



*Washington Secretary of State*

# CLEARINGHOUSE

## ELECTIONS NOTICE

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### **Voter Registration Numbers for an Election**

The number of active registered voters is reported before, during and after an election. Although voters are required to register no later than eight days before an election, new registrations take time to process and it is common for a county's total number of registered voters to vary until Election Day.

To provide consistent voter registration numbers in all reports (online election results, voting system reports, media releases) counties are asked to make the last update of active registered voter numbers either on, or just before, Election Day.

Even though minor changes may occur after the final voter registration update, it is very important that nothing be changed in the voting system reporting software. Counties should consistently report the same number from Election Day through Certification Day.

The following steps detail the process for reporting the total number of registered voters on or just before Election Day.

1. Voter registration totals by precinct should be entered into the voting system.
2. The total number of registered voters should also be entered into WEI. (Only the total is entered into WEI, not the precinct breakout.)
3. From Election Day through Certification, this number should not change on results reports or WEI. This same number is the only number released to the media.

After Election Day, voter registration numbers may be updated only because of **significant** changes in the number of active registered voters. Changes may be made to the original number only if the changes will significantly affect voter turnout.

If it is necessary to update voter registration numbers, an explanation must be included in the county's reconciliation report.

The following steps detail the process to follow when that the number of active registered voters for the election needs changing on Certification Day.

1. The new number should be entered into WEI.
2. Update the county's voting system by precinct so that the final results report has the new number of active registered voters.
3. For counties unable to update precinct numbers in the voting system, the updated numbers should be noted on the final results report that is sent to OSOS at certification, including a breakout of the final active registered voters by precinct.

For more information, please contact [WEISupport@sos.wa.gov](mailto:WEISupport@sos.wa.gov) or the Voter Registration Help Desk at (360) 902-4194.