



Scheduled Maintenance Checks



	Voters with Duplicate Registrations	Deceased Voters	Felons
Frequency of Check	Monthly *	Monthly **	Quarterly ***
Identifying Matches	<p>Step 1</p> <ul style="list-style-type: none"> Names and dates of birth are compared (Secretary of State); <p>OR</p> <ul style="list-style-type: none"> If available, driver's license and DOL issued state ID card numbers are compared (Secretary of State). <p>Step 2</p> <p>Duplicate reports <u>are available to the counties, which compare</u> signatures to determine whether records are for the same voter (County Auditors).</p> <ul style="list-style-type: none"> If the records are from two different voters, the records remain active (County Auditors). If the records are for the same voter, the Auditor determines which record should remain active (County Auditor). 	<p>Step 1</p> <ul style="list-style-type: none"> Names and dates of birth are compared with information of deceased persons supplied by the State Department of Health and the Social Security Administration (Secretary of State). <p>Step 2</p> <p>Proposed deceased voter reports are available to the Auditors (Secretary of State).</p> <ul style="list-style-type: none"> Reports must be approved or rejected as soon as possible. (County Auditor). The status of a deceased voter's registration may be changed at any time (Auditor). 	<p>Step 1</p> <ul style="list-style-type: none"> Names and dates of births are compared with information from the Department of Corrections (Secretary of State). <p>Step 2</p> <p>Notices of cancellation are mailed to each identified match.</p> <ul style="list-style-type: none"> The potential felon's registration status is changed to "pending cancellation" (Secretary of State).
Notifying the Voter	<p>A notice of cancellation may be sent to the voter but is not required. The Voter is not being cancelled from the list – only a duplicate record of his/her registration is being removed (County Auditor).</p>		<p>A notification letter is sent to potential felons under the supervision of the Department of Corrections. The letter states that the registration will be canceled in 30 days. The Auditor may change the potential felon's status to reflect information provided by the potential felon. If the potential felon does not contact the Auditor within 30 days, the registration is cancelled. (Secretary of State).</p>

Note: Either "County Auditor" or "Secretary of State" is listed after each entry, indication which office has responsibility for that item.

* Upon entry into a county's election management system, new registrations are checked against the VRDB for previously existing registrations with the same name and date of birth as the applicant. If a duplicate registration is identified, it is resolved before the new registration is activated (County Auditors).

** Auditors may also match names from obituaries to their registration list and use either the date of birth or address to verify the match and cancel the registration (County Auditors).

*** The County Superior Court via the local County Clerk's Office notifies the Auditor of any new felony convictions in the county so any voter registrations may be cancelled.