2015 Clerks’ Regional Workshops

Anthony Stevens – Assistant Secretary of State
Colleen McCormack-Lane – HAVA Office
Debra Unger – HAVA Office
First Things First

• Request for Access (RAE) Form
  – Please fill it out & drop in SOS box
  – Updating for Audit
User Update

• ElectioNet RAE Forms – We are now updating ALL User Information new and old
  – Have you submitted a current RAE form with correct name and title?
  – Have you updated your 390 permission letters?
  – Copies of Oath of Offices

• RSA 42:1 Oath Required – Every town officer shall make and subscribe the oath of declarations as prescribed by part 2, article 84 of the constitution of New Hampshire...
Security

We rely on "you", the Clerks, to keep us informed and updated on personnel changes. It is a great security risk when an employee or elected official leaves office and are not disabled from ElectioNet. Please help us keep "your" data safe.
If you are also a Tax Collector, do **NOT** enter it in your title. It will not fit on our labels.
Town Questionnaire
Activities / Maintain City/Town Data / Election Officials

Select List of Election Officials

Maintain Election Officials

- Ballot Clerk
- Clerk - Assistant
- Moderator
- Registrar
- Supervisor of the Checklist
- Supervisor of the Checklist Chair
- Selectman
- Ward Clerk
First Things First

- Voter Registration Form
  - Current July 2014 - Photo Copy it
  - Voter fills out in your office
  - Do NOT give out blank forms
  - Do NOT post it on your website
ElectioNet Training

• 10 Classes were held
  – 18 seats per class = 180 possible students
  – 139 Attendees from 81 city/towns (77%)

✓ 8 – Town Clerks
✓ 13 – Deputy Clerks
✓ 14 – Assistant Clerks
✓ 102 – Supervisors (1 attended twice)
✓ 2 – Assistant Supervisors
ElectioNet Training

KUDOS TO:

• Stark – 1 Supervisor attended twice & brought another Supervisor on the return visit

• Northumberland – 1 Supervisor has attended 6 classes over the years

• Newington – 4 Attendees one class
  – Town Clerk
  – 3 Supervisors
Tallies in 2014

Reconciliation and Reporting
Kudos to Dover

- Verification under RSA 654:38; full purge
- Mailing to newly registered voters yielded about 70 letters returned undeliverable
- Petition: 50 Registered voters (or 5% of reg. voters) for each of 4 wards
- Ballot Law Commission hearing: denied
- Clerk took less than 2 days to check all voters in question – relying solely on ElectioNet
Automated Ballots

• To comply with HAVA and MOVE Act:
  – Accessible voting system ballots
    • NO MORE PHONE LINES (locating phone jacks, etc.) toward tablet (like an ipad) with ballots in memory instead of phone lines
    • UOCAVA Absentee ballots
  – XML output

• SOS produced the 3 full sets of automated electronic ballots in:
  – the 2014 State Primary (1800 ballots)
  – the 2014 General Election (900)
  – for a total of 2700 ballots
Affidavits

- Challenged Voter Affidavit Form (CVA)
  - Yellow Form
- Domicile Affidavit
  - Blue Form
- Qualified Voter Affidavit
  - Pink Form

Highly recommend you print them in different colors – Any color
Challenged Voter Affidavits

Situations we Encountered:

• Town reported 173 CVAs
  ✔ After investigation they had 3
• Town reported 45 CVAs
  ✔ After investigation they had 2
• Town reported 0
  ✔ After investigation they had 1
Challenged Voter Affidavits

Situations we Encountered:

• Town reported 22 CVAs
  ✓ After investigation they had 2

• Town reported 93 CVAs
  ✓ 154 Ballots Cast
  ✓ Still under investigation

• Town Reported 40 CVA’s
  ✓ After investigation they have 0
  ✓ They had 40 absentee voters
Challenged Voter Affidavits

CVA Count as of 06-11-2015 is:

- 870 – after follow-up phone calls
  - We still have 288 CVAs that need to be deleted from ElectioNet
  - That means 33% of scanned CVAs were inaccurate
Challenged Voter Affidavits

33-A:3-a Disposition and Retention Schedule. – The municipal records identified below shall be retained, at a minimum, as follows:

XXXVIII. *Elections-challenge affidavits by the town clerk*: until the contest is settled and all appeals have expired or 22 months after the election, whichever is longer.
HAVA Office has been calling Town/City Clerks asking them if they were in possession of the CVAs and how many forms do they have for their town/city election?
Some of the Responses Were:

✓ Should there be a record for those?
✓ The Supervisors keep those.
✓ HUH? What are CVAs?
✓ Shouldn’t your office have that information?
✓ Oh _____, are we supposed to keep those?
Supervisors of the Checklist

Check-in Marked checklist

CVAs

Marked checklist

Ballot Clerks

CVAs

Clerk
Challenged Voter Affidavits

- Supervisors batch/scan in Voter History
  - Including the Challenged Voter Affidavits (CVAs)
- Reconcile the CVAs
  - Reports / Elections / Challenged Voter Affidavits / Select Election
  - If they have 9 signed CVA forms, they should have 9 on the report
- Supervisors give the CVA forms to the Town Clerk for retention
Affidavit Follow-up

- Supervisors are accountable for data entry and scanning
- HAVA Office runs the CVA reports – Statewide in ElectioNet
- Reviews the reports and makes phone calls to Supervisors and Clerks to verify any anomalies
- Town Clerks retain all the CVAs per the RSA for a minimum of 22 months
Affidavit Follow-up

Clerks if you enter in Voter Registrations…

• Do Not forget to enter the:
  – Qualified Voter Affidavits
  – Domicile Affidavits – *Only have one chance to capture the data*

• All registrations are entered as Pending
  – Only Supervisors have the authority to make the voter active
  – Some clerks are circumventing the supervisor’s approval by making them “Active”
Affidavit Follow-up

• Extensive Data Review & Cleaning by SOS prior to:
  – Mailing follow-up letters
  – Reporting to Legislature
  – Reporting to Attorney General

• Close out 6-month cycles on:
  – July 1\textsuperscript{st}, 2015
  – January 10\textsuperscript{th}, 2016

• Local Responsibility
Statistics

- Statistics more refined & accurate
- More believable
- Fewer people appear to be challenging the process
- Important policy input
- Clerks have long expressed concerns associated with these issues
Challenged Voter Affidavits

<table>
<thead>
<tr>
<th></th>
<th>Voters Without Photo ID</th>
<th>Undeliverable</th>
<th>Did not Return Postcard</th>
<th>Turnout</th>
<th>% not Returned/Turnout</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov, 2012</td>
<td>5,609</td>
<td>374</td>
<td>1,698</td>
<td>718,700</td>
<td>0.0024</td>
</tr>
<tr>
<td>Jan - June, 2013</td>
<td>1,834</td>
<td>69</td>
<td>383</td>
<td></td>
<td></td>
</tr>
<tr>
<td>July - Dec, 2013</td>
<td>1,071</td>
<td>34</td>
<td>209</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jan - June, 2014</td>
<td>1,440</td>
<td>52</td>
<td>310</td>
<td></td>
<td></td>
</tr>
<tr>
<td>June - Dec, 2014</td>
<td>3,654</td>
<td>209</td>
<td>906</td>
<td>660,912</td>
<td>0.0014</td>
</tr>
</tbody>
</table>
## Qualified Voter Affidavits

<table>
<thead>
<tr>
<th>Period</th>
<th>Applicants Without Photo ID</th>
<th>Undeliverable</th>
<th>Did not Return Postcard</th>
</tr>
</thead>
<tbody>
<tr>
<td>July - Dec, 2012</td>
<td>2,629</td>
<td>210</td>
<td>1,270</td>
</tr>
<tr>
<td>Jan - June, 2013</td>
<td>53</td>
<td>1</td>
<td>21</td>
</tr>
<tr>
<td>July - Dec, 2013</td>
<td>23</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td>Jan - June, 2014</td>
<td>47</td>
<td>1</td>
<td>14</td>
</tr>
<tr>
<td>July - Dec, 2014</td>
<td>344</td>
<td>17</td>
<td>140</td>
</tr>
</tbody>
</table>
## Domicile Affidavits

<table>
<thead>
<tr>
<th></th>
<th>Voters Without Proof of Domicile</th>
<th>Undeliverable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov, 2012</td>
<td>13,939</td>
<td>1,193</td>
</tr>
<tr>
<td>Jan - June, 2013</td>
<td>101</td>
<td>9</td>
</tr>
<tr>
<td>July - Dec, 2013</td>
<td>211</td>
<td>19</td>
</tr>
<tr>
<td>Jan - June, 2014</td>
<td>301</td>
<td>15</td>
</tr>
<tr>
<td>July - Dec, 2014</td>
<td>2,983</td>
<td>154</td>
</tr>
</tbody>
</table>
Absentee Ballot Data

• Entered more accurately than ever before – due to clerks’ practice and attention

• Greatly increased scrutiny
  – From clerks, with better absentee ballot report
  – From voters, who can check absentee ballot status on-line
  – From government
    • Over 100 reconciliation calculations by federal government and the SOS
  – From Pew Charitable Trusts and academics, using State-by-state comparisons
# PEW – Measurements of Election Administration Data

<table>
<thead>
<tr>
<th>Measurements</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Absentee Ballots Rejected</td>
<td>Provisional Ballots Rejected</td>
</tr>
<tr>
<td>Absentee Ballots Unreturned</td>
<td>Provisional Ballots Rejected</td>
</tr>
<tr>
<td>Data Completeness</td>
<td>Registration or Absentee Ballot Problems</td>
</tr>
<tr>
<td>Disability- or Illness-Related Voting Problems</td>
<td>Registrations Rejected</td>
</tr>
<tr>
<td>Military and Overseas Ballots Rejected</td>
<td>Turnout</td>
</tr>
<tr>
<td>Military and Overseas Ballots Unreturned</td>
<td>Voter Registration Rate</td>
</tr>
<tr>
<td>Online Registration Available</td>
<td>Voting Information Look-up Tools Available</td>
</tr>
<tr>
<td>Post-Election Audit Required</td>
<td>Voting Technology Accuracy</td>
</tr>
<tr>
<td>Provisional Ballots Cast</td>
<td>Voting Wait Time</td>
</tr>
</tbody>
</table>
New Hampshire’s Superior Performance in 2014

- Out of those absentee ballots sent, New Hampshire had one of the highest per cent of UOCAVA ballots returned and submitted for counting in the country: Est. top 8 in U.S.
- 2014 Turnout (VEP) - 58%: 7th in U.S.
- 2014 Provisional ballots – 0: Est. top 3 in U.S.
Mid-Term Turnout

Voter Turnout
United States, Maine, Oregon, & New Hampshire
Vote for Highest Office/Voting Age Population
1950 - 2014 Mid-Term General Elections
HB 328

Absentee voter can mail or personally deliver an absentee ballot, or have it delivered by the person’s spouse, parent, sibling, or child.
2015 MOVE Act 45 Day Deadline

MM/DD/2015 ?

Presidential Primary – MM/DD/2016?

• 45 Day Deadline will most likely be in 2015
July 30, 2016
State Primary Election
September 13, 2016
2016 MOVE Act 45 Day Deadlines

September 24, 2016
State General Election
November 8, 2016
Wish List Items Completed
Wish List Completed

• Alpha Voter List – page break: Report / Voters / Alpha Voter List
  – NOW sub totals voters by party for each letter

```
05/01/2015
ALPHA VOTER LIST - 00000

<table>
<thead>
<tr>
<th>Name</th>
<th>Voter ID</th>
<th>Address</th>
<th>Postal City</th>
<th>Postal Zip</th>
<th>Mailing Address</th>
<th>Party</th>
<th>Ward</th>
</tr>
</thead>
<tbody>
<tr>
<td>AB John Doe</td>
<td>1234567</td>
<td>123 Main St.</td>
<td>Poughkeepsie</td>
<td>12345</td>
<td>Poughkeepsie</td>
<td>UND</td>
<td>00</td>
</tr>
<tr>
<td>CD Jane Doe</td>
<td>7654321</td>
<td>456 Oak Ave.</td>
<td>Pleasanton</td>
<td>65432</td>
<td>Pleasanton</td>
<td>DEM</td>
<td>00</td>
</tr>
</tbody>
</table>

05/01/2015
Election History of Active Voters

<table>
<thead>
<tr>
<th>Voter ID</th>
<th>Name</th>
<th>History</th>
<th>Residence Address</th>
<th>Party</th>
<th>City</th>
<th>Ward</th>
</tr>
</thead>
<tbody>
<tr>
<td>300020583</td>
<td>JOHNSON, ANDREW</td>
<td>09-09-2014 STATE PRIMARY ELECTION</td>
<td>123 N. Main St.</td>
<td>REP</td>
<td>City</td>
<td>00</td>
</tr>
<tr>
<td>073000126</td>
<td>SMITH, JAMES</td>
<td>09-09-2014 STATE PRIMARY ELECTION</td>
<td>456 W. Oak Ave.</td>
<td>REP</td>
<td>City</td>
<td>00</td>
</tr>
<tr>
<td>073000003</td>
<td>DOUGLAS, MARIGAL</td>
<td>09-09-2014 STATE PRIMARY ELECTION</td>
<td>1 UOCAVA, NH, 00000</td>
<td>DEM</td>
<td>City</td>
<td>00</td>
</tr>
</tbody>
</table>

Total Voters: 3 REP = 2 DEM = 1
```
Wish List Completed

• Reports / Voters / Street Voter List
  – NOW has the Voter ID on the List

![Street Voter List - Voters in BEAN RD - EATON](image-url)
Wish List Completed

- Reports / Elections / EHAV DFE
  - NOW the button says: Make Disk/Submit Request
Wish List Completed

**Reports / Absentee Ballots**

- NOW have the ability to report on "Rejected," "Challenged," "UOCAVA Rejected" and "Undeliverable" absentee ballots:
  - Sorted by City Ward and then by reason

<table>
<thead>
<tr>
<th>Voter Id</th>
<th>Name</th>
<th>Street Address</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>NASHUA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01</td>
<td>HOFFMAN, BEVERLY A</td>
<td></td>
<td>Absentee Ballot Received after Election Day</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total RAE Count: 1</td>
</tr>
<tr>
<td>164035259</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01</td>
<td>RUSSELL, JOSHUA M.</td>
<td></td>
<td>Voter is Deceased</td>
</tr>
<tr>
<td>164034061</td>
<td></td>
<td></td>
<td>Total VID Count: 1</td>
</tr>
<tr>
<td>300262835</td>
<td>STEWART, JOHN E.</td>
<td></td>
<td>Wrong Ballot</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total CWB Count: 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total 01 Count: 3</td>
</tr>
<tr>
<td>02</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>164024421</td>
<td>MUSSETT, JAN B.</td>
<td></td>
<td>Absentee Ballot Received after Election Day</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total RAE Count: 1</td>
</tr>
<tr>
<td>164001375</td>
<td></td>
<td></td>
<td>Affidavit on the Absentee Ballot Envelope Not</td>
</tr>
<tr>
<td>164013000</td>
<td></td>
<td></td>
<td>Affidavit Signature Does Not Match Request</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total ANS Count: 1</td>
</tr>
<tr>
<td>300343095</td>
<td>STEWART, MEGAN L.</td>
<td></td>
<td>Ballot Missing from Envelope</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total BME Count: 1</td>
</tr>
<tr>
<td>164022680</td>
<td>LOOMER, MARGARET S.</td>
<td></td>
<td>Incomplete Voter Registration Form</td>
</tr>
<tr>
<td>164027524</td>
<td></td>
<td></td>
<td>Invalid Signature on Application for Absentee</td>
</tr>
<tr>
<td>164028320</td>
<td></td>
<td></td>
<td>Invalid Signature on Application for Absentee</td>
</tr>
<tr>
<td>164028821</td>
<td></td>
<td></td>
<td>Total ISA Count: 2</td>
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<tr>
<td>164028821</td>
<td></td>
<td></td>
<td>Missing Affidavit</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total CMF Count: 1</td>
</tr>
<tr>
<td>164028898</td>
<td>NELSON, CHARLOTTE T.</td>
<td></td>
<td>Multiple Ballots Returned in the Same</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total MBR Count: 1</td>
</tr>
<tr>
<td>164030338</td>
<td>REITTER, ROBERT A.</td>
<td></td>
<td>No Absentee Registration Affidavit Envelope</td>
</tr>
</tbody>
</table>

Submit Request
Wish List Completed

• Voter Registration – Second Screen
  – Changed “Print Now” button to:
    • “Do Not Print Correspondence”
    • NOW is the default button
  – Changed “Print to System Reminder” to:
    • “Print to Correspondence Batch in System Reminders”
### My Batch Printing Details

**15 Days Batch**

<table>
<thead>
<tr>
<th>Date</th>
<th>Items in Batch</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/04/2015</td>
<td>0</td>
</tr>
<tr>
<td>05/03/2015</td>
<td>0</td>
</tr>
<tr>
<td>05/02/2015</td>
<td>0</td>
</tr>
<tr>
<td>05/01/2015</td>
<td>0</td>
</tr>
<tr>
<td>04/30/2015</td>
<td>0</td>
</tr>
<tr>
<td>04/29/2015</td>
<td>0</td>
</tr>
<tr>
<td>04/28/2015</td>
<td>0</td>
</tr>
<tr>
<td>04/27/2015</td>
<td>0</td>
</tr>
<tr>
<td>04/26/2015</td>
<td>0</td>
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<tr>
<td>04/25/2015</td>
<td>0</td>
</tr>
<tr>
<td><strong>04/24/2015</strong></td>
<td><strong>1</strong></td>
</tr>
<tr>
<td>04/23/2015</td>
<td>0</td>
</tr>
<tr>
<td>04/22/2015</td>
<td>0</td>
</tr>
<tr>
<td>04/21/2015</td>
<td>0</td>
</tr>
<tr>
<td>04/20/2015</td>
<td>0</td>
</tr>
</tbody>
</table>

*Back to the Reminders Screen*

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Wish List Completed

Inquiry - Voters Moved Out of City/Town

The following voters have registered to vote in another New Hampshire City/Town. These voters are no longer on your checklist.

Review and print the list of voters. Pull the paper voter registration from your "Active" file and put them in your "Inactive" file. Retention law RSA 33-A:3-a, requires you to retain these forms for 7 years from the date of removal.

<table>
<thead>
<tr>
<th>Removal Date</th>
<th>Name (Previous Name)</th>
<th>Old Address</th>
<th>Old Ward</th>
<th>New Address</th>
<th>New Ward</th>
<th>Voter Id</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/09/2014</td>
<td>WHITE, JOHN</td>
<td>111 LEVEL ST - 06</td>
<td>06</td>
<td>HUDSON, NH</td>
<td>00</td>
<td>164029886</td>
</tr>
<tr>
<td>09/09/2014</td>
<td>ALLEN, RICHARD</td>
<td>111 HIGH ST - 04</td>
<td>04</td>
<td>WEARE, NH</td>
<td>00</td>
<td>149000200</td>
</tr>
<tr>
<td>09/09/2014</td>
<td>MARTIN, CHRISTOPHER</td>
<td>111 CENTER ST - 08</td>
<td>08</td>
<td>MILFORD, NH</td>
<td>00</td>
<td>300266936</td>
</tr>
<tr>
<td>09/09/2014</td>
<td>ALLEN, JENNIFER</td>
<td>111 HIGH ST - 08</td>
<td>08</td>
<td>MILFORD, NH</td>
<td>00</td>
<td>148001630</td>
</tr>
<tr>
<td>08/29/2014</td>
<td>MCDONALD, THOMAS</td>
<td>111 CENTER ST - 02</td>
<td>02</td>
<td>BOW, NH</td>
<td>00</td>
<td>062000257</td>
</tr>
<tr>
<td>09/09/2014</td>
<td>MARTIN, RICHARD</td>
<td>111 HIGH ST - 06</td>
<td>06</td>
<td>BEDFORD, NH</td>
<td>00</td>
<td>300244272</td>
</tr>
</tbody>
</table>

Any suggestions or wishes? Email Help Desk
• Redistricting in ElectionNet has begun – 2012 NH Changed and Added New Districts – Many Screens have been updated to reflect all the changes
• Inquiries / Voter Registration / City/Town Search – View Information
• Voter Registration Form
• Activities / Maintain City/Town Data – Maintain Street – "Voting Area" Click on the '?'
• Any suggestions or wishes? Email Help Desk

Note:
Add Range - Adds an empty range to the screen.
Delete Range - Deletes a range from the screen.
Please press the 'Save' button to make all screen changes effective permanently.
If Voter(s) are associated with selected Street whose address is not covered by one of the ranges on the screen, the changes will not be effective and an error message will be shown.

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Voter Update

• Do you know if your city/town has scanned in their voter history for the recent local elections?

• Have the new voters been entered into ElectioNet?

• Affidavit Letters will go out July 1\textsuperscript{st}, 2015 for:
  – Challenged Voter Affidavit
  – Qualified Voter Affidavit
  – Domicile Affidavit
ElectioNet Training

— Clerk Training

• Re-Certification (Aug) – NH Votes
• Fall Conference (Sept) – ElectioNet Updates
• Fall ElectioNet Training for Clerks ONLY
Voter Registration

– 90% of the new voters come through your office, except on election day
– Voter Registration Card

  • Make sure you can read the voter’s writing.
  • Write comments in the “For Official Use” box.
  • Make sure all boxes are filled, especially Date of Birth, Place of Birth and Party Affiliation. Go over voter registration card box by box with the voter before they leave to eliminate any questions.
  • Ask everyone if they have had a previous name.
  • Ask “Have you ever been registered in NH before?”
  • How many of you use the official use box?
## Voter Registration

<table>
<thead>
<tr>
<th>FOR OFFICIAL USE</th>
</tr>
</thead>
<tbody>
<tr>
<td>• NH Driver’s License</td>
</tr>
<tr>
<td>• Out Of State DL - MA</td>
</tr>
<tr>
<td>• Passport</td>
</tr>
<tr>
<td>• Signed QVA - Identity</td>
</tr>
<tr>
<td>• Utility Bill</td>
</tr>
<tr>
<td>• Signed Domicile Affidavit</td>
</tr>
<tr>
<td>• Saw Birth Certificate</td>
</tr>
<tr>
<td>• Signed QVA - Citizenship</td>
</tr>
</tbody>
</table>
Absentee Ballots
FPCA – Online – fvap.gov

☑ Instructions for New Hampshire
☑ 2014 – FPCA Form (last update)
☑ Any version of the FPCA or it’s equivalent, is a legal document
Voter Registration and Absentee Ballot Request
Federal Post Card Application (FPCA)

Classification
I am a member of the Uniformed Services or Merchant Marine on active duty.
I am an armed National Guard member on State orders.
I am a U.S. citizen residing outside the United States and I intend to return.
I am a U.S. citizen residing outside the United States and my return is not certain.
I am a U.S. citizen and have never resided in the United States.

Political party
Your State may require you to specify a political party to vote in primary elections.

Legal name
Last name: JOCAVA
First name: Voter
Middle name:
Previous name (Applicable):

Identification
State Driver's License or ID: [ ]
OR Social Security Number: [ ]
Birth date: [ ]
Sex: [ ] M [ ] F
Race:

Contact Information
Include international prefix. No DSN numbers.
Telephone: [ ]
Fax:
Email: [ ]

Ballot receipt
Rank from 1-3 in order of preference; be sure appropriate contact information is provided.
I prefer to receive my ballot, as permitted by my State, by: [ ] Mail [ ] Fax

Voting residence address
Usually your last U.S. residence or your legal U.S. residence. See instructions.
Street Address: [ ]
City/Town/Village: [ ]
State: [ ]
County: [ ]
Zip Code: [ ]

Where to send my ballot
Down the road
2nd Alley, Green Garden
Next to the Palm Tree
Awesome City, Great Country
12345-mp3

Additional requirements for your State

Affirmation (REQUIRED): I swear or affirm, under penalty of perjury, that...

Signature
[ ]
Today's date
[ ]

This information is for official use only. Any unauthorized use is not permitted by law.
FPCA – Online – fvap.gov

✓ Check your clerk information Online
✓ Clerk - Mail, Contact Number, Fax & Email Info
✓ If Information is incorrect
✓ Email - Vote@FVAP.gov
✓ CC: nhvotes@sos.nh.gov
Do you have a 2015 UOCAVA paper folder?
UOCAVA Voter Requests

• Good for one calendar year, unless otherwise specified.

• NOTE: 2015 FPCA is the official request for the 2016 Presidential Primary (RSA 657:19-a)
UOCAVA Requests

• **A minimum of THREE** State 2016 Elections
  Presidential Primary – MM/DD/YYYY??
  State Primary – September 13, 2016
  State General – November 8, 2016

• Plus your local Town elections in the spring
Voter Information Look-Up

- Voters can look for:
  - Their absentee ballot application: Date requested, Date mailed, Date returned, Rejected Reason
  - Check their party or ward
  - Clerk information
  - Polling place
  - Link to the Secretary of State's Website
Voter Information Look-Up

http://cfs.sos.nh.gov/app

It takes 24 hours for the information to Update in Voter Information Look-Up
Voter Information Look-Up

ElectioNet / Help / Instructions on clerk’s website

**NH VOTER INFORMATION LOOK-UP:**

To track your Absentee Ballot, go to:
http://cfs.sos.nh.gov/app/Public/AbsenteeBallot.aspx

Enter the appropriate information. It takes approximately 24 hours for the site to be updated once the ballot information is entered.

To see your Party Affiliation, go to:
http://cfs.sos.nh.gov/app/Public/PartyInfo.aspx

Questions?
Contact Information: **Clerk Name, Town/City Clerk, Phone Number or Town/City Clerk Email Address**
Emails

- nhvotes@sos.nh.gov is NOT spam
- nh.gov should be added to your computer as a trusted site
- Triage your emails as they arrive:
  - Set up a folder by year in Outlook
    - 2015 & 2016 – Secretary of State
  - Read and print the email
    - Put the emails in a 3-ring binder
  - File the email for future reference
NHVRIN Voter Checklist

Death Records

RSA 654:37:

Upon receipt of official notice of death, the supervisors shall examine the checklist; and, if the name of said deceased person appears thereon, it shall be removed.

What are acceptable forms of notification of a death?
Official Notice

• While RSA 654:37 does not define “an official notice of the death,” we consider such a notice to be:
  – a copy of a death certificate,
  – burial permit or
  – a “Voter Checklist” report generated by the clerk from the New Hampshire Vital Records
CHECKLIST SECURITY

Help / Instructions – Do you know what is Public and Private?

- Voter Information
  - PUBLIC
    - Marked Checklist Information
    - Voter Name & Party
    - Address(es): Domicile & Mailing
    - Voter ID
    - Voter History
  - PRIVATE
    - ALL Other Information
      - Registration Date
      - Driver's License or Other Photo ID & Last 4 of SSN
      - Date of Birth & Place of Birth
      - Previous Name & Address
      - Naturalization Information
      - All Confidential Voter Information
NH RSA’s that pertain to ElectioNet:

RSA 654:13, 31, 34, 36, 45

RSA 657:15, 19, 19(c), 22, 26

RSA 659:51, 53
Elections Telephone Numbers
Help / Instructions / SOS Contact Information

- HAVA Office Email - nhvotes@sos.nh.gov
- HAVA Help Desk  1-800-540-5954; 603-271-8241
- HAVA Help Desk Fax  271-8242
- Secretary of State Main Office  271-3242
- SOS - Main Office - Email – elections@sos.nh.gov
- Vital Records  271- 4650
- Archives & Records Mgmt.  271-2236
- Attorney General’s Office 271-3650
Elections On-Line Bookmarks
Help / Instructions / SOS Contact Information

• New Hampshire Secretary of State
  http://www.sos.nh.gov

• New Hampshire Revised Statutes Index
  http://www.gencourt.state.nh.rsa/html/indexes

• New Hampshire On-line Election Law Training
  http://nhvotes.sos.nh.gov

New Hampshire City and Town Clerk Association
http://www.nhctca.com
Instructions

Click below for ElectioNet Instructions & Processes

2014 General Election Process
2014 State Primary Election Process
2015 FEC Information
30 Day Letter - Labels
30 Day Letter Process 2014
Absentee Ballot - How to Enter
Absentee Ballot Labels
Absentee Ballot List Report
Attorney General Guidance - 2014 State General Election
Batching an Election
Certification Page Template for Alpha Voter List
Checklist - Electronic - Disk File Export Instructions
Checklist - For Elections - How to Generate
Clerk & Polling Place Information 2014
Duplicate Voter - How to Merge
EAV DFF Instructions
ElectioNet Acronyms & Quick References
ElectioNet FAQs
ElectioNet Reports - Frequently Used
ElectioNet Street Maintenance
Excel Formatting Instructions for a DFF
How To Create a Local Election 2015
IE 10 - Allow Software to Run or Install
IE 10 and 11 Browser Settings
Mailing Labels From ElectioNet
Oath of Office Template
Request for Access to ElectioNet
Return to Undeclared Template
Saving Reports Locally
Searches - Inquiries & Activities
SOS Contact Information
Town Questionnaire - Election Officials
UOCAVA - Check & Uncheck
Voter History - How to Edit
Voter Information - Public or Private
Voter Look-up Website
Questions?