

# **Innovations in Election Administration 4**

**Using NCOA Files  
for Verifying Voter  
Registration Lists**





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# Using NCOA Files for Verifying Voter Registration Lists

**Author:**

Charlotte G. Mullins  
905 Leawood Drive #6  
Frankfort, Kentucky 40601

**Managed and Edited by:**

William C. Kimberling  
National Clearinghouse on Election Administration

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# Introduction by the Clearinghouse

This report is another in the series on *Innovations in Election Administration* being published by the FEC's National Clearinghouse on Election Administration.

The purpose of this series is to acquaint State and local election officials with innovative election procedures and technologies that have been successfully implemented by their colleagues around the country.

**Our reports on these innovations do not necessarily constitute an endorsement by the Federal Election Commission either of the procedures described or of the vendors or suppliers that might be listed within the report. Moreover, the views and opinions expressed in these reports are those of the author and are not necessarily shared by the Federal Election Commission or any division thereof.**

We welcome your comments on these reports as well as any suggestions you may have for additional topics. You may mail these to us at:

The National Clearinghouse on  
Election Administration  
Federal Election Commission  
999 E. Street, N.W.  
Washington, D.C. 20463

or else call us

toll free on 800/424-9530 or  
direct on 202/219-3670.

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# Using NCOA Files for Verifying Voter Registration Lists

## Executive Summary

The United States Postal Service provides, through its National Change of Address (NCOA) system, an automated means of verifying the addresses of registered voters for both local jurisdictions and those States that maintain state-wide registered voter files. This report addresses the following questions regarding the NCOA program:

- The extent to which those jurisdictions that have used the NCOA have actually benefited from it.
- Whether or not the NCOA program is the best method available to verify registered voter addresses.
- Whether or not this method of verifying registered voter addresses is cost effective.

The answers to each of these questions can provide invaluable information to other State and local election officials as they go about the task of ensuring the accuracy and completeness of their own voter registration records in the most effective and efficient way possible. With this in mind the scope of this effort was to:

- Determine which State and local government election agencies have used the National Change of Address System to verify the accuracy of their voter registration lists.
- Document the procedures followed by each of these agencies when using the National Change of Address System.

- Evaluate the benefits of using the National Change of Address System.

A primary focus of this research was on the experience of the Commonwealth of Kentucky State Board of Elections in using the United States Postal Service National Change of Address system to verify the registered voter addresses in the central voter registration system file of that State. The reasons for this are first, it represents one of the major uses of the NCOA system for registration records purposes and second, the amount of data available and the ease of access to this information.

Based on a survey conducted of all fifty States plus the District of Columbia and the four Territories, the use of the NCOA system for correcting and purging voter registration records appears limited at this time. However, in the State and local election jurisdictions where it has been used, it has been generally successful, has saved time, and has reduced costs.

Each agency that has used the NCOA system indicated that there were some operational problems in getting the information and in matching the records against their registration files. They attributed these problems, however, to the newness of the process and expect future uses of the system to function more smoothly.

Key recommendations made by the users of the NCOA system include:

- More direct and active involvement by the U. S. Postal Service.

- Active participation by all affected election officials in planning and execution.
- Full written procedures and records relating to the process.
- Clear and complete instructions to voters.
- Advance publicity regarding the process that will be taking place.

### What Is the the NCOA System?

The United States Postal Service developed the National Change of Address System in order to reduce the amount of undeliverable mail and speed up the delivery of mail forwarded to new addresses. Although the system was designed primarily for magazines and for other such large scale mailout operations, its applicability to updating voter registration lists is fairly obvious.

The system uses a computerized file (updated nightly) containing some 91 million change-of-address records. Services are provided to users (such as election offices) through 25 or so licensee corporations whose pricing structures vary.

Some of the features of the system include:

- All change-of-address actions are maintained on the computer files for three years rather than for the eighteen months normally available from your local postmaster's manual records.
- All addresses submitted are standardized and zip+4 coded.

- Change-of-address information is provided whenever a match is made between addresses submitted and addresses maintained on the NCOA files.

- Address lists may be submitted in virtually any electronic medium (disk, tape, etc.) and in virtually any format.

- A uniform method for delivering address lists is provided.

Election officials seeking more information on the National Change of Address files may want to contact:

**The National Address Information Center  
6060 Primacy Parkway, Suite 101  
Memphis, Tennessee 38188-0001  
Tele: 800/238-3150.**

The Center can provide informational brochures as well as an updated listing of licensees.

### Jurisdictions Using the NCOA System

In order to determine the extent to which the National Change of Address system has been used for verifying voter registration lists (and the success of this use), all 50 States plus the District of Columbia and the 4 Territories were surveyed. Following is a summary of the 36 responses received.

State/Locality	Use NCOA	Remarks
Alabama	No	
Alaska	No	
Arizona	No	
California	Yes	Used by some of the larger counties on an individual basis. These include: Sacramento, San Diego and Santa Clara
Delaware	No	
Wash. DC	No	
Florida	No	
Georgia	No	

State/Locality	Use NCOA	Remarks
Hawaii	No	
Idaho	No	
Illinois	No	
Indiana	No	
Kentucky	Yes	Used in conjunction with centralized statewide voter registration system.
Louisiana	Yes	Used in conjunction with centralized statewide voter registration system
Maryland	No	State surveyed localities and got 11 responses. None use NCOA.
Massachusetts	No	
Michigan	No	
Minnesota	No	State is designing a system that will provide the ability to use NCOA with statewide voter registration system.
Missouri	No	
Montana	No	
Nebraska	No	
New Hampshire	No	
Nevada	No	
New Jersey	No	State surveyed localities and got eight responses. Six do not use NCOA, two get copies of change of address cards directly from local post office.
New Mexico	No	
North Carolina	No	
North Dakota	No	
Ohio	No	
Oklahoma	No	
Rhode Island	No	
South Carolina	No	
South Dakota	No	
Tennessee	No	
Texas	No	
Utah	No	

Those States and localities identified as having used the NCOA system were contacted directly to obtain full information regarding the extent of their use of the system, their success in using the system, and how the process was operationally carried out.

### **Program Descriptions**

Of the States and localities identified as having used the NCOA system, two States and two localities were selected to provide detailed information about how their systems operate and how

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they employed the NCOA files. These are discussed below.

## **Commonwealth of Kentucky**

Prior to 1972 the registration of voters and the maintenance of current and accurate voter registration records was carried out exclusively as a local function of the individual elected County Clerks in the 120 counties of Kentucky. County Clerks were not notified when a registrant moved to and registered in another Kentucky County. Often they did not know when a voter was deceased or declared ineligible to vote for some other reason. And as a result, there were many voters on the rolls who were not in fact eligible to be on those rolls. In fact, in numerous cases voters were shown as active registrants in more than one county.

In 1972 the Kentucky General Assembly completely changed the election statutes and created a State Board of Elections. It also passed legislation calling for the establishment of a statewide computerized voter registration system. In accordance with this new legislation, each voter was required to re-register in their county of residence. A short period of time was provided for all persons to re-register and those who did not do so were removed from the rolls of qualified voters. The law included a provision that voters who did not vote at least once in a four-year period would be removed from the rolls and be notified of this fact.

As a part of the registration process, a statewide uniform voter registration card was established. Once completed by the voter, this card was sent to the office of the State Board of Elections located in the State Capitol. There the information on the card for that voter was entered into a central computer file maintained by the Board of Elections staff. The card was then returned to the appropriate County Clerk's office where it was permanently retained and used as the basis for registration record up-dates and changes.

When changes were made to registration records, the appropriate local County Clerk's office completed a standardized change form and submitted it to the State Board of Elections. There the appropriate change was made to the record for that registrant. At the end of each month a report was prepared and sent to each County showing all transactions processed for the month—including those registrants who had moved and transferred their registration to another county within the State and should thus be removed from the manual files of their previous county.

This original statewide voter registration system was successful and played an important role in improving the ability of the individual counties to maintain accurate files of registered voters.

Further improvements were made in 1986 with a conversion to an on-line computer system that enabled local County Clerks' offices to instantly add registered voters, change registration records, and remove voters from the active rolls. This new system increased the efficiency of each local office and enhanced the ability to maintain active records of registered voters.

In 1988, the Kentucky legislature again changed the statute so that persons who did not vote in a four-year period were no longer automatically removed as a registrant. Under this new law, the State Board of Elections was required to conduct a purge of ineligible and deceased voters each two years. The State Board of Elections was to mail to each registered voter, by first class mail, a notice of voter registration. The notice was to be non-forwardable and to be returned to the State Board of Elections if undeliverable. If the notice was returned as undeliverable, the State Board of Elections was to immediately mail each of these voters, by forwardable mail, a notice of intent to remove the voter from the list of active registrants within 30 days.

The notice of intent to remove a registrant was to contain a change of address form addressed to the County Clerk for the county in which the



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records showed the voter resided. With this form, the voter could request that his voter registration be transferred to his new address so he could be placed in the proper voting precinct. As an alternative, the voter could request a hearing before the County Board of Elections protesting removal and asking that he continue to be shown as a properly registered voter in that county.

At the time these notices were mailed to the individual voters, a list containing the names of individuals in each county sent purgation notices was also to be prepared and sent to the appropriate county. If the voter failed to respond to the notice within the given time, the county was to remove that person from the rolls. If a change of address was received, then the county was to change the address and precinct as appropriate.

If the voter filed a protest against removal, the County Board of Elections was to hear their protest at the next regular monthly meeting following the 30 day expiration period. At that meeting the Board was to determine if the voter remained eligible to vote in their precinct and county of registration. If they were determined to be ineligible to vote the name was to be removed from the central registration system files.

The estimated cost of this procedure, as established by the Kentucky Legislature, was about one million dollars. It would have been necessary for the State Board of Elections to hire additional staff and rent additional facilities to house and process the quantity of cards expected to be returned by the Postal Service. Modifications would had to have been made to the computer system, and an extensive amount of additional computer time would have been required.

Funding was not provided by the 1988 Kentucky General Assembly, and, as a result, action on these legislated changes was deferred until 1990. In that year, the General Assembly appropriated \$300,000 for the 1990-1992 fiscal year to carry out the process.

The Federal Election Commission's National Clearinghouse on Election Administration had

become aware of the new Kentucky legislative requirements and of the financial limitations imposed by the General Assembly. They recommended that the State Board of Elections use the National Change of Address system as a cost effective and efficient means of meeting the requirements imposed by the legislation.

After meeting with the appropriate representatives of the U.S. Postal Service, the State Board of Elections met with the Kentucky Elections and Constitutional Amendments Committee to explain the recommended approach and how it would enable the Board of Elections to carry out the task within the \$300,000 limit. Based on this recommendation, the 1990 General Assembly amended the statutes so that the State Board of Elections could adopt regulations that would enable use of the NCOA system. The regulations were adopted, the procedures were put in place, and the process was initiated using the National Change of Address system in May 1991.

All change-of-address data received by the Postal Service is transmitted electronically to their National Address Information Center in Memphis Tennessee daily. There the information is consolidated and placed on computer tapes. Address information changes and corrections are standardized against a Zip+4 database. This standardized address information is then transmitted to the private companies operating under a licensing agreement with the Postal Service.

The first step taken by the Kentucky State Board of Elections was to select a Postal Service NCOA licensee. Using this vendor, the Board of Elections then:

- Provided them with a tape containing the voter registration records for a selected sample of counties and had them run these records against the NCOA files.

- Reviewed the results of this test run to determine that the system would in fact provide the information needed and improve the ability to carry out the function required.

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Once the suitability of the approach and vendor services were verified, the State Board of Elections provided the vendor with magnetic tapes containing all 1,850,000 registered voters in the central registration system computer files. The first step the vendor took was to standardize the tape data and add the Zip+4 numbers to each record. Next the registration records were compared with those in the NCOA system files. When this was done the following was found:

- 131,522 individuals were found to have moved with forwarding addresses.
- 1,177 individuals were found to have moved and left no forwarding address.
- 131 were found to now have foreign addresses.

All of the identified changes were then put on a computer tape by the vendor and returned to the State Board of Elections.

The State Board designed a post card to be used for notifying each person that had an address change of their need to inform their County Clerk of that change. The Board then contracted with a Kentucky printing and mailing company to process the computer tape and to carry out the mailing. This organization was provided a list of all County clerks and the Zip codes that were within their counties.

The first task of the printing and mailing company was to code each record contained on the tape with the correct County Clerk code. This information was then used to sort the records by county and to count the total number of records for each county. Following this, a label was printed for each registrant on the tape and affixed to the two part post card. Then a peel-off label was printed showing the proper County Clerk's return address for each post card. These were affixed to the postcards being mailed. The post cards were then mailed to the affected voters.

When these voters received the post cards, they could use the peel-off labels to mail the completed cards to the County Clerk. The voter also had the option, however, of going personally

to the County Clerk's office in order to make the necessary change. Those registrants who failed to make the address change or who were found to be ineligible were removed from the voter registry. They had then to re-register in order to be eligible to vote.

## Other Jurisdictions

In Louisiana, the State was required, in 1990, to determine the continued eligibility of each registered voter annually. In order to accomplish this feat, the Commissioner of Elections sent a tape of registered voters to an NCOA licensee which identified those registrants who had changed addresses and provided this information to the State. This information, coupled with the names of registrants who have not voted within five years, was provided in list form to the individual parish voter registrars with a request that the local registrar attempt to obtain a current address for each registrant.

In January of 1991, a listing of the names and addresses of individuals whose records had not been corrected and updated was published in each local newspaper. Each individual on the list was asked to contact the local registrar and provide their current address so they could be placed in the proper precinct.

In April, registrants who had not supplied their address change were sent a card advising them that if no change was made within 21 days their name would be removed from the registered voter rolls. If no response to that notice was received, then the name was removed and placed on the inactive list. The individual then had to request reinstatement in order to be eligible to vote.

Sacramento and San Diego Counties in California have used the National Change of Address system at least three times to identify registered voters who have moved. There the registration lists are compared to the NCOA database, and those who have moved are selected. In each case,

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either their new address is obtained or else it is determined that there is no forwarding address. The counties then proceed to process each case according to California law.

## **The Effectiveness of Using the NCOA System**

Each of the State and local jurisdictions that have used the National Change of Address system have benefited from it both operationally and financially.

In the Commonwealth of Kentucky, the estimated cost of verifying 1,850,000 registrants was \$50,000. This included:

- the contract award to the NCOA vendor,
- the printing of cards and labels, and
- the postage and mailing of notifications to voters.

This does **not**, however, include the cost of in-house staff and computer time at the State Board of Elections or at the local County Clerks' offices. These are considered to be the normal costs of registration file maintenance and, thus, not additional costs related specifically to using NCOA.

In Sacramento County, California, the previous cost to mail notifications to 495,587 non-voters had been \$65,000. Using the NCOA system the cost to process 562,664 voter records was reduced to a vendor processing fee of \$2,272.

In San Diego County, California, the temporary staff required to conduct a purge was reduced from 18 to 3. Postage costs were reduced 88%. Actual costs savings were 20%, but if the costs were compared to a full purge, the savings would be approximately 63%. There was no negative publicity and the staff found the NCOA system to be extremely helpful in carrying out their responsibilities.

Kentucky made an effort to determine the degree of local satisfaction with using the NCOA system. They contacted 78 of the 120 County

Clerks several were personally visited. Of the clerks surveyed, 24% rated the method as good, 26% rated it as fair and 35% rated it as poor. The remaining 15% had not yet used the information supplied to complete the process due to massive address changes being made in the counties

In Sacramento County, the benefits of NCOA were found to far outweigh any drawbacks. Benefits cited by the county include:

- Changes and corrections are made to the entire voter file and not just non-voters.
- Certain administrative costs such as printing, sample ballot mailings, and ballots ordered are reduced because the voter file is more accurate and current.
- The labor time required to process changes and cancellations was reduced from 1,920 hours to 200 hours because a large portion of this function was done automatically.

There were, however, some drawbacks expressed by the county. These include:

- If there is an error in the NCOA file, it may stay there for three years. As a result, it may recur each time there is a purge.
- Since the NCOA system is not specifically designed for tracking voters, it does not keep track of voters who move without filling out a change of address card.

Nevertheless, based on the experience with it to date, the NCOA system has provided positive results to the users. The extent to which the system has been of value is, in large measure, dependent on how well the total process is planned and organized before it is initiated. It is also important that the process be well documented so that all steps can be easily followed by all persons involved.

## **Recommendations**

There were a number of recommendations made by the individuals interviewed regarding their

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use of the NCOA system. There are also several recommendations that have evolved from reviewing the procedures followed by each of the electoral organizations reviewed. These recommendations are as follows:

■ The U.S. Postal Service should make an effort to impress upon local postmasters the importance of maintaining the NCOA files and, hence, the importance of ensuring that patrons complete change-of-address forms accurately and completely. This is especially true with regard to “individual” versus “all residents” changes of address as well as “temporary” versus “permanent” changes of address.

■ Each election office using the NCOA system should include representatives from the Postal Service offices in their district in their planning process. The post offices that will be required to participate in the mailing can provide much better support if they can also plan for the process. It is particularly helpful for them if they can participate in the timing of the mailings.

■ If the program is being conducted on a statewide basis, it is important that the local election officials be included in the planning process and be informed of the procedures and schedule to be followed. This can often be accomplished by working through the leadership of the local election officials’ association. When such an organization exists, their meetings can be used as a vehicle to explain any mandated requirements and to provide written procedures that are to be followed. Ideally, the local election officials should participate in the development of the procedures.

■ Proper and complete written records should be maintained for each purge and kept on file with

the chief election official in charge of the purge process. One of the difficulties in evaluating the value of the NCOA system was the absence of complete information about how it worked. In some cases it was very difficult to obtain this information because only minimal records were kept. Full and complete records are important in monitoring the process, in assessing its value, and in planning future uses of the NCOA system.

■ Whenever possible, use the NCOA system in a non-election year rather than a year in which major elections are conducted. This process can, depending on the law, be a complex one. When carried out on a statewide basis, it requires a great deal of coordination in order to function smoothly. This can best be accomplished when there is no pressure to carry out a major election.

■ Provide advance publicity about the procedures that will be taking place. One of the most important tasks is making the public aware of the process and what will be expected from them. Voters should be advised of the importance of responding to the notices they receive in order to remain actively registered. This can be accomplished through public service announcements on radio, television, and in the local newspapers.

■ The wording of notification cards and other mailed materials should be carefully reviewed to ensure they are easily and fully understandable by the registrant. Poor wording of these materials can create a great deal of confusion for the voter. This in turn can make the entire process more difficult, time consuming, and costly for the election officials.

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# Appendix 1

## Contacts

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**At the U.S. Postal Service:**

The National Address Information Center  
6060 Primacy Parkway, Suite 101  
Memphis, Tennessee 38188-0001  
Tele: 800/238-3150

**In Kentucky:**

George Russell  
Executive Director  
State Board of Elections  
State Capitol rm 71  
Frankfort, Kentucky 40601-3493  
Tele: 502/564-7100

**In Louisiana:**

Alan Elkins  
First Assistant  
Office of the Commissioner of Elections  
4888 Constitution Avenue P.O. Box 14179  
Baton Rouge, Louisiana 70898-4179  
Tele: 504/925-1841

**In California:**

Ernie Hawkins  
Registrar of Voters  
3700 Branch Center Road  
Sacramento, California 95827  
Tele: 916/366-2658

Caesar Bolchini  
Election Processing Supervisor  
Office of the Registrar of Voters  
P.O. Box 85093  
5201 Ruffin Rd. Ste I  
San Diego, California 92186-5093  
Tele: 619/694-3409

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# **Appendix 2**

## **NCOA Vendors**

# NCOA VENDORS - MARKETING CONTACTS

<p>• ATTENTION: KARL BABIJ ACXIOM CORP 301 INDUSTRIAL BLVD CONWAY AR 72032-7168 (501) 336-1442</p>	<p>ATTENTION: KATHY HASSELKUS GLOBE LIFE AND ACCIDENT INS CO GLOBE LIFE CENTER OKLAHOMA OK 73184-0001 (405) 749-7413</p>	<p>• ATTENTION: MELVIN FOX PSA 8800 EDGEWORTH DR CAPITOL HEIGHTS MD 20743-3711 (301) 350-5600</p>
<p>• ATTENTION: PAUL STORCH ANCHOR COMPUTER 1900 NEW HWY FARMINGDALE NY 11735-1537 (516) 293-6100</p>	<p>GRIZZARD ADVERTISING INC 1002 TEXAS PKY STAFFORD TX 77477-6482 (713) 499-0417</p>	<p>• ATTENTION: LEO YOCHIM PRINTRONIC CORP OF AMERICA 17 BATTERY PL 13TH FL NEW YORK NY 10004-1298 (212) 480-4000</p>
<p>• ATTENTION: GEOFF WATERS CREATIVE AUTOMATION CO 3050 S CALHOUN RD NEW BERLIN WI 53151-3549 (414) 796-8486</p>	<p>• ATTENTION: CRAIG COMBEST HARTE HANKS DATA TECHNOLOGIES 1329 ARLINGTON ST CINCINNATI OH 45225-1380 (513) 853-7701</p>	<p>• ATTENTION: LYNNE CURRIN R L POLK AND COMPANY 6400 MONROE BLVD TAYLOR MI 48180-1884 (313) 292-3200 ext 5210</p>
<p>• ATTENTION: JOE BALABAN DATABASE AMERICA INFO SYS INC 100 PARAGON DR MONTVALE NJ 07645-1718 (201) 476-2000</p>	<p>ATTENTION: MARTY GAMBLE LCS INDUSTRIES INC 120 BRIGHTON RD CLIFTON NJ 07012-1694 (201) 614-3421</p>	<p>ATTENTION: ROBERT J O'BRIEN TIME CUSTOMER SERVICE INC 1 N DALE MABRY TAMPA FL 33609-2700 (813) 878-6903</p>
<p>ATTENTION: DANIEL J MINNICK DIRECT MARKETING TECH INC 955 AMERICAN LN SCHAUMBURG IL 60173-4998 (708) 517-5683</p>	<p>• ATTENTION: LINDA MCCLOSKEY LIST MAINTENANCE CORP 111 BUSINESS PARK DR ARMONK NY 10504-1737 (914) 273-6380</p>	<p>TRIPLEX DIRECT MARKETING CORP 20 LEVERONI CT NOVATO CA 94948-1800 (415) 883-2900</p>
<p>• ATTENTION: WILLIAM WEISSHAAR DONNELLEY MARKETING 1235 N AVE NEVADA IA 50201-5000 (515) 382-8202</p>	<p>ATTENTION: STAN BRAUNSTEIN MBS/MULTIMODE INC 7 NORDEN LN HUNTINGTON STA NY 11746-2139 (516) 673-5600</p>	<p>• ATTENTION: MARK TINUCCI TRW TARGET MARKETING SERVICES 901 N INTERNATIONAL PKY STE 191 RICHARDSON TX 75081-2885 (214) 699-1271</p>
<p>• ATTENTION: MARTY MCHALE EQUIFAX INFORMATION TECH INC 11011 RICHMOND AVE STE 100 HOUSTON TX 77042-4773 (713) 954-6400</p>	<p>• ATTENTION: GEORGE CAVALENES MAY AND SPEH 1501 OPUS PL DOWNERS GROVE IL 60515-5727 (708) 964-1501</p>	<p>• ATTENTION: DWIGHT JONES WATS MARKETING OF AMERICA INC 2121 N 117TH AVE 3RD FL OMAHA NE 68164-3689 (402) 498-6116</p>
<p>• ATTENTION: MIKE TALROTT FDC INC 9900 BREN RD E STE 201 MINNETONKA MN 55343-4411 (612) 936-5400</p>	<p>• ATTENTION: BETSY CONLIN METROMAIL CORPORATION 360 E 22ND ST LOMBARD IL 60148-4989 (708) 620-3300</p>	<p>ATTENTION: ERICH PRIESTER WILAND SERVICES INC 6707 WINCHESTER CIR BOULDER CO 80301-3598 (303) 530-0606</p>

\* = LICENSEE PROVIDES NIXIE ELIMINATION.      \*\* = LICENSEE PROVIDES DISKETTE PROCESSING.

NCOA LICENSED VENDORS      REVISION DATE: MAY 11, 1992



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# **Appendix 3**

## **Kentucky Voter Registration Application**

740497

1. SOCIAL SECURITY NO. 2. LAST NAME 3. FIRST AND MIDDLE OR MAIDEN NAME PRECINCT NAME

4. HOUSE NO. & STREET NAME 5. P.O. BOX or APT. # CITY OR TOWN 6. ZIP CODE

IF YOU DO NOT LIVE IN A CITY OR TOWN, SHOW NAME AND ADDRESS OF NEAREST NEIGHBOR

NAME OF NEIGHBOR ADDRESS OF NEIGHBOR

7. SEX	8. RACE	9. DATE OF BIRTH MO. DAY YR.	10. DATE OF RESIDENCE IN PRECINCT MO. DAY YR.	11. PARTY AFFILIATION	12. PRECINCT CODE	13. OTHER CODE	14. REGISTERED MO. DAY YR.
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IF CHANGE, INDICATE HERE WHAT CHANGE HAS OCCURRED AND HOW YOU WERE PREVIOUSLY REGISTERED:

PREVIOUS NAME  PREVIOUS PARTY AFFILIATION WORK PHONE

PREVIOUS ADDRESS  CITY STATE ZIP COUNTY HOME PHONE

CITY STATE ZIP PLEASE STATE DISABILITY

I WISH TO APPLY FOR PERMANENT VOTING ASSISTANCE CERTIFICATION DUE TO  BLINDNESS;  OTHER

UNDER THE PENALTY OF PERJURY, YOUR SIGNATURE VERIFIES THAT YOU ARE A U.S. CITIZEN, 18 YEARS OF AGE ON OR BEFORE THE GENERAL ELECTION AND YOU ARE NOT A CONVICTED FELON AND IF YOU HAVE BEEN CONVICTED OF A FELONY YOUR CIVIL RIGHTS HAVE BEEN RESTORED. KRS 118.026, 118.166 & 117.226.

SIGNATURE OF VOTER \_\_\_\_\_ DATE SIGNED \_\_\_\_\_ 19\_\_

HIS OR HER MARK \_\_\_\_\_ WITNESSED BY: \_\_\_\_\_ REMARKS:

SBE-01 (1-89) (Two witnesses required if "Mark" is used) OFFICIAL VOTER REGISTRATION RECORD

740497

DETACH and RETAIN this receipt for the VOTER REGISTRATION form forwarded to the COUNTY CLERK.

I assisted the person completing this registration form and/or was entrusted to return the form to the COUNTY CLERK for processing.

Date \_\_\_\_\_ Signature of registrar/assistant \_\_\_\_\_

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# Appendix 4

## Kentucky Voter Registration Change Form



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# **Appendix 5**

## **Kentucky Purgation Notice**

PURGATION NOTICE  
31 KAR 4:060  
BACK - INSIDE OF MAILER

All shaded areas print RED - All other print BLUE - on WHITE stock

~~NOTICE~~

As revised in the 1990 session of the General Assembly, KRS 116.112 mandates the State Board of Elections to conduct a purge of all ineligible and deceased voters in every even numbered year beginning with fiscal year 1990-1991. This purge will be accomplished by use of the United States Postal Service Address Information System.

~~YOUR RIGHTS TO VOTE MAY BE AFFECTED~~

Postal records indicate that you no longer reside at the address listed on the reverse side of this card. If you have moved to a new address within the same County, you may request a change of address by completing the attached NOTICE OF ADDRESS CHANGE and returning to the County Clerk shown on the front of this card. (PLEASE PEEL OFF LABEL ON THE FRONT AND ATTACH TO THE POST CARD)

~~If you do not notify your County Clerk within 30 days from receipt of this card, your name will be removed from the voter registration file.~~

You have the right to give NOTICE OF PROTEST, and be heard by the COUNTY BOARD of ELECTIONS. Please complete the NOTICE OF PROTEST on the attached card and return to the County Clerk shown on the front. (PLEASE PEEL OFF LABEL ON FRONT AND ATTACH TO THE POST CARD.)

~~PLEASE REMOVE THIS PORTION BEFORE MAILING.~~

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
YOUR RETURN ADDRESS HERE

POST OFFICE  
WILL NOT  
DELIVER  
WITHOUT  
POSTAGE

PLACE ADDRESS LABEL HERE

PURGATION NOTICE  
31 KAR 4:060

FRONT - OUTSIDE OF MAILER

All shaded areas print RED - All other print BLUE - on WHITE stock

RETURN ADDRESS  
LABEL

FIRST CLASS MAIL  
U S POSTAGE  
PAID  
FRANKFORT, KY.  
PERMIT NO. 715

USE THIS LABEL FOR RETURN CARD

~~SIGNEE~~

~~IMPORTANT VOTER REGISTRATION INFORMATION  
HEREIN ONCE YOUR RIGHT TO VOTE MAY BE AFFECTED~~

MAILING ADDRESS  
LABEL

~~NOTICE OF ADDRESS CHANGE~~

I hereby request that my VOTER REGISTRATION be transferred to the address shown below, which is the same County as addressed on the front of this card. (PLEASE PRINT)

FROM:	_____	TO:	_____
	street address		street address (include Apt. # or Rt. #)
	city		city
	zip code		zip code
	voters name		voters signature
	voters social security no.		date
			telephone no.

~~NOTICE OF PROTEST~~

I believe that I have received this notice of purgation in error. I request that my protest be heard at the regular monthly meeting of the County Board of Elections next following the day upon which the 30 day notice expires.

REASON FOR PROTEST: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
telephone number          voters signature          date

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**For information about other**

# **Innovations in Election Administration**

**contact**

**National Clearinghouse on Election Administration  
Federal Election Commission  
999 E. Street, N.W.  
Washington, D.C. 20463**

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**Toll Free 800/424-9530  
Direct 202/219-3670  
FAX 202/219-3880**

Cut Here

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FEDERAL ELECTION COMMISSION  
WASHINGTON, DC 20463

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OFFICIAL BUSINESS  
Penalty for Private  
Use, \$300

Bulk Rate Mail  
Postage and Fees Paid  
Federal Election Commission  
Permit Number G-31