Washington Secretary of State
SAM REED

Advisory Issue: 13 Certifying the Primary February 18, 2008

Election Partners,

Please follow this set of instructions to certify your 2008 Presidential Primary results to the Secretary of State. (Also see RCW 29A.60.230 and Chapter 434-262 WAC.)

Step #1: Confirm your reported number of active registered voters.

This number should not change after Election Day, unless the change is significant. All the instructions for "what to do" are laid out in the November 2, 2007 Clearinghouse. If you still have questions, you may call Patty Murphy at (360) 902-4188.

Step #2: Before "close of business" on Wednesday, March 5.

Once your canvass and certification of results are finished, and the final results have been uploaded or entered into WEI Admin, log into WEI Admin, click on the "Election Results" button, and then the "Certify Results" button. We are using this mechanism to meet the "electronic means" requirement of WAC 434-262-080.

THERE IS NO LONGER A NEED TO FAX anything to the Elections Division the day of county certification.

Step #3: Please send by FedEx to arrive at the Secretary of State's Office before close of business on Thursday, March 6, the certified county canvass report, which includes:

1. The original (paper) certification document (Oath of County Auditor and Certification of the Canvassing Board) with original signatures & original county seal;
2. The original (paper) certification reconciliation report; and
3. The cumulative report (paper is preferred) of votes cast for presidential nominees.

The FedEx account to use is #296050342. Send to Office of the Secretary of State, Elections Division, ATTN: David Motz, 520 Union Ave SE, Olympia, WA 98504. Phone number is (360) 725-5786.

ELECTIONS DIVISION
520 Union Avenue SE
PO Box 40229
Olympia, WA 98504-0229
Tel: 360.902.4180
www.secstate.wa.gov/elections

Please DO NOT SEND summary results of local issues/races; summaries of write-in votes; paper copies of precinct results; canvass board minutes; 30-day reconciliation reports.

Step #4: Precinct Detail. Please email to Patty Murphy (pmurphy@secstate.wa.gov) **as soon as possible after certification.**

Please send the precinct data for the number of registered voters, the total ballots cast, and votes cast for the presidential nominees. The preferred format is the Precinct Export File, but it may be an Excel file or PDF file if masking of results is necessary.

Note: ES&S Counties, Hart Counties, and Sequoia Counties that upload precinct detail (Franklin and Whatcom) do not have to send this information because the last upload file is sufficient. Adams and Wahkiakum Counties should send the information in an Excel spreadsheet.

Additional Note to Hart Counties: It has been discovered that the export file does not contain Registered Voters for precincts that have a split. If you have a split in the election, please send via email attachment a list of precincts and their registered voters for the election, or send a 2nd export file by unchecking – Consolidate Precincts.

Step #5: Congressional/Legislative Breakdown.

Since most counties are providing us with precinct detail in the upload, we can produce this breakdown. However, King, Kitsap, Pierce and Snohomish Counties will need to send this breakdown.

Step #6: Party Data. Please email to Patty Murphy (pmurphy@secstate.wa.gov) **as soon as possible after certification.**

Please send the text files from the Voter Registration system with county voter IDs and party code for voters who signed a party oath. The export format has been determined for each VR system.

Again, please contact Patty Murphy if you have any questions.

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