



Secretary of State

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Voter Registration Transfers

Election Clearinghouse Notice

Issue# 21-03

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This clearinghouse notice is reissued to reflect legislative changes and updates to the statewide voter registration database technology (VoteWA) and now incorporates all relevant information from the “NVRA Notices” clearinghouse. It replaces Clearinghouse notices #09-04 “NVRA Notices”, issued July 27, 2009 and #12-06 “Voter Registration Transfers”, issued August 17, 2012.

A voter may “transfer” or update their voter registration to a new address within Washington State in several ways.

Transfers within a county (RCW 29A.08.410; WAC 434-324-076)

A voter may transfer their registration within a county by:

- Contacting their County Auditor to update their address in writing, in person, by phone, or by email.
- Submitting an update electronically through the VoteWA online portal, Dept. of Licensing, Health Benefit Exchange, or designated agencies.
- Submitting a voter registration application.
- Responding to a Confirmation Notice with a new address within the county.
- The US Postal Service providing a new address within the county.

Must a voter provide a signature and date of birth if updating an address within the same county?

No. The only information required when a voter transfers within the same county is the voter’s name, current address, and new address. The county may request additional identifying information before processing a voter registration update submitted on behalf of a family or household member.

Transfers to another county (RCW 29A.08.420; WAC 434-324-036)

A voter may transfer their registration to another county by:

- Submitting a new paper registration application.
- Submitting an update electronically through the VoteWA online portal, Dept. of Licensing, Health Benefit Exchange, or designated agencies.
- Responding to a Confirmation Notice with an out-of-county residential address and signature that is forwarded from the former county to the new county of registration.

If the US Postal Service provides a new address outside the county, place the voter on inactive status and send a confirmation notice to all known addresses.

What are the procedures for transferring a voter into a new county?

In order for a registered voter to transfer their registration to another county within Washington, the voter must re-register in the new county by submitting the minimum required information via a paper registration application or electronically through the VoteWA online portal, Dept. of Licensing, Health Benefit Exchange, or designated agencies. The existing registration record is updated with the new address and the new county sends the voter an Acknowledgement Notice (Voter ID card).

What is the minimum information needed to complete any county-to-county transfer?

- Name
- New residential address
- Signature on the voter registration oath (RCW 29A.08.230)
- Either date of birth or voter ID number

Citizenship affirmation is not required as the person is already a registered voter in our state.

Confirmation Notices (RCW 29A.08.632; RCW 29A.08.640; WAC 434-324-087)

Confirmation notices are designed to contain all the required information to serve as voter registration applications.

The required elements of a Confirmation Notice:

- Must be sent to inactive voters by first-class forwardable mail.
- The response form must be preaddressed and postage prepaid.
- Includes either the voter's date of birth, or voter ID number.
- Asks the voter to verify their current address.
- Asks the voter to sign the voter registration oath. (RCW 29A.08.230)

Confirmation Notice Processing

If the response to a signed confirmation notice indicates that the voter moved to another county within Washington, the former county of registration will keep the voter on *inactive status* and immediately forward the confirmation notice response to the voter's new county. The confirmation notice may be sent by mail or scanned and sent electronically. The former county does not cancel the registration.

The voter's new county of residence must register the voter using the information and signature on the confirmation notice. The new county transfers the registration from the former county and sends the voter an acknowledgment notice (voter ID card).

Requirements for the date of receipt of a voter registration application apply to forwarded confirmation notices. For example, if the former county receives a complete confirmation notice, they should date stamp the notice with the date of receipt and forward it to the new county immediately. The new county will use that date stamp to determine if the notice meets registration deadlines as defined in RCW 29A.08.020 and RCW 29A.08.140.

What if the voter's Confirmation Notice response is not signed?

If the response indicates a new address in another Washington county, but the response is not signed, the voter remains on *inactive status* in their current county of residence. The notice is forwarded to the (would-be) new county for resolution in the same manner as an incomplete registration.

What if the Confirmation Notice response indicates the voter has moved out of state?

If the response indicates that the voter has moved out of state and the notice is signed, the county cancels the voter. However, if the response is not signed, the county keeps the voter on inactive status. *Best practice:* If the response is not signed, send the voter a cancellation form to complete and return.

In the event of a late transfer, how should the former county process a voted ballot if the voter is now registered in another county?

See the "Same Day Registration" Clearinghouse.

What are the procedures for transferring an in-person, out-of-county voter into a new county?

See the "ESB 6313 Advisory #1 – Universal Registration" Advisory.