election authority may change the address on a voter registration record for a voter who moves within the election authority's jurisdiction after comparing and verifying the signature. Before changing the address on a voter record, the election authority shall be satisfied that the record is that of the person providing the change of address information.

2. A registered voter who has changed his or her residence within an election authority's jurisdiction and has not been removed from the list of registered voters pursuant to this chapter shall be permitted to file a change of address with the election authority or before an election judge at a polling place and vote at a central polling place or at the polling place that serves his or her new address upon written or oral affirmation by the voter of the new address.

3. A registered voter who has changed his or her residence within the state and has not been removed from the list of registered voters under this chapter shall be permitted to file a change of address in person at the office of the election authority on election day. In order to change an address in person on election day under this subsection, a registered voter shall provide a form of personal photo identification required under subsection 1 of section 115.427.

4. If the applicant for registration was last registered in another jurisdiction within this state or another state, the election authority shall send notice of the registration to the election authority where the applicant was previously registered. The election authority sending the notice shall provide identifying information to assist the election authority receiving the notice to determine whether the person named was previously registered in such jurisdiction and whether, based on the identifying information provided, the application can be removed from the voting record in the former jurisdiction.

5. Upon receipt of a notice from another election authority that a voter has registered in another jurisdiction in this state or another state, the election authority shall determine whether sufficient information is provided in the notice to identify the person named in such notice as previously registered in the election authority's jurisdiction and presently removable from the voting records in the election authority's jurisdiction. Every election authority is authorized to examine the information provided in a notice of duplicate registration provided by the Missouri voter registration system authorized pursuant to section 115.158 to determine if a voter in one election authority's voter registration records has subsequently registered in another jurisdiction. If, after reviewing the information provided, the election authority is satisfied that the person identified in the notice is listed as a registered voter in the election authority's jurisdiction but has subsequently registered in another jurisdiction, the election authority may remove the person's registration from the list of registered voters.

115.167. Change of name of registered voter, procedure for. — If a registered voter obtains a lawful name change, including a change because of marriage, the voter shall notify the election authority of such change and the election authority shall, upon notification, enter the change on the voter's registration cards. After filling in the voter's new name and transferring other necessary information from the voter's previous registration cards to a new set of cards, the election authority may send new cards to the voter for signature or may require the voter to sign new cards at the polls. If the election authority does require the voter to sign new cards, the new cards shall become the voter's official registration cards. A registered voter who obtains a lawful name change may, after notifying the

election judges of the name change, vote at one election under the previous name. The election judges shall notify the election authority of the voter's name change and the election authority shall enter the change on the voter's registration cards as provided for in this section.

115.179. Registration records to be canvassed, when. — 1. The election authority shall have the registration records of all precincts in its jurisdiction canvassed every two years in accordance with subsection 3 of section 115.163 and that it be completed no later than ninety days prior to the date of a primary or general election for federal office. The election authority may utilize postal service contractors under the federal National Change of Address program to canvass the records.

2. In each jurisdiction without a board of election commissioners, the county clerk shall have the registration records of all precincts in its jurisdiction canvassed every two years in accordance with subsection 3 of section 115.163 and that it be completed no later than ninety days prior to the date of a primary or general election for federal office.

115.189. Information supplied by postal service in lieu of house-to-house canvass. — In lieu of a house-to-house canvass or postal service canvass, the election authority may establish a program by which change of address information is supplied by the postal service.

115.193. Name stricken from register, conditions — notice, method, contents — improper removal from records, may be permitted to vote — inactive voter designation. — 1. Upon completion of a canvass as provided for in this chapter, a registered voter's name shall not be removed from the list of registered voters on the ground that the voter has changed residence unless:

(1) The voter confirms in writing that the voter has changed residence to a place outside the election authority's jurisdiction in which the voter is registered; or

(2) The voter fails to respond to a notice described in this section and has not voted 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 that occurs after the date of the notice.

2. The notice referred to in subsection 1, subdivision (2) of this section shall contain a postage prepaid and preaddressed return card, sent by forwardable mail, on which the voter may state the voter's current address.

3. The notice shall also contain the following statements:

"(1) Any voter who has not changed his or her residence, or has changed residence but remained in the same election authority's jurisdiction, shall return the card not later than the fourth Wednesday prior to the next election. If the card is not returned by this date, oral or written affirmation of the voter's address may be required at the polling place before the voter will be permitted to vote 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 that occurs after the date of the notice. Any voter who does not vote in an election during that period, will have his or her name removed from the list of eligible voters;

(2) For additional information on registering to vote, contact the election authority located in the county of your current residence. If you reside in the City of St. Louis, contact the St. Louis City election board."

4. If the election authority believes that the name of any voter was improperly removed from the registration records, it may, by telephone or in writing on election day, authorize election judges to permit the voter to vote. The voter may be required to execute an affidavit of qualification on a form prescribed by the election authority before being permitted to vote.

5. An election authority may designate any voter as an inactive voter if the election authority

receives from the United States Postal Service notification that the voter no longer resides at the address last known to the election authority and no forwarding address is available, or the voter fails to respond to the notice authorized in subdivision (2) of subsection 1 of this section within thirty days after the election authority sends such notice. Such voter may be designated as an inactive voter only until:

(1) The voter returns such notice to the election authority;

(2) The voter provides the election authority with his or her new address pursuant to the provisions of this chapter;

(3) The voter provides a written affirmation that the voter has not changed residence; or

(4) The election authority receives sufficient information to remove the voter from the list of registered voters pursuant to this section or section 115.165, or return the voter to the active list of registered voters in the jurisdiction.

6. An election authority may exclude inactive voters to determine only:

(1) The number of ballots to be printed pursuant to section 115.247;

(2) The proportional costs of elections; or

(3) Mailing information to registered voters.

115.195. Death, felony, and misdemeanor convictions, persons adjudged incapacitated — records, when obtained. — 1. At least once each month, the state or local registrar of vital statistics shall provide to the election authority a list of the name and address, if known, of each person over eighteen years of age in its jurisdiction whose death has been reported to him or her and provide a copy of the list of any death reported in the state to the secretary of state. The secretary of state shall notify the election authority of the jurisdiction in which the deceased resided of the information received pursuant to this subsection.

2. At least once each month, the clerk of the circuit court of each county and city not within a county shall provide to the election authority a list of the name and address, if known, of each person over eighteen years of age in the court's jurisdiction who has been convicted of any felony, or of a misdemeanor connected with the right of suffrage. A copy of the list shall also be submitted to the secretary of state. The secretary of state shall notify the election authority of the jurisdiction in which an offender resides of the information received pursuant to this subsection.

3. At least once each month, the clerk of the probate division of the circuit court of each county and city not within a county shall provide to the election authority a list of the name and address, if known, of each person over eighteen years of age in the court's jurisdiction who has been adjudged incapacitated and has not been restored to capacity. A copy of the list shall also be submitted to the secretary of state. The secretary of state shall notify the election authority of the jurisdiction in which such person resides of the information received pursuant to this subsection.

4. All state and local registrars and all clerks of probate divisions of the circuit courts and circuit courts shall provide the information specified in this section, without charge, to the election authority or the secretary of state.

115.199. Deceased and incompetents removed from register, when — persons convicted and pardoned, how handled. — Each election authority shall remove from its registration records the names of voters reported dead or adjudged incapacitated and shall determine the voting qualifications of those reported convicted or pardoned.

115.427. Personal photo identification, requirements — provisional ballot, when — form of certificate — notice requirements — nondriver's license provided, when — report — precinct

register requirements — mark in lieu of signature, when. — 1. Persons seeking to vote in a public election shall establish their identity and eligibility to vote at the polling place or, if voting absentee in person under section 115.277, at the office of the election authority or other authorized location designated by the election authority by presenting a form of personal photo identification to election officials. No form of personal photo identification other than the forms listed in this section shall be accepted to establish a voter's qualifications to vote. Forms of personal photo identification that satisfy the requirements of this section are any one of the following:

(1) Nonexpired Missouri driver's license;

(2) Nonexpired or nonexpiring Missouri nondriver's license;

(3) A document that satisfies all of the following requirements:

(a) The document contains the name of the individual to whom the document was issued, and the name substantially conforms to the most recent signature in the individual's voter registration record;

(b) The document shows a photograph of the individual;

(c) The document includes an expiration date, and the document is not expired, or, if expired, the document expired after the date of the most recent general election; and

(d) The document was issued by the United States or the state of Missouri; or

(4) Any identification containing a photograph of the individual which is issued by the Missouri National Guard, the United States Armed Forces, including the Space Force, or the United States Department of Veteran Affairs to a member or former member of the Missouri National Guard or the United States Armed Forces, including the Space Force, and that is not expired or does not have an expiration date.

2. (1) An individual who appears at a polling place without a form of personal identification described in subsection 1 of this section and who is otherwise qualified to vote at that polling place shall be allowed to cast a provisional ballot. The election judges shall make a notation on the provisional ballot envelope to indicate that the voter's identity was not verified.

(2) No person shall be entitled to receive a provisional ballot until such person has completed a provisional ballot affidavit on the provisional ballot envelope. All provisional ballots shall be marked with a conspicuous stamp or mark that makes them distinguishable from other ballots.

(3) The provisional ballot envelope shall be completed by the voter for use in determining the voter's eligibility to cast a ballot.

3. The provisional ballot envelope shall provide a place for the voter's name, address, date of birth, and last four digits of his or her Social Security number, followed by a certificate in substantially the following form:

> I do solemnly swear that I am the person identified above and the information provided is correct. I understand that my vote will not be counted unless:
>
> (1) (a) I return to this polling place today between 6:00 a.m. and 7:00 p.m. and provide one of the following forms of identification:
>
> a. Nonexpired Missouri driver's license;
>
> b. Nonexpired or nonexpiring Missouri nondriver's license;
>
> c. A document that satisfies all of the following requirements:
>
> (i) The document contains my name, in substantially the same form as the most recent signature on my voter registration record;

(ii) The document contains my photograph;

(iii) The document contains an expiration date and is not expired, or if expired, the document expired after the date of the most recent general election; and

(iv) The document was issued by the United States or the state of Missouri; or

d. Identification containing my photograph issued to me by the Missouri National Guard, the United States Armed Forces, including Space Force, or the United States Department of Veteran Affairs as a member or former member of the Missouri National Guard or the United States Armed Forces that is not expired or does not have an expiration date; or

(b) The election authority verifies my identity by comparing my signature on this envelope to the signature on file with the election authority and determines that I was eligible to cast a ballot at this polling place; and

(2) This provisional ballot otherwise qualifies to be counted under the laws of the State of Missouri.

_____   _____

Signature of Voter   Date

_____   _____

Signature of Election Officials

Once voted, the provisional ballot shall be sealed in the provisional ballot envelope and placed in a separate secured container by the election judge.

   4. The provisional ballot cast by such voter shall not be counted unless:

   (1) (a) The voter returns to the polling place during the uniform polling hours established by section 115.407 and provides a form of personal identification that allows the election judges to verify the voter's identity as provided in subsection 1 of this section; or

   (b) The election authority verifies the identity of the individual by comparing that individual's signature to the signature on file with the election authority and determines that the individual was eligible to cast a ballot at the polling place where the ballot was cast; and

   (2) The provisional ballot otherwise qualifies to be counted under section 115.430.

   5. The secretary of state shall provide notice of the personal photo identification requirements described in subsection 1 of this section on the official state internet website of the secretary of state.

   6. (1) Notwithstanding the provisions of section 136.055 and section 302.181 to the contrary, the state and all fee offices shall provide one nondriver's license at no cost to any otherwise qualified voter who does not already possess such identification and who desires the identification for voting.

   (2) This state and its agencies shall provide one copy of each of the following, free of charge, if needed by an individual seeking to obtain a form of personal photo identification described in subsection 1 of this section in order to vote:

   (a) A birth certificate;

(b) A marriage license or certificate;

(c) A divorce decree;

(d) A certificate of decree of adoption;

(e) A court order changing the person's name;

(f) A Social Security card reflecting an updated name; and

(g) Naturalization papers or other documents from the United States Department of State proving citizenship.

Any individual seeking one of the above documents in order to obtain a form of personal photo identification described in subsection 1 of this section for voting may request the secretary of state to facilitate the acquisition of such documents. The secretary of state shall pay any fee or fees charged by another state or its agencies, or any court of competent jurisdiction in this state or any other state, or the federal government or its agencies, in order to obtain any of the above documents from such state or the federal government.

(3) Any applicant who requests a nondriver's license for voting shall not be required to pay a fee. The state of Missouri shall pay the legally required fees for any such applicant. The department of revenue and a local election authority may enter into a contract that allows the local election authority to assist the department in issuing nondriver's license photo identifications.

7. The director of the department of revenue shall, by January first of each year, prepare and deliver to each member of the general assembly a report documenting the number of individuals who have requested and received a nondriver's license photo identification for the purposes of voting under this section. The report shall also include the number of persons requesting a nondriver's license for purposes of voting under this section, but not receiving such license, and the reason for the denial of the nondriver's license.

8. The precinct register shall serve as the voter identification certificate. The following form shall be printed at the top of each page of the precinct register:

VOTER'S IDENTIFICATION CERTIFICATE

Warning: It is against the law for anyone to vote, or attempt to vote, without having a lawful right to vote.

PRECINCT

WARD OR TOWNSHIP _____

GENERAL (SPECIAL, PRIMARY) ELECTION

Held _____, 20_____

Date

I hereby certify that I am qualified to vote at this election by signing my name and verifying my address by signing my initials next to my address.

9. The secretary of state shall promulgate rules to effectuate the provisions of this section.

10. Any rule or portion of a rule, as that term is defined in section 536.010, that is created under the authority delegated in this section shall become effective only if it complies with and is subject to all of the provisions of chapter 536 and, if applicable, section 536.028. This section and chapter 536 are non-

severable and if any of the powers vested with the general assembly pursuant to chapter 536 to review, to delay the effective date or to disapprove and annul a rule are subsequently held unconstitutional, then the grant of rulemaking authority and any rule proposed or adopted after August 28, 2002, shall be invalid and void.

11. If any voter is unable to sign his name at the appropriate place on the certificate or computer printout, an election judge shall print the name and address of the voter in the appropriate place on the precinct register, the voter shall make his mark in lieu of signature, and the voter's mark shall be witnessed by the signature of an election judge.

FEDERAL LAW

Full text of the National Voter Registration Act is available at http://www.eac.gov/assets/1/workflow__staging/Page/27.PDF. Relevant sections are below.

§ 1973gg-6. Requirements with respect to administration of voter registration
(a) In general
In the administration of voter registration for elections for Federal office, each State shall--
(**1**) ensure that any eligible applicant is registered to vote in an election--
(**A**) in the case of registration with a motor vehicle application under section 1973gg-3 of this title, if the valid voter registration form of the applicant is submitted to the appropriate State motor vehicle authority not later than the lesser of 30 days, or the period provided by State law, before the date of the election;
(**B**) in the case of registration by mail under section 1973gg-4 of this title, if the valid voter registration form of the applicant is postmarked no later than the lesser of 30 days, or the period provided by State law, before the date of the election;
(**C**) in the case of registration at a voter registration agency, if the valid voter registration form of the applicant is accepted at the voter registration agency not later than the lesser of 30 days, or the period provided by State law, before the date of the election; and
(**D**) in any other case, if the valid voter registration form of the applicant is received by the appropriate State election official not later than the lesser of 30 days, or the period provided by State law, before the date of the election;
(**2**) require the appropriate State election official to send notice to each applicant of the disposition of the application;
(**3**) provide that the name of a registrant may not be removed from the official list of eligible voters except--
(**A**) at the request of the registrant;
(**B**) as provided by State law, by reason of criminal conviction or mental incapacity; or
(**C**) as provided under paragraph (4);
(**4**) conduct a general program that makes a reasonable effort to remove the names of ineligible voters from the official lists of eligible voters by reason of--
(**A**) the death of the registrant; or
(**B**) a change in the residence of the registrant, in accordance with subsections (b), (c), and (d) of this section;
(**5**) inform applicants under sections 1973gg-3, 1973gg-4, and 1973gg-5 of this title of--
(**A**) voter eligibility requirements; and
(**B**) penalties provided by law for submission of a false voter registration application; and

(**6**) ensure that the identity of the voter registration agency through which any particular voter is registered is not disclosed to the public.

(b) Confirmation of voter registration

Any State program or activity to protect the integrity of the electoral process by ensuring the maintenance of an accurate and current voter registration roll for elections for Federal office--

(**1**) shall be uniform, nondiscriminatory, and in compliance with the Voting Rights Act of 1965 (42 U.S.C. 1973 et seq.); and

(**2**) shall not result in the removal of the name of any person from the official list of voters registered to vote in an election for Federal office by reason of the person's failure to vote, except that nothing in this paragraph may be construed to prohibit a State from using the procedures described in subsections (c) and (d) of this section to remove an individual from the official list of eligible voters if the individual--

(**A**) has not either notified the applicable registrar (in person or in writing) or responded during the period described in subparagraph (B) to the notice sent by the applicable registrar; and then

(**B**) has not voted or appeared to vote in 2 or more consecutive general elections for Federal office.

(c) Voter removal programs

(**1**) A State may meet the requirement of subsection (a)(4) of this section by establishing a program under which--

(**A**) change-of-address information supplied by the Postal Service through its licensees is used to identify registrants whose addresses may have changed; and

(**B**) if it appears from information provided by the Postal Service that--

(**i**) a registrant has moved to a different residence address in the same registrar's jurisdiction in which the registrant is currently registered, the registrar changes the registration records to show the new address and sends the registrant a notice of the change by forwardable mail and a postage prepaid pre-addressed return form by which the registrant may verify or correct the address information; or

(**ii**) the registrant has moved to a different residence address not in the same registrar's jurisdiction, the registrar uses the notice procedure described in subsection (d)(2) of this section to confirm the change of address.

(**2**)(**A**) A State shall complete, not later than 90 days prior to the date of a primary or general election for Federal office, any program the purpose of which is to systematically remove the names of ineligible voters from the official lists of eligible voters.

(**B**) Subparagraph (A) shall not be construed to preclude--

(**i**) the removal of names from official lists of voters on a basis described in paragraph (3)(A) or (B) or (4)(A) of subsection (a) of this section; or

(**ii**) correction of registration records pursuant to this subchapter.

(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.

(**2**) A notice is described in this paragraph if it is a postage prepaid and pre-addressed return card, sent by forwardable mail, on which the registrant may state his or her current address, together with a notice to the following effect:

(A) If the registrant did not change his or her residence, or changed residence but remained in the registrar's jurisdiction, the registrant should return the card not later than the time provided for mail registration under subsection (a)(1)(B) of this section. If the card is not returned, affirmation or confirmation of the registrant's address may be required before the registrant is permitted to vote in a Federal 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, and if the registrant does not vote in an election during that period the registrant's name will be removed from the list of eligible voters.

(B) If the registrant has changed residence to a place outside the registrar's jurisdiction in which the registrant is registered, information concerning how the registrant can continue to be eligible to vote.

(3) A voting registrar shall correct an official list of eligible voters in elections for Federal office in accordance with change of residence information obtained in conformance with this subsection.

(e) Procedure for voting following failure to return card

(1) A registrant who has moved from an address in the area covered by a polling place to an address in the same area shall, notwithstanding failure to notify the registrar of the change of address prior to the date of an election, be permitted to vote at that polling place upon oral or written affirmation by the registrant of the change of address before an election official at that polling place.

(2)(A) A registrant who has moved from an address in the area covered by one polling place to an address in an area covered by a second polling place within the same registrar's jurisdiction and the same congressional district and who has failed to notify the registrar of the change of address prior to the date of an election, at the option of the registrant--

(i) shall be permitted to correct the voting records and vote at the registrant's former polling place, upon oral or written affirmation by the registrant of the new address before an election official at that polling place; or

(ii)(I) shall be permitted to correct the voting records and vote at a central location within the same registrar's jurisdiction designated by the registrar where a list of eligible voters is maintained, upon written affirmation by the registrant of the new address on a standard form provided by the registrar at the central location; or

(II) shall be permitted to correct the voting records for purposes of voting in future elections at the appropriate polling place for the current address and, if permitted by State law, shall be permitted to vote in the present election, upon confirmation by the registrant of the new address by such means as are required by law.

(B) If State law permits the registrant to vote in the current election upon oral or written affirmation by the registrant of the new address at a polling place described in subparagraph (A)(i) or (A)(ii)(II), voting at the other locations described in subparagraph (A) need not be provided as options.

(3) If the registration records indicate that a registrant has moved from an address in the area covered by a polling place, the registrant shall, upon oral or written affirmation by the registrant before an election official at that polling place that the registrant continues to reside at the address previously made known to the registrar, be permitted to vote at that polling place.

(f) Change of voting address within a jurisdiction

In the case of a change of address, for voting purposes, of a registrant to another address within the same registrar's jurisdiction, the registrar shall correct the voting registration list accordingly, and the registrant's name may not be removed from the official list of eligible voters by reason of such a change of address except as provided in subsection (d) of this section.

(g) Conviction in Federal court

MO-SOS-24-0280-A-000210

(1) On the conviction of a person of a felony in a district court of the United States, the United States attorney shall give written notice of the conviction to the chief State election official designated under section 1973gg-8 of this title of the State of the person's residence.

(2) A notice given pursuant to paragraph (1) shall include--

(A) the name of the offender;

(B) the offender's age and residence address;

(C) the date of entry of the judgment;

(D) a description of the offenses of which the offender was convicted; and

(E) the sentence imposed by the court.

(3) On request of the chief State election official of a State or other State official with responsibility for determining the effect that a conviction may have on an offender's qualification to vote; the United States attorney shall provide such additional information as the United States attorney may have concerning the offender and the offense of which the offender was convicted.

(4) If a conviction of which notice was given pursuant to paragraph (1) is overturned, the United States attorney shall give the official to whom the notice was given written notice of the vacation of the judgment.

(5) The chief State election official shall notify the voter registration officials of the local jurisdiction in which an offender resides of the information received under this subsection.

(h) Omitted

(i) Public disclosure of voter registration activities

(1) Each State shall maintain for at least 2 years and shall make available for public inspection and, where available, photocopying at a reasonable cost, all records concerning the implementation of programs and activities conducted for the purpose of ensuring the accuracy and currency of official lists of eligible voters, except to the extent that such records relate to a declination to register to vote or to the identity of a voter registration agency through which any particular voter is registered.

(2) The records maintained pursuant to paragraph (1) shall include lists of the names and addresses of all persons to whom notices described in subsection (d)(2) of this section are sent, and information concerning whether or not each such person has responded to the notice as of the date that inspection of the records is made.

(j) "Registrar's jurisdiction" defined

For the purposes of this section, the term "registrar's jurisdiction" means--

(1) an incorporated city, town, borough, or other form of municipality;

(2) if voter registration is maintained by a county, parish, or other unit of government that governs a larger geographic area than a municipality, the geographic area governed by that unit of government; or

(3) if voter registration is maintained on a consolidated basis for more than one municipality or other unit of government by an office that performs all of the functions of a voting registrar, the geographic area of the consolidated municipalities or other geographic units.