

November 5, 2024 General Election
OFFICIAL ELECTION MATERIALS – Mailing # 2C Voter Registration

Prepared by the Division of Elections, August 2024

This mailing contains official documents for the **November 5, 2024 General Election** which require your **immediate attention**. Listed below are the items enclosed in this mailing. Please review the checklist and be sure you have received all the items listed. If something is missing or you have questions regarding what you have received, please immediately contact the **Division of Elections at 207-624-7650 or toll-free at 1-888-VOTESME**.

Regularly Used Voter Registration Documents

1. **Steps to Reviewing & Processing Voter Registration Applications**

These steps are provided as a handout from the Powerpoint presentation used in Registrar training. Many municipalities are requiring new voters to present a photo ID credential to register to vote. Photo ID is NOT required – there are 4 categories of ID documents allowed under Title 21-A §112-A (see Training Guide, Ch. 3). Please review these slides carefully to make sure you are following the correct procedures for processing voter registration applications – consistency of process is critical to ensure voters receive the same access across the State.

2. **Quick Reference Guide for Voter Statuses**

This information sheet provides descriptions of voter statuses in CVR.

3. **Processing OVR Applications Memo and Checklist**

The Online Voter Registration (OVR) portal is live. Voters will be able to submit online applications through **midnight on October 15, 2024**. The Registrar should be checking for pending applications daily. You will need to go to **Activities/Messaging/Check Inbox** each day to check for new registrations that were transmitted from OVR. The attached memo and checklist provide a quick step-by-step guide to process the OVR applications.

4. **Voter Registration Oath/Affirmation**

A copy of this form is enclosed and may also be found in Chapter 3, page 29 of your training manual and posted on the Elections Temp Site. It may be completed if the registrant does not have any other proof of residency. A voter must still have proof of identity to complete this oath. A Notary Public or the Registrar of Voters can administer the oath.

Pre-Election Voter Registration Documents

5. **Important Information Regarding the Closed Period**

This sheet contains details and procedures relating to the Closed Period for this election, which begins at the **close of business on Tuesday, October 15, 2024**. This memo also provides information regarding the different closed period for Automatic Voter Registration (AVR) which begins at the close of business on Tuesday, October 29, 2024 – 7 days prior to the election.

6. **Instructions for Absentee Pending Voters, AKA Alternative Registration Schedule 21-A §122(5)**

This instruction sheet outlines procedures for entering Absentee Pending voters in CVR, and specific steps that must be followed after the election. (**Note: This exception does not apply to absentee requests by telephone, through ABR, or any written request that is not signed by the voter.**)

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Election Day Voter Registration Documents

7. Guide to Using the Incoming Voter List (IVL) to Check in Voters

This chart describes each field on the IVL and indicates actions the Election Clerks must take in response to certain information. Please note these following requirements. Voters must now state their residence address, as well as their name.

8. Election Day Voter Check-in Procedure Sheet

This guide provides the step-by-step process to check voters in on the IVL for the General Election. Please train your election clerks on this process and have a copy of this document at your IVL table for reference.

9. Important Notice About Hand Annotating New Voters to the Incoming Voting List (IVL)

This instruction sheet provides the steps for registering new voters and adding (i.e., hand annotating) the names of the new voters to the blank pages of the IVL.

10. Incoming Voting List (IVL) Addendum Pages

An IVL Addendum Page template is enclosed. The addendum pages are inserted after each letter of the IVL. The template includes a space to affix a bar code label so that the VPH can be scanned once the voter has been entered into CVR.

11. Proof of ID Flag & Challenged Ballot Status in CVR

This instruction sheet provides information about Proof of ID flags and Challenged Ballot status in CVR, as well as suggestions for resolving them.

12. Policy for Use of Certificate of Registration

This sheet provides information and procedures for the Certificate of Registration form.

13. Instructions for Completing the Certificate of Registration

This sheet provides instructions for completing a Certificate of Registration form.

If you have questions regarding these materials or corresponding laws, please contact the Elections Division (207-624-7650 or 1-888-VOTESME) or the CVR Help Desk (1-877-HAVAHLP).

Documents are posted to the Elections Temp Site: www.maine.gov/sos/cec/elec/temp/

Quick Reference Guide for Voter Statuses

Prepared by the Division of Elections – August 2024

1. Active

- Voters who have submitted complete and signed applications either in-person, or by mail or 3rd person with Proof of ID/Residency.
- After a voter has been made Active in CVR and is on your voting list, you may not change the status to Pending or Rejected.

2. Pending

- Only for voters whose applications are received by mail or 3rd person and have not provided Proof of Residency.
- The pending status exists to accommodate the VRAN process to confirm residency.
- CVR changes status to Active after 15 days (the time allotted by law for the VRAN process).

Note: By law, the VRAN process is used to confirm residency for new registrations, and change of address for existing registrations, and must be conducted immediately upon receiving the applications. You may not use the VRAN process as a means to confirm residency outside of the 15-day period allowed by law. If you do not mail a VRAN in the 15-day period following receipt of the application for the VRAN process, you have lost the opportunity to send a VRAN to confirm residency.

3. Rejected

- Pending voters (A) whose applications are received by mail or 3rd person, and (B) who were sent a VRAN to confirm residency, and (C) whose VRAN is returned by the Post Office as Undeliverable within the allotted 15 days. **This is the only circumstance in which you should change a voter's record to Rejected in CVR (see Note below).**
- You may not reject Pending voter records based on some other piece of mail that has been returned Undeliverable (there is no provision in law for that).
- You may not change a voter's status from Active to Rejected based on any other type of mail that has been returned by the Post Office as Undeliverable (there is no provision in law for that).
- The returned mail may be used as the basis to conduct a Registrar Hearing (to start the process of cancelling a voter) or to send a Change of Address Confirmation Card (CACC) (to start the process for making a voter Inactive).
- **There is no other reason authorized by law to change a voter's status from Active to Rejected.**

Note: Applications received by mail or 3rd person that are incomplete (federal questions not answered; Previously Registered section not completed; application not signed) should not be entered in CVR. Attempt to follow up with the voter outside of CVR. The rejection/revoke change feature of CVR is not working as intended, so we prefer that those applications not get entered.

4. Pending Age

- 17-year old voters.
- CVR changes status to Active on the voter's 18th birthday, and that date becomes the voter's registration date.
- Do not manually change the status before the voter turns 18; this will interfere with CVR functionality and issuing absentee ballots (if the systematic status change does not occur, CVR still sees the voter as "age pending" behind the scenes).

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5. Absentee Pending

- Only for people who submit a written, signed application for an absentee ballot who are not registered to vote in your municipality. This is an **exception** to the Closed Period; see Title 21-A §122(5).
- Enter the voter's name and address from the absentee ballot application and send the ballot and a voter registration application. Enter the ballot request information in CVR.
- If a completed voter registration application is received from the voter separately from the ballot, update the voter's record and change the voter's status to Active.
- If a voter registration application is not received, first reject the absentee ballot record in CVR, then change the voter's status to Rejected.
- If you make a mistake and reject the voter record before rejecting the absentee ballot, you must contact the Division of Elections for the rejection to be backed out of the record.

NOTE: Absentee Pending status cannot be assigned to an Inactive or Cancelled voter who is already in your municipality. For those voters, you must make the voter Active and issue the absentee ballot.

6. Inactive

- Only for voters who have been sent a Change of Address Confirmation Card (CACC), and (A) the card is returned by the Post Office as Undeliverable or (B) no reply is received within 20 days (if CACC was mailed to an address outside the municipality). **There is no other reason authorized by law to change a voter's status to Inactive.**
- Voter remains in Inactive status for the period of 2 general/federal elections (4 years).
- During those 4 years, if the voter attempts to vote, votes, signs a petition or contacts the Registrar to update the voter's record, the voter's status must be changed back to Active.
- The Division of Elections runs a cancellation batch process after every general election to cancel voters who have been Inactive for 2 general/federal elections. **A municipal official is not authorized by law to change an Inactive voter's status to Cancelled unless you receive a signed notice from the voter confirming a move out of your municipality or you receive a death notice for that voter.**

7. Cancelled

- Voters who have requested, in writing, to be removed from the voting list.
- Voters who have completed BMV change cards indicating a move (unless the box is checked to not use the information to update voter registration).
- Voters who have returned responses to CACCs indicating a move outside the state or to a new municipality within the state.
- Voters who have moved to other municipalities within the state, for whom you have received notification through CVR.
- Voters who have moved outside the state, and you receive notification of registration from the new state.
- Voters for whom you have received death notices or you can otherwise verify date of death.
- Voters who have been Inactive for 2 general-federal elections (done by the state as a CVR batch process).

There are no other reasons authorized by law to change a voter's status to Cancelled. All other sources are "unconfirmed sources," which may be used only as the basis to conduct a Registrar's Hearing or to send a CACC.



Department of the Secretary of State

Bureau of Corporations, Elections and Commissions

Shenna Bellows
Secretary of State

Julie L. Flynn
Deputy Secretary of State

MEMORANDUM

To: Municipal Clerks and Registrars
From: Scott King, Assistant Director of Voter Registration
Re: CVR Process for Online Voter Registration (OVR)
Date: August 9, 2024

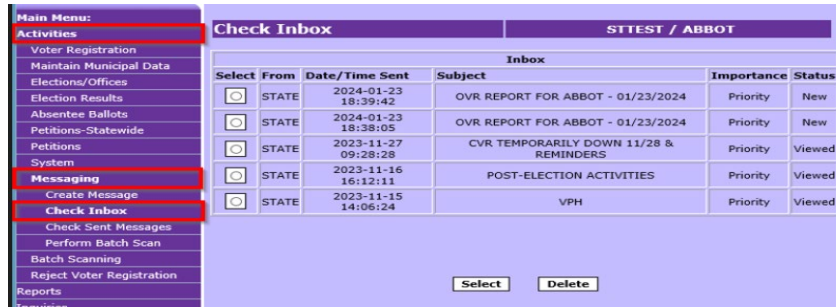
CVR Process for Online Voter Registration (OVR)

Submission to Old CVR for Processing

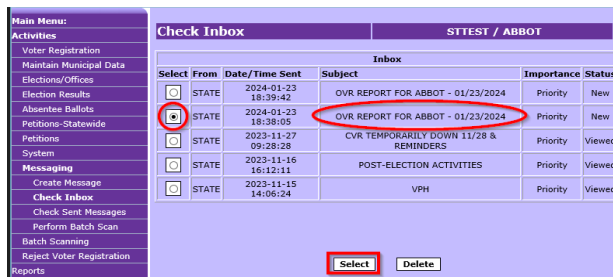
Although the new CVR is designed to automate the review, processing, and acceptance of OVR applications, we do not have that capability in the old CVR. Instead, the data from the portal and the uploaded signature or the matched signature from BMV will be saved in a table and inserted into a copy of the Maine Voter Registration Application in the appropriate places. These images will be combined into a single PDF for each municipality and each report will be transmitted into the Messaging Inbox of the correct municipality for printing and processing in the same manner as a paper application received by mail.

Steps in Old CVR for Accessing and Processing OVR Applications

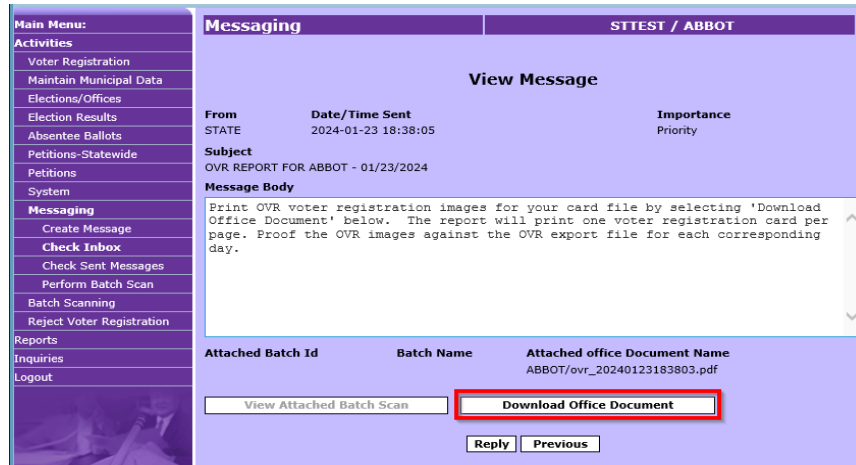
In old CVR, when you log in each day, go to Activities – Messaging – Check Inbox.



If you have a report of OVR applications for your municipality for a particular day, you will have a message from the State, with the Subject of "OVR Report for (Municipality Name) – Date" with the date being the date the OVR applications were created and transmitted to the Inbox. Select the radio button to the left of the message you want to review and click on the Select button.



This will open the message and you will be able to read the message and then access the attached applications by clicking on the **Download Office Document** button below the message text.



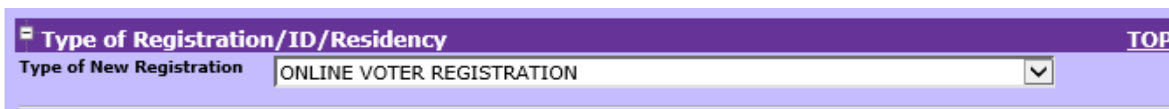
After you click the Download Office Document, you should see a popup message at the bottom of the screen that gives you 3 options: *Save*, *Save As*, or *Save and Open*. Please select the *Save As* option. Another message popup message will display.



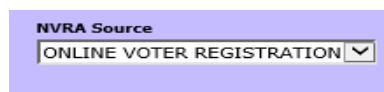
Please select the “Open Folder” option and print the applications. You also may wish to save the PDF report containing the applications to a secure place in your computer files.



You will now treat the applications as you would any other paper applications received from voters in person, by mail, or from a social service agency. When you are entering a new application, there will be a new “Type of Registration” dropdown value called “Online Voter Registration” that you must select.



Whether you have a new or existing application, when you get to the Final Activity Screen, you must select “Online Voter Registration” (new value) as the “NVRA Source” as well.



We do not recommend deleting the Inbox message until you have printed and processed all applications from that day’s PDF report.

Processing OVR Applications Checklist (In Current CVR – August 2024)

1. Log into CVR each day, go to **Activities – Messages – Check Inbox**
2. Click on the radio button to the left of the OVR Report that lists your town name and date. If there is no report, you do not have any OVR registrations that day.
3. Click “Select” to open the message.
4. Select “Download Office Document”.
5. A popup message will appear with 3 options.
6. Select the “Save as” option.
7. Select “Open Folder” to print the application(s). You may also want to save the PDF report to a secure place in your computer files.
8. Process the application(s) as you would any other paper applications from voters in person, mail, or from a social service agency.
9. Select “Online Voter Registration” as the Type of Registration for new voters (existing voters already have a Type of Registration).
10. On Final Activity screen, select “Online Voter Registration” as the NVRA source.
11. Do not delete messages from your inbox until you have printed and processed all applications from that day’s PDF report.

Voter Registration Oath/Affirmation

Full Name of Voter: _____

Residence (Street) Address: _____

City/Town _____, Maine

I swear/affirm that I am a resident of the above-named municipality, that I am eligible to vote in that jurisdiction and that I deny all claims and privileges for residence in any other community in OR out of the State of Maine.

Date: _____ Voter's Signature: _____

State of Maine, County of _____

Subscribed and sworn to before me on this date: _____

Signature of Maine Notary Public/Registrar of Voters

Commission Expires: _____

Voter Registration Oath/Affirmation

Full Name of Voter: _____

Residence (Street) Address: _____

City/Town _____, Maine

I swear/affirm that I am a resident of the above-named municipality, that I am eligible to vote in that jurisdiction and that I deny all claims and privileges for residence in any other community in OR out of the State of Maine.

Date: _____ Voter's Signature: _____

State of Maine, County of _____

Subscribed and sworn to before me on this date: _____

Signature of Maine Notary Public/Registrar of Voters

Commission Expires: _____

Important Information Regarding Closed Period

Revised by the Office of the Secretary of State – August 2024

The “**Closed Period**” is the 20-day period immediately prior to Election Day that requires voters to register in-person. There are two different deadlines for the closed period, based on how the voter registration application was received by your office.

Note: AVR has a different closed period (7 days before the election) than mail, third-party and OVR.

Once the closed period begins, voters **MUST** register in person to have their name added to the Incoming Voter List. Voters cannot submit voter registrations via mail or third party during the closed period.

Source of Registration	Deadline to Receive Applications Prior to the Closed Period	Length of Closed Period
Mail or Third Party (including voter registration drives)	October 15, 2024 - Close of Business	20 days
OVR (Applications submitted through new online portal)	October 15, 2024 – Midnight *	20 days
AVR (Applications submitted electronically at BMV)	October 29, 2024 – Midnight **	6 days

* OVR applications received by 10/15/24 at midnight will be transmitted to the municipalities on 10/16/24. These applications must be entered into CVR with a received date of 10/15/24.

** AVR applications received by 10/29/24 at midnight will be transmitted to the municipalities on 10/30/24. These applications must be entered in CVR with a received date of 10/29/24.

- The Closed Period is designed to allow the Registrar time to prepare the final voting list for the election by making all registration changes or adding new registrations to CVR that were received prior to the start of the Closed Period.
- The Closed Period is also required for the Registrar to verify residency, by mailing a Voter Registration Acknowledgment Notice (VRAN), to all voters whose applications were received immediately prior to the start of the Closed Period. The Closed Period allows Registrars sufficient time to send a VRAN and have the **15-day waiting period** elapse before the voter is designated as Active.

Prior to the Closed Period

Registrations received by the Registrar prior to the Closed Period must be entered into CVR using **the actual date of receipt by the Registrar as the “Date Card Received” in CVR.**

NOTE: The “Date Card Received” field on the Activities Search screen becomes the voter’s **registration date**, or the **address change date** if the voter is being pulled to another municipality.

For new registrations (voters who were not already on the CVR statewide list), the *Type of Registration/ID/Residency* section on the CVR screen must be selected from one of the following types, as applicable:

- ▶ “Agency BMV”
- ▶ “Agency BMV-AVR”
- ▶ “In Person **with** Verification”
- ▶ “In Person **without** Verification”
- ▶ “Mail In **with** Verification”
- ▶ “Mail In **without** Verification” or
- ▶ “Online Voter Registration”
- ▶ “VR Drive/Third Person”

NOTE: Registrations are broken down 2 ways:
 (1) How the application was received; and
 (2) Whether or not proof of ID and Residency was provided (for “In Person” and “Mail In” registrations).

Online Voter Registration is live and is a selectable Type of Registration in CVR

Important Information Regarding Closed Period

Revised by the Office of the Secretary of State – August 2024

The VRAN, which must be mailed to every applicant (except those who register in person and show satisfactory proof of identity and residency), provides a written acknowledgement of either the acceptance or rejection of the application.

- If the VRAN is returned as **undeliverable** by the USPS within 15 days after it is sent, the Registrar must **reject** the application.
- If the VRAN is **not** returned as undeliverable within 15 days after it is sent, CVR will automatically designate the voter as Active, but the Registrar must **update the voter's record by choosing "VRAN"** for the voter's form of proof of residency.

For registrations received prior to the Closed Period, CVR automatically designates the voter's status as **Pending** if the user chooses a "without verification" option and no proof of residency is entered in CVR. CVR automatically changes a voter's pending status to Active on the fifteenth day after the "**Date Card Received**" date.

NOTE: Whenever you select a Type of New Registration that is "**with Verification**" you must (1) check the boxes indicating that proof of identity **and** residency were provided, and (2) select the appropriate form of proof of identity **and** residency from the associated drop-down lists in CVR. Otherwise, CVR will assign "Pending" status to the voter.

During the Closed Period

During the Closed Period **applicants must register in person** and show satisfactory proof of identity and residency to the Registrar, in order for their names to be added to the incoming voter list for Election Day.

- Add voter to CVR (conduct Activities statewide search).
- Use the date application is **submitted in person** by the voter as the "Date Card Received" in CVR.
- For new registrations during the Closed Period (voters who were not already in CVR), one of the following types must be selected in the *Type of Registration/ID/Residency* field on the CVR screen, as applicable (for both types, the voter will be placed in **Active** status):
 - ▶ "Election Day or Closed Period Registration **with** Verification", or
 - ▶ "Election Day or Closed Period **without** Verification".

Most voters registering to vote in person will have Proof of ID and Residency. If not, then select the Without Verification option, and the voter will be flagged on the Incoming Voting List as having to show ID, or they will have to vote a challenged ballot. (See page 10 of Chapter 4, "Voter Registration" in your *Central Voter Registration (CVR) User Guide*. **Do not manually make the voter Pending – VRAN's may not be sent to confirm residency with in-person registrations.**

Important Information Regarding Closed Period

Revised by the Office of the Secretary of State – August 2024

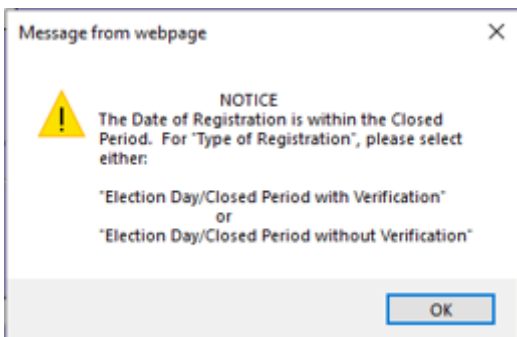
Processing AVR Applications During the Closed Period

As stated previously in the memo, Automatic Voter Registration (AVR) has a different closed period than mail, third-party and Online Voter Registration (OVR). The AVR Closed Period is the 6-day period immediately prior to Election Day. **The Closed Period for AVR begins on 10/29/2024 at midnight.** This section of the memo contains instructions on how to process AVR records received 10/16/2024 through 10/30/2024.

AVR records for new Maine voters that are received on or after 10/16/2024 will need to be processed differently in CVR.

Type of AVR Record	AVR Records received 10/16 – 10/29	AVR Records Received 10/30
Voters currently registered in your municipality (Existing voters)	Process using "Date Received" from Registrar's Use Section	Use 10/29/24 as Received Date
Voters you are pulling from another municipality (Existing voters)	Process using "Date Received" from Registrar's Use Section	Use 10/29/24 as Received Date
New Maine Voters	Manually change prefilled registration date to 10/15/2024	Manually change prefilled registration date to 10/15/2024

For AVR records for individuals who are not currently registered to vote in Maine, you will **not** be able to use the date from the Registrar's Use Only section of the AVR Voter Registration Application image as the registration date in the AVR record. Attempting to do so would cause CVR to display the following error message:



Since AVR records do not follow the same Closed Period as mail, third-party, and OVR, the "Type of Registration" may **not** be "Election Day/Closed Period with Verification" nor "Election Day/Closed Period without Verification". The "Type of Registration" **must be AGENCYBMV-AVR.**

Important Information Regarding Closed Period

Revised by the Office of the Secretary of State – August 2024

Our office has formed a solution to this issue. To be able to retain AGENCYBMV-AVR as the “Type of Registration”, a registration date of **10/15/2024** must be entered manually to over-write the auto-populated registration date in CVR when processing AVR records for **new Maine voters**. **After you have completed entering the AVR record in CVR, our IT department will be able to update the registration date to the correct date.** This process will allow the “Type of Registration” to remain AGENCYBMV-AVR without causing an error.

Please follow these steps to process AVR records received **10/16/2024 through 10/30/2024** for **new Maine voters**:

1. In your Reminders screen in CVR, select “Review” beside “AVR Records imported from BMV to Process”.
2. Click on “Select” beside the AVR record. (Remember that voters who are currently registered in your municipality and voters you are pulling from another municipality can be processed as normal. The following steps are for Individuals who are registering in Maine for the first time.)
3. The AVR record imported from BMV will appear. This record has no matching voter in CVR and is an individual who is registering to vote in Maine for the first time. (Please remember to first click on the “Add New Match” button and conduct a manual search to make sure there is not another record in CVR for the individual before you proceed with processing the AVR record.) Once you have verified that there is not an existing record in CVR for the voter, you will click on the “New Voter” button.
4. The Voter Information screen will appear. The AVR information will automatically prefill into the record. **At this point, you will need to manually change the Registration Date to 10-15-2024.**

The screenshot shows the "Registration Card-Voter Registration System" interface. The "Voter Information" section is active. The "Registration Date" field is highlighted with a blue arrow pointing to the date 10-13-2024. Other fields include: Last Name (LUEBCKE), First Name (THERESA), Middle Name (empty), Suffix (dropdown), DOB (05/26/1967), Age (56yrs), Signature (checkbox checked), US Citizen (Yes), and Age by Election Day (18 & older - eligible for all elections).

5. Notice that the “Type of New Registration” says AGENCYBMV-AVR. Carefully compare all updated data in the CVR record to the new voter registration card image and select “Continue”.
6. Select “Accept” on the Accept Voter Registration screen.

If you have any questions or need assistance, please contact the CVR Helpdesk (1-877-HAVAHLPL).

Important Information Regarding Closed Period

Revised by the Office of the Secretary of State – August 2024

Applications received by mail, third person, or OVR during the Closed Period

1. For all voters whose applications are received by mail, third person, or OVR during the Closed Period:
 - Do not add voter to CVR.
 - Take applications to the voting place (or wherever the Registrar will be located) on Election Day.
 - Voter must show sufficient proof of identity and residency or must vote a challenged ballot.
2. For voters who come to the polls and vote:
 - Add to CVR after the election (within 10 business days).
 - Use Election Day (**the date the registration was completed in person**) as “Date Card Received”.
 - Select appropriate Registration Type – Election Day or Closed Period With or Without Verification.

NOTE: If you use a date after Election Day as the “Date Card Received” in CVR, the voter cannot be assigned Voter participation History (VPH) in your municipality. Existing voters in CVR will appear in the **previous municipality’s** VPH, causing VPH discrepancies for both you and the other municipality.

3. For voters who do not complete application process and do not vote:
 - Add to CVR the day after the election.
 - Use day after the election (**November 6, 2024**) as “Date Card Received” (not actual date card received).
 - New voters: select Election Day or Closed Period Without Verification if proof of residency not provided.
 - Send VRANs out immediately (voter will be “Pending” in CVR for 15 days after).

Challenging Voters without Sufficient Proof of Residency and Identity

If the Registrar determines that a voter does not have satisfactory proof of identity or residency, but that voter signs the voter card and declares residency in the municipality, the Registrar must allow the applicant to vote and challenge the voter’s ballot. For the process of challenging a voter, please review Chapter 3, Section VII “Challenging Voters with Insufficient Proof of Identity/Residency” in your *Voter Registration & Elections – The Guide for Maine Election Administrators* training manual. The challenge process on Election Day is explained in Chapter 8, Section XII, “Challenged Ballots”, in the Elections Guide. The required forms and lists will be supplied in the precinct Jiffy Bag mailing.

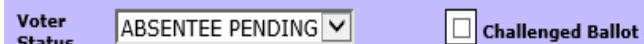
Instructions for Processing Absentee Pending Voters in CVR

Prepared by the Division of Elections – August 2024

Absentee Pending status is assigned in CVR when a person who is not registered to vote in your municipality (or whose record has been made Inactive or Cancelled in your municipality) submits a written, signed absentee ballot request. This is in conjunction with the **Alternative Registration Schedule for Absentee Voters** described in Chapter 3 of the *Voter Registration and Elections* guide. Title 21-A §122(5) requires the Municipal Clerk and Registrar to presume that the person is qualified to register to vote. **Please note: this does NOT apply to absentee ballot requests made by telephone or through ABR or any written request that is not signed by the voter.**

I. Not registered to vote in your municipality – no record in your municipality

1. Conduct the usual statewide Activities search for the person. If no match is found, enter the person in CVR **with the information obtained from the written absentee ballot application** (name, date of birth and residence address). If a match is found, pull the voter to your municipality (after confirming that an absentee ballot has not been issued by the previous municipality) using the date you received the written absentee request, and the residence address provided on the written absentee application.

2. Select “**Absentee Pending**” as the status:  Challenged Ballot

Note: When “Absentee Pending” is selected as the status, CVR does not require entry of Proof of ID or Proof of Residency – at this point, the person is not registered to vote in your municipality.

3. These procedures must then be followed in the exact order:
 - A. Enter the ballot request and issue information in CVR; send the ballot and a voter registration application, with instructions that the VR application must be returned separately from the ballot.
 - B. If a completed VR application is received (separately from the ballot), update the voter’s record and change the status to “Active”.
 - C. If the VR application is not received: (1) **First reject** the absentee ballot record in CVR; (2) **Then** change the voter’s status to Rejected.

If you change the voter’s status to Rejected first, you will not be able to update the absentee ballot. **If this mistake is made, call the CVR Helpdesk immediately for assistance.**

II. Not registered to vote in your municipality – Inactive or Cancelled record in your municipality

Absentee Pending status cannot be assigned to an Inactive or Cancelled voter record already in your municipality. For those voters, conduct a statewide search through Inquiries, and follow these steps:

1. If the record that you have for the voter is the only record for the voter in CVR, change the voter’s status to **Active** and send the voter the ballot(s). **You must presume that the voter is still in your municipality based on the written, signed absentee ballot application.** Send the voter a new voter registration application to complete, so that you can get updated information for CVR.
 - A. If the voter has been cancelled, you must receive the new voter registration application separately from the ballot in order to accept the ballot.
 - B. If the voter is Inactive, you do not have to receive the new VR application in order to accept the ballot. If you have reason to doubt that the voter is still in your municipality, you can challenge the ballot.
2. If there is a duplicate Active record for the voter in another municipality, you may attempt to contact the voter to ask if the voter intends to change residency – if there is time to do this and still allow the voter to vote absentee. If it is close to the election and the cut-off for absentee voting, then presume that the voter has returned to your municipality, pull the record (after confirming that an absentee ballot has not been issued by the previous municipality), change the voter’s status to **Absentee Pending**, and follow the procedures in #3 above.

Procedures After the Election on reverse

III. Procedures after the election

1. Voters who are new to your municipality (not previously registered, or pulled from another municipality):

A. VR application is received separately from the Absentee Ballot

- If all required information is provided, accept the VR application.
- **FIRST** – update the voter’s record (enter Type of Registration, Proof of ID/Residency and other information provided on the application).
- Change the status from Absentee Pending to Active. (Note: You may challenge the ballot if not satisfied as to voter’s qualifications.)
- **THEN** – accept the absentee ballot.

B. VR application is not received separately from the Absentee Ballot

- Voter may not be added to your voting list.
- **FIRST** – reject the absentee ballot (if ballot is returned but not the VR application, enter the returned ballot information and reject the ballot for “**Not a Registered Voter**”; if ballot is not returned and VR application not submitted, reject the ballot for “**Other**” and in the field to the right, type “Not a registered voter” – CVR will not require any returned ballot information)
- **THEN** – in the voter’s record, change the voter registration status to Rejected.

IMPORTANT NOTE: If you change the voter’s status to Rejected FIRST, you will NOT be able to reject the absentee ballot. This will result in an unresolved absentee record, and you will not be able to import absentee ballots for VPH.

2. Inactive or Cancelled Voters in Your Municipality (cannot assign Absentee Pending status)

A. Inactive Voter Record

- Update voter’s record with any new information from Absentee Ballot application.
- Change voter’s status to Active (an attempt to vote is reason to change status to Active).
- Send voter a new VR application and an absentee ballot. (Note: The return of the new VR application is optional – you must accept the absentee ballot even if a new VR application is not submitted.)
- Voter will remain in Active status even if the absentee ballot is not returned. **DO NOT reject the voter’s record in CVR.**
- If the ballot is not returned, reject the absentee ballot.

B. Cancelled Voter Record

- Update voter’s record with any new information from Absentee Ballot application.
- Change voter’s status to Active (so you can enter an absentee ballot record for the voter).
- Send voter a new VR application and an absentee ballot. (Note: The new VR application must be returned separately from the absentee ballot.)
- If the new VR application is returned, update the voter’s record with any new information. (Note: You may challenge the ballot if not satisfied as to voter’s qualifications.)
- If the new VR application is not returned, and/or the absentee ballot is not returned:
 - ▶ **FIRST** reject the absentee ballot.
 - ▶ **THEN** return the voter’s record to Cancelled status.
- **DO NOT reject the voter’s record in CVR.** Rejected records cannot be re-activated – the voter may re-register to vote in your municipality in the future, or the record may need to be pulled to a new municipality.


Guide to Using the Incoming Voting List (IVL) to Check In Voters

Revised by the Office of the Secretary of State – August 2024

IVL Column Heading or Issue	Explanation	Election Clerk Action
Barcode field	This is the voter’s record number in barcode form.	Do not write in or over barcode. The barcode is used to scan voter participation history after the election.
Box to left of voter’s name: 1. Is blank. 2. Has “AV” pre-printed or hand-written. 3. Has “SAV” pre-printed.	This box is for indicating who voted at the election. 1. This voter is voting at the polls. 2. This civilian voter has returned an absentee ballot. 3. This indicates that a state-issued absentee ballot has been returned by a UOCAVA voter.	Note: Do <u>NOT</u> draw line through voter’s name – mark in the <u>box</u> . 1. In RED , make check/line in box to show voter voted. 2. If the warden processes absentee ballots at polls, make a check/line in box to show the absentee ballot was cast. 3. A voter marked with an “AV” or “SAV” may not receive a ballot at the polls.
Name/Year of Birth fields: 1. Name not on list. 2. Asterisk in front of name. 3. Name not on list; has white copy of COR. 4. ACP # in name field. 5. “Address is Confidential” printed in address field. 6. “YOB” column.	This is the information that was current at the time the IVL was printed. 1. Voter must complete VR application , and Registrar issues Certificate of Registration (COR). 2. The voter is Inactive (asterisk serves as a flag). 3. Voter has seen Registrar/Deputy, completed a VR application, and has a COR 4. PROTECTED VOTER! Do <u>NOT</u> ask for name or address. 5. PROTECTED VOTER! Do <u>NOT</u> ask for address. 6. Year of birth is included on IVL.	Note corrections on IVL in RED; ALSO have the voter complete a new voter card with the changes. 1. Send voter to Registrar to register to vote and get COR; write voter’s information from COR on a blank page at end of each letter on IVL ; make a checkmark to show voter voted. 2. If stated residence address is different from the one listed on IVL, voter must complete an updated VR application before voting. The Election Clerk is not authorized by law to write in a new address on the IVL until the voter has completed the updated VR application and has been issued a COR. 3. Write voter’s information from the COR on a blank page at end of each letter on IVL ; make a checkmark to show voter voted. 4. DO NOT WRITE name or address on list; make check/line to show voter voted. 5. DO NOT WRITE address on list; make check/line to show voter voted. 6. Used to determine voter identity when 2 voters have same name.
Residence Address 1. Voter must state <u>residence</u> address. 2. Change of <u>residence</u> address.	Requires voters to state their residence address (in addition to their name) when checking in at the IVL. 1. Stating residence address allows Registrar to keep voter’s record current*. 2. Voter must complete a new VR application and Registrar issues COR. *It is also another way to confirm correct voter is being checked off on the IVL.	1. Prompt the voter to state residence address. 2. If stated residence address is different from the one listed on IVL, voter must complete an <u>updated</u> VR application before voting. The Election Clerk is not authorized by law to write in a new address on the IVL until the voter has completed the updated VR application and has been issued a COR.

Guide to Using the Incoming Voting List (IVL) to Check In Voters

Revised by the Office of the Secretary of State – August 2024

IVL Column Heading or Issue	Explanation	Election Clerk Action
<p>“P” (Party Enrollment field) <i>Current options are:</i> D – Democrat G – Green Independent L – Libertarian NL – No Labels R – Republican U – Unenrolled</p> <p>Party enrollment is indicated in the first column after the Residence Address on the IVL.</p>	<p>A voter’s enrollment does not apply to a General Election.</p> <p>However, Title 21-A, §142(1-A) requires a voter enrolling in a party, changing enrollment, or withdrawing enrollment to complete an updated VR application. </p>	<p>For a General Election, Election Clerks should not state the voter’s enrollment.</p> <p>If the Registrar is located at the voting place on Election Day, then the voter must complete the updated VR application with the Registrar. If the Registrar is not located at the voting place, the application is filed with the Election Clerk, who must annotate the list with the enrollment designation before providing the ballot(s).</p>
<p>Electoral District fields</p>	<p>Headings are: W/P – Ward/Precinct CG – Congressional SS – State Senate SR – State Representative CC – County Commissioner</p>	<p>If you have split districts, the Election Clerk marking voting list tells districts to Election Clerk handing out ballots.</p> <p>To ensure that the correct ballots are issued to the voter, the Election Clerk handing out the ballots <u>must repeat</u> the districts to the voter.</p>
<p>“DES” (special designators) field has O or S, and/or T in it.</p>	<p>UOCAVA designators are: O – Overseas Voter or S – Uniformed Service Voter</p> <p>Other: T – Township Voter</p>	<p>If Township voter, make sure to issue the correct ballot or ballots to the voter for the Township in which the voter lives. Township voters are not eligible to receive ballots for municipal elections.</p>
<p>CH (Challenged Voter field) has “Y” in it.</p>	<p>This occurs if Registrar designated voter to be challenged prior to Election Day.</p>	<p>Ask voter to show proof of ID/residency or vote a challenged ballot; call warden to handle challenge. Write “CH” and make check/line to show voter voted a challenged ballot.</p>
<p>ID (Needs to Show ID field) has “Y” in it.</p>	<p>This occurs if Type of Registration for new voter is “without verification”, or Registrar failed to enter Proof of ID/Residency in CVR when provided.</p>	<p>Voter needs to show proof of ID to Election Clerk. Send the voter to the Registrar to complete a new card and designate ID on it.</p> <p><i>Suggestion: Highlight all “Y”s on the list to help the Election Clerks remember to ask for ID.</i></p>
<p>ALL VOTERS when ok to vote.</p>	<p>Confirm residence address. Repeat <u>name</u> and <u>districts</u> (if applicable) back to voter and Clerk handing out the ballots in loud & clear voice. Clerk handing out the ballots repeats <u>districts</u> (if applicable) to the voter.</p>	<p>In RED, make check/line in box to show voter voted.</p> <p>Do NOT draw a line through the voter’s name (this makes it difficult for Municipal Clerk to assign VPH and for SOS to assist Municipal Clerk with VPH discrepancies).</p>

Note: The law specifically states that the names of new voters must be hand-annotated to the IVL (Title 21-A §122(7)) in addition to attaching the Certificates of Registration (COR) to the list. The names must be checked off as having voted.

Guide to Using the Incoming Voting List (IVL) to Check In Voters

Revised by the Office of the Secretary of State – August 2024

Inactive status; year of birth; UOCAVA status; flagged to show Proof of ID; identifying split districts

Reported On : 10/05/2016
Generated By : STATE

INCOMING VOTER LIST FOR WARD/PRECINCT :
GENERAL/REFERENDUM ELECTION-11/08/2016

Voter Record #/Barcode	Name (last, first & middle)	YOB	Residence Address	P	S	W/P	CG	SS	SR	CC	DES	CH	ID
100356424	HALL,	1992	50 FAIRMOUNT ST 111	R	A	7-1	2	21	61	1			Y
048810037	*HAMANN,	1983	27 ASHMOUNT ST	D	I	7-1	2	21	58	1	S		
048810044	HAMANN,	1967	36 ASHMOUNT ST	R	A	7-1	2	21	58	1			

SAV= Returned state-issued UOCAVA absentee ballot

AV = Returned absentee ballot by non-UOCAVA voter

049105552	GOWELL,	1946	52 GLEED DR	U	A	3-2	1	24	49	3			
100240600	SAV GRABELLE,	1977	57 BARIBEAU DR	D	A	3-2	1	24	49	3	S		
100309880	GRANT,	1942	26 JEWELL ST	U	A	3-2	1	24	49	3			
049105619	AV GRAVES,	1943	11 PLEASANT HILL RD	R	A	3-2	1	24	49	3			

Municipalities with one Ward (Voting Place) but split district:

019700260	BURNS, MARILYN J	1947	1721 CLARRY HILL RD	D	A	1-1	1	12	95	2			
018400533	BURNS, SHANNON T	1979	30 CLARK LN	U	A	1-1	1	12	91	2			
019700261	BURNS, VALERIE J	1958	86 STERLINGTOWN LN	U	A	1-1	1	12	95	2			
018400534	BURNS, WILLIAM J	1979	30 CLARK LN	D	A	1-1	1	12	91	2			



Election Day Voter Check-in Procedure

November 5, 2024 General Election

Provided by the Secretary of State (Title 21-A §671)

1. Voter must state the voter's name and residence address to the election clerk.
2. The election clerk announces the name in a loud, clear voice.
3. If the address provided by the voter does not match the IVL, the voter must be directed to the Registrar's location to complete an updated voter registration before voting.
4. The election clerk places a check mark or horizontal line, in red ink, on the list beside the voter's name, and if there is more than one district ballot style used at that voting place, the election clerk must state in a loud, clear voice, the district ballot style that the voter must be given.
5. The election clerk in charge of the ballots gives the voter all the ballots they are entitled to.
6. The voter goes to the voting booth to vote.

Important Notice About Hand Annotating Names of New Voters to the Incoming Voting List

The process for registering new, in-person voters and issuing ballots to those voters **MUST** include these 5 steps:

1. The voter **must** complete a voter registration application.
2. The Registrar **must** inspect application for completeness and accuracy.
3. The Registrar **must** complete and issue the Certificate of Registration (COR); the white copy is given to the voter to take to IVL table, and the yellow copy is retained by the Registrar.
4. Upon presentation of white copy of COR, the Election Clerk – by law – **must** hand-annotate the voter's name to the IVL, using the separate, blank alpha pages at end of each letter or at the end of the IVL (the Secretary of State's Office provides addendum pages for this purpose). The white copy of the COR is kept and sealed with the IVL.
5. When the voter is issued ballots, the Election Clerk – by law – **must** check the voter's name off as having been issued ballots.

In addition to the law requiring new voters being hand annotated to the IVL and their names checked as having voted, the IVL becomes a public document after the election. If names are not hand-annotated to the IVL and someone asks to inspect or get a copy of it, you would have to provide copies of all of the CORs, in addition to the IVL.

The law specifically states that the names of new voters must be hand-annotated to the IVL (Title 21-A §122(7)).

The law states that the Election Clerk must place a check mark or a horizontal line, in red ink, on the list beside the name of the voter being issued ballots (Title 21-A §671(2)). This also applies to voters whose names have been hand annotated to the list.

Proof of ID Flag & Challenged Ballot Status in CVR

Prepared by Division of Elections – August 2024

This instruction sheet provides information about Proof of ID flags and Challenged Ballot status in CVR, as well as suggestions for resolving them.

Proof of ID Flag on Incoming Voting List (IVL)

When no proof of ID has been entered for a voter in CVR, the system flags the voter on the IVL as needing to show ID. The ID flag on the IVL prompts the Election Clerks to send the voter to see the Registrar to provide proof of ID before ballots are issued to the voter.

Reported On : 04/29/2016
Generated By : STATE

INCOMING VOTER LIST FOR WARD/PRECINCT :
MANDATORY AFTERNOON SIESTAS-08/01/2016

Page 3 of 14

Voter Record #/Barcode	Name (last, first & middle)	YOB	Residence Address	P	S	W/P	CG	SS	SR	CC	DES	CH	ID
016200031	ALLEN,	1950	65 HIDEAWAY ACRES RD	D	A	1-1	1	14	88	1			
016200034	AMES,	1972	20 BIRCH ST	U	A	1-1	1	14	88	1			
016200037	AMES,	1964	20 BIRCH ST	D	A	1-1	1	14	88	1			
100383157	ANDERSON,	1985	7 HILLCREST DR	R	A	1-1	1	14	88	1			Y

Currently, we do not have a report that can be generated in CVR which lists the voters flagged for Proof of ID, but you can generate an Incoming Voting List prior to the election to look for these voters.

Once a voter is identified, look the record up in CVR through an Inquiries search. You will select the Change button instead of the View button:

Select Voter - Inquiry Voter Registration

Select	Status	Last Name	First Name	Middle Name	Suffix	Date of Birth	Residence Address	Voter Record #	Party	Enrollment Date	Show ID
<input type="radio"/>		ANDERSON		C			7 HILLCREST DR,	100383157	R	09/14/2013	Yes

Display Signature Display Document

View **Change** Previous Scan/Print

Note that when you are looking up voters, you can also see if they are flagged to show Proof of ID on the Select Voter screen.

In the voter's record, scroll down to the Proof of ID section:

PROOF OF ID (new voters only)

Proof of ID provided Form of ID provided

Other Form of ID

1. Maine Drivers License/Maine State ID Validate BMV
or
2. Last 4 Digits of SSN
or
3. The voter did not provide a Maine Drivers License, a Maine State ID No, nor a SSN (Results in a Unique Voter Identifier (UVI) being assigned to the voter.) 235918

If you have since obtained Proof of ID, as indicated on the voter's source documentation, you can check the Proof of ID box and select the form of proof. This will remove the Proof of ID flag from the voter's record.

Challenged Ballot Status described on reverse!

Challenged Ballot Status on IVL


When no Proof of Residency has been entered, the system flags the voter on the IVL as needing to vote a challenged ballot. Like the Proof of ID Flag, a Challenge flag prompts the Election Clerks to send the voter to see the Registrar to provide Proof of Residency before ballots are issued to the voter.

In the following example, the voter is flagged for both Proof of ID and Proof of Residency:

Reported On : 04/29/2016
Generated By : STATE

INCOMING VOTER LIST FOR WARD/PRECINCT :
MANDATORY AFTERNOON SIESTAS-08/01/2016

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Voter Record #/Barcode	Name (last, first & middle)	YOB	Residence Address	P	S	W/P	CG	SS	SR	CC	DES	CH	ID
100232300	TRAVERS,	1956	470 E BLAINE RD	U	A	1-1	2	2	146	1			
100118265	TWEEDIE,	1989	67 TRAFFORD RD	U	A	1-1	2	2	146	1			
001000563	TWEEDIE,	1927	97 TRAFFORD RD	R	A	1-1	2	2	146	1			
100333761	TWEEDIE,	1992	636 ROBINSON RD	D	A	1-1	2	2	146	1			
001000566	TWEEDIE,	1960	67 TRAFFORD RD	D	A	1-1	2	2	146	1			
001000567	TWEEDIE,	1977	129 TRAFFORD RD	G	A	1-1	2	2	146	1			
100436757	TWEEDIE,	1966	63 TRAFFORD RD	U	A	1-1	2	2	146	1		Y	Y

In the voter's record (Inquiries search, and Change voter), we see that a driver's license number was entered as Proof of ID, but the box was not checked and form of ID was not selected. Nothing was entered for Proof of Residency. The system activated the checkbox for "Challenged Ballot due to a lack of Proof of ID or Residency":

PROOF OF ID (new voters only)

Proof of ID provided Form of ID provided Other Form of ID

1. Maine Drivers License/Maine State ID 9107159

or

2. Last 4 Digits of SSN

or

3. The voter did not provide a Maine Drivers License, a Maine State ID No, nor a SSN (Results in a Unique Voter Identifier (UVI) being assigned to the voter.)

PROOF OF RESIDENCY

Proof of Residency provided Form of Proof of Residency provided Other Form of Residency

Voter Status: ACTIVE Challenged Ballot due to a lack of Proof of ID or Residency

In this example, if that is the voter's actual license number, the box for Proof of ID can be checked, Driver's License can be selected for form of ID, and the license number can be validated. If Proof of Residency has been obtained, you can check the box and select the form of ID provided to you. If a Driver's License shows the same address as the voter registration application, then you can use that as proof of residency as well as ID.

Suggestion for IVL: When you print your IVL for Election Day, highlight the voters who are flagged as needing to show Proof of ID or who need to vote challenged ballots, for easy identification by your Election Clerks.

Policy for Use of Certificate of Registration

Provided by the Secretary of State's Office – August 2024

Statutory Requirements

Use of the Certificate of Registration (COR) has been required by law since at least 1985. It is described in Title 21-A sections 122(4) and (7).

The Registrar is directed to issue CORs for qualified applicants who register to vote after the Incoming Voting List (IVL) has been printed for the election. Certificates of Registration are also completed for existing voters who request changes after the IVL has been printed. A COR must be completed and issued to any voter who registers to vote or changes information on Election Day.

Creation of Uniform Form and Procedures

The Secretary of State has determined that the Certificate of Registration, like other election documents, should be a standard form that is used uniformly by all municipalities in the conduct of all federal, state and county elections, and municipal elections where Title 21-A is followed.

The COR has been designed as a 2-part, carbonless form, measuring 4" x 6". The Division of Elections provides the number of forms ordered by each municipality and the forms will be provided in one of the scheduled pre-election mailings.

This COR form is the only approved form to use in documenting new voter registrations and changes. The COR form that previously was available in the Central Voter Registration (CVR) system has been eliminated. Municipalities are not authorized to change the design of the form.

Uniform Procedures for Voter Registration/Changes

After the IVL for an election has been printed, the following uniform procedures must be followed:

1. The **first step** is to have the voter complete a white (in person) **voter registration application**, either as a new voter or to request a change to an existing record. A COR by itself cannot be used to register a new voter or make changes to an existing voter's record – it does not contain all of the required information, and the voter does not sign the COR.
2. The Registrar **reviews** the **voter registration application** and **qualifications** and completes the "for Registrar's Use Only" section on the back of the application.
3. If the voter registration application is complete and the voter qualifies to register to vote, the Registrar then completes the **approved, 2-part, COR form**. The top (white) copy is given to the voter; the bottom (yellow) copy is kept by the Registrar with the voter registration application. The voter is given instructions to present the COR at the IVL check-in.
4. The Registrar gives the IVL to the Clerk to deliver to the voting place. The Registrar should keep the yellow copies of the CORs in alphabetical order for ease of locating in the event the voter forgets to bring the white copy to the voting place. In municipalities with single voting places, the Registrar may wish to bring the yellow copies of the COR to the voting place along with the registration materials.

continued on reverse

5. On Election Day, the yellow copy of the COR will be kept by the Registrar with the voter's **voter registration application**. The voter will present the white copy of the COR to the Election Clerk at the IVL table. The Election Clerk will take the white copy from the voter, then **must hand-annotate the new voter to the blank IVL addition pages (required by law, Title 21-A §122(7))**. The IVL addition pages will be kept at the end of each alpha tab, or at the beginning or end of the list, separated by alpha tab.

Similarly, voters who have requested **changes** to their existing record will be given the white copy of the COR to present to the Election Clerk. The Election Clerk will hand-annotate the change(s) to the voter's existing IVL listing above or beside the old data.

6. White copies of the COR will be kept by the Election Clerk in alpha order until the polls close. After the polls close, the white copies of the COR will be sealed in the same package with the IVL. This provides a check-and-balance process for any changes that were made to the IVL, should questions arise after the election or a recount occurs.
7. There is a box in the upper right-hand corner of the COR to indicate that the voter has been entered in CVR. After Election Day, when new voters are added and voter changes are made in CVR, check the box on the yellow form.
8. After new voters are added and requested changes are made, run a Change Detail Report. Proofread the report against the CORs, to be sure that everyone has been added to CVR that should be, and all changes have been made that were requested. This process is an important step in preparation for entering Voter Participation History (VPH) for the election.

Post-Election Activities

On the 6th business day after election, if no recount, the Municipal Clerk unseals the IVL and absentee materials.

- Absentee ballot data processing must be completed and proofread first.
- Entering new voters and changes must be completed and proofread next. **NOTE:** You must have a **completed and signed voter registration application** in order to enter a new voter in CVR or change an existing voter's record in CVR. You cannot take such actions based solely on a COR. If a voter registration application was not completed and signed, you must contact the voter to complete the application process.
- VPH may then be entered, following procedures developed by the Secretary of State's Office. Import Absentees, then scan barcodes or enter voter ID numbers for the voters checked off the IVL as having voted. This includes all voters printed on the IVL, and all voters hand-annotated to the IVL. Use the white copies of the COR to confirm that history is captured for all voters who voted. When done, or after each letter of the alphabet is done if you have a lot of voters, run a VPH Report and proofread against the IVL and white copies of the COR. To resolve discrepancies, consult the Change Detail Report.

Retention of CORs

After you have completed all of the post-election activities (and proofread to confirm accuracy), match up the yellow and white copies of the COR's and keep them with the IVL for the 5-year retention period.

Instructions for Completing the Certificate of Registration

CERTIFICATE OF REGISTRATION 12 Entered in CVR

This voter has registered to vote. Pursuant to Title 21-A §122.4 and/or §122.7(A), this certificate entitles the voter to be placed on the Incoming Voting List on Election Day and permits the voter to vote. Please write the New Voter's name on the voting list as directed OR make the correction(s) indicated below to the voting list.

Municipality: _____ 1 Election Date: _____ 2

Please check all that apply: NEW VOTER ADDRESS CHANGE NAME CHANGE PARTY CHANGE 3

Voter's Name: _____ 4

Previous Name (if applicable): _____ 5

Residence (Street) Address: _____ 6

W/P: _____ Party: _____ SS Dist: _____ SR Dist: _____ CC Dist: _____ Other: _____

Pursuant to Title 21-A §673, this voter will vote challenged ballot. 7 8

Approved by Registrar: _____ 9 (Initials) Date: _____ 10

This voter was provided a ballot. _____ 11 (Election Clerk Initials)

Attach the yellow copy to the voter registration card and the white copy to the IVL.

NOTE: A COR is completed **by the Registrar AFTER** the voter has submitted a completed and signed **voter registration application**, either as a new voter, or to make changes to an existing voter record.

1. Print the name of the municipality. This is important if materials need to be retrieved for a recount.
2. Print the Election Date.
3. Check the appropriate box(es) indicating why the COR was completed. This is important in the event that a question arises about the voter's registration or change request, or if there are discrepancies when Voter Participation History (VPH) is captured.
4. Legibly print the voter's complete name, as indicated on the voter registration application.
5. If the voter is submitting a request for a name change, legibly print the voter's previous name. This is important information that is needed by Election Clerks on Election Day, as well as to conduct a proper voter search in CVR, and when VPH is captured after the election.
6. Legibly print the voter's residence (street) address, not a mailing address.
7. Indicate the Ward/Precinct and district numbers for the voter, and indicate the voter's enrollment status. This is important information that the Election Clerks need to know when issuing ballots.
8. If the voter's ballot needs to be challenged, check the box.
9. After the certificate is completed, the Registrar must initial it.
10. The Registrar must date the certificate.
11. The white (top) copy of the COR is given to the voter. On Election Day, the voter presents the white copy to the Election Clerk at the IVL table. The Election Clerk initials the white copy and keeps it with the IVL. **The IVL must be hand-annotated with the new voter or the requested change (required by law, Title 21-A §122(7)).**
12. The Registrar retains the yellow (bottom) copy with the voter registration application. After Election Day, when new voters and changes are entered in CVR, the Registrar checks the "Entered in CVR" box.

**Follow all procedures outlined in the Secretary of State's
Policy for Use of the Certificate of Registration.**