



Secretary of State

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Presidential Primary Advisory #04 Voter Registration | Overlap Guide February 3, 2016

Important dates for spring election cycles overlap with Presidential Primary dates.

February and April Elections

The February Special Election is overlapped by the Republican Party Caucus schedule; the April Special Election is overlapped by the Presidential Primary schedule.

The Republican Party Caucus is scheduled for the day after certification of the February Special. Parties will request lists of registered voters containing precinct information.

To ensure new registrations and address changes are processed prior to the caucus, new registrations will need to be entered before certification.

Counties may experience increased requests from voters for Voter Registration Cards (Acknowledgement Notices). Voters wishing to participate in either party's caucus may be contacting your office for registration and caucus information. [UOCAVA](#) voters may need special handling after the registration deadline for the April Election.

What more is new and different this spring? See the attached *Voter Registration Overlap Guide* for managing these important 2016 dates.

Feb 9	Election Day. Finalize registration numbers for turnout and reconciliation reports.
Feb 12	Begin processing new voter registrations. No transfers yet.
Feb 19	Certification Day. After global updates, begin processing transfers.
Feb 20	Republican Party Caucuses.
Mar 30	Assist UOCAVA voters wishing to register in a county conducting an April Special Election.
Apr 26	Election Day. Finalize registration numbers for turnout and reconciliation reports.
May 2	For eligible voters within an April Election, begin processing new voter registrations and address/name changes.

February Special Election

Party Caucus

The February 20th Republican Party Caucus is the day after counties certify the February Special Election. To ensure new registrations and address changes are processed prior to the caucus, registrations will have to be processed before certification.

February 9 (Election Day). Finalize voter registration numbers for turnout and reconciliation reports.

February 12. Begin processing new voter registrations and name changes, including online and paper registrations.
Do not transfer registrations in VRDB Admin.

Entering new registrations early will not affect applying voting history to any voter in the VRDB.

Lists for political parties: include registrations in pending-transfer status in your voter list exports. Provide an explanation for each registration status code.

April Special Election

**UOCAVA Transfer
County-to-County**

March 30. If you receive a UOCAVA registration or transfer after the 29-day cutoff, for a county conducting an April Special Election, contact Stuart Homes at the Secretary of State's Office for assistance.

**New Voter
to Washington**

1. April 26 (Election Day). Finalize voter registration numbers for turnout and reconciliation reports.
2. Is the voter registering for a district conducting an April Special Election?
 - If *yes*, wait until May 2, the Monday after Election Day, to enter process the application.
 - If *no*, enter registration information into the voter registration system.

**Registered in
Another County**

1. Enter transfers into your county's Voter Registration System.
2. Is the previous county of registration having an April Special?
 - If *yes*, wait until May 2, the Monday after Election Day, to process transfers in VRDB Admin.
 - If *no*, complete the transfer in the VRDB.

**Address Change within
County**

1. Is the voter within a district having an April Special Election?
 - If *yes*, wait until May 2, the Monday after Election Day, to process address change.
 - If *no*, complete the address change.