EXHIBIT C

Voter Registration Business Procedures Manual

For Ohio County Boards of Election

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Ohio Secretary of State

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2.2.2. New Registration – In Person

At the time of registration, all new voter registrants must provide their Ohio driver's license number if they have an Ohio driver's license, and if they do not have an Ohio driver's license, the last 4 digits of their social security number.

If the registrant possesses neither an Ohio driver's license nor a social security number, then the registrant must provide their Ohio state identification number.

The required information must be entered into box 10 on the Voter Registration Form (See Appendix I).

However, failure to provide any of these numbers must not result in a rejection of the application. If the registrant states that they possess none of the above-required ID, then write "None" in box 10 and accept the registration as being valid, and the state will assign a unique identification number. (The number assigned by the state will be the same as the unique identifier assigned to the registrant in the statewide voter database.) Also keep in mind if the person states they have the required ID but do not want to provide it to the BOE, then the registrant should be told their form is not valid and it should be handled accordingly by not registering the applicant.

2.2.3. New Registration – By Mail

Voters who register by mail must provide a copy of a HAVA-specified identification document. (If they fill box #10, a copy is not required) They can mail the ID with their registration form, although they are not required to do so. If they do not provide the ID in advance of Election Day, they will be asked to do so the first time they vote.

Voters who register by mail must either:

- Mail a copy of a HAVA-specified ID to the registrar with their voter registration application, or
- Show such ID the first time they vote in person, or
- Send a copy of such ID with their voted absentee ballot the first time they vote, or
- Mail a copy of such ID to the registrar before they vote in an election

Acceptable ID:

- Current and valid photo identification, such as a driver's license or passport.
- A copy of a current utility bill, bank statement, government check, paycheck, or other government document *that shows the name and address of the voter.*

Notification:

(This is not addressed by HAVA, but is recommended by the Secretary of State)
Voters, who do not send a copy of their ID with their registration form, maybe sent a notice by the County Board of Elections to notify them that they are required to bring the

ID with them when they vote for the first time. The voter is also given the option of mailing a copy of the ID to the County prior to the election. The letter should include a list of acceptable forms of identification.

When the registrant provides a copy of their identification to the County, the County must retain the document in accordance with specified document retention standards.

2.3. Update Existing Registration

Voters who change residence can update their existing registration using the Ohio Voter Registration Form (See Appendix I). A voter who registered by mail and has not yet provided a copy of their ID (and did not fill out block 10) will still be under the same ID requirements as any other first-time voter who registered by mail and has not yet provided their ID.

3. VOTING

3.1. Overview

HAVA contains several specifications for polling place procedures.

ID Checks
First-time voters who registered by mail are subject to ID requirements under HAVA.

Fail-Safe Voting
A key principle embodied in HAVA is: Everyone Votes!

If there is any question as to the voter's right to vote at the polling place, the voter votes a provisional ballot, which will be held separately until a later time when it can be determined whether or not the voter was entitled to vote at the polling place.

3.2. First Time Voters – At Polls – Mail in Registration

Voters who register by mail must provide a copy of a HAVA-specified identification document. If they have not yet provided the ID in advance of Election Day, they must do so at the poll the first time they vote.

The poll book will indicate that the voter must present identification.

Acceptable ID:

- Current and valid photo identification, such as a driver's license or passport.
- A current utility bill, bank statement, government check, paycheck, or other government document *that shows the name and address of the voter.*

The poll officials are not required to retain a copy of the ID. However, if a copy is retained, the County Board of Elections in accordance with normal document retention standards must hold it.

A new voter who does not comply with the identification required by law may cast a provisional ballot.

3.3. First Time Voters – At Polls – In Person Registration

Only first-time voters who registered *by mail* are subject to ID requirements. Voters who registered in person will have already met the ID requirements and it is not necessary to request their identification.

3.4. First Time Voters – Absentee – Mail Registration

Voters who register by mail must provide a copy of a HAVA-specified identification. If they have not yet provided the ID in advance of the election, they must send a copy of such ID with their voted absentee ballot the first time they vote in a federal election.

Acceptable ID:

- Current and valid photo identification, such as a driver's license or passport
- A copy of a current utility bill, bank statement, government check, paycheck, or other government document *that shows the name and address of the voter*

The county, in accordance with normal document retention standards, must hold the ID. If a new voter does not send acceptable ID with the absentee ballot, the voter will be notified of the lack of acceptable ID and the mail ballot will be placed as a provisional ballot, pending receipt of the acceptable ID. If the acceptable ID is not supplied, ballot will not be counted.

3.5. Provisional Balloting

HAVA requires that provisional ballots be offered to voters who believe they are registered, but some deficiency prevents them from voting.

The intent of provisional voting is to ensure that no individual who goes to the polls intending to cast a ballot is turned away without having the opportunity to do so. Under HAVA, individuals who are not listed in the Poll book must be allowed to vote using a provisional ballot. Afterwards, if it is determined that those voters are eligible to vote, their ballots will be counted. (The *counting* of ballots, however, is left to state law.)

In addition, voters who moved from one Ohio precinct to another Ohio precinct, but who did not update their voter registration, may vote using a provisional ballot.

The procedures for provisional voting are:

1. If an individual declares that he or she is a registered voter in the precinct, that individual shall be permitted to vote using a provisional ballot.
2. An election official at the polling place shall inform the individual of this right.
3. The individual must provide written affirmation that the individual is:
    a. A qualified, registered voter in that precinct.
    b. Eligible to vote in that election.
4. An election official at the polling place will provide the individual with a ballot, a provisional ballot envelope, and (if the provisional ballot is different than the regular ballot at the voting place) instructions on how to vote the ballot.
5. The individual votes the ballot, places it in the provisional ballot envelope, and seals the envelope.
6. An election official at the polling place gives to the voter written information describing how to confirm whether or not the provisional ballot was counted.
7. The provisional ballot is held separately from regular ballots, and is transmitted to the county board of elections.
8. The county board of elections has 14 days to determine whether the provisional ballot should be counted. If the county determines the voter is registered, eligible to vote and voted in his or her assigned precinct, the envelope will be opened and the ballot counted. Otherwise, the envelope will remain sealed and uncounted.

Voters, who, as the result of a court order to hold the polls open, vote after the scheduled time for the polls to close, will vote using a provisional ballot. These provisional ballots must be held separately from all other provisional ballots.

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1. INTRODUCTION

The Help America Vote Act of 2002 (HAVA) was signed into law in October 2002. The goal of the legislation is to improve administration of elections nationwide, and States must implement new federal mandates designed to meet that objective.

One significant initiative under the HAVA Act was a requirement that each state, acting through the Chief State Election Official, (that being the Secretary of State in Ohio) shall implement, a Computerized Statewide Voter Registration List. This single, uniform, official, centralized, interactive list is to be defined, maintained, and administered at the State level that contains the name and registration information of every legally registered voter in the State and assigns a unique identifier to each legally registered voter in the State.

This computerized list shall serve as the official voter registration list for the conduct of all elections for Federal office in the State.

The Act further states that all voter registration information obtained by any local election official in the State shall be electronically entered into the computerized list on an expedited basis at the time the information is provided to the local official.

The appropriate State or local official shall provide adequate technological security measures to prevent the unauthorized access to the computerized list established under this section of the Act.

The purpose of this HAVA Business Procedures Manual is to document HAVA operating procedures for the Ohio County Boards of Election. This document will serve as a ready reference for questions about HAVA-related issues and procedures.

This manual is intended to address HAVA requirements, but Ohio state election laws will also be noted where appropriate.

2. VOTER REGISTRATION

2.1. Definitions

2.1.1. Registration by Mail

A registration by mail is a voter registration form that is delivered to the Board of Election office or the Secretary of State's office by the Post Office.

2.1.2. In-Person Registration

An in-person registration is any voter registration that is not a registration by mail.

(HAVA does not specifically address whether registrations by third parties such as community groups or political groups are to be considered in-person or mail registrations.)

2.2. New Registration

An individual who has registered to vote and has not been registered in Ohio nor voted in a federal election in Ohio is considered to be a new voter registrant.

2.2.1. Overview

HAVA requires states to obtain certain additional information from new voter registrants.

HAVA requires that all new voter registrants provide their driver's license number if they have a driver's license, or the last 4 digits of their social security number. In addition, HAVA requires the state to validate mail-in registrants based on certain acceptable identification. HAVA states, "If an applicant for voter registration for an election for Federal office has not been issued a current and valid driver's license or a social security number, the State shall assign the applicant a number which will serve to identify the applicant for voter registration purposes. To the extent that the State has a computerized list in effect … and the list assigns unique identifying numbers to registrants, the number assigned under this clause shall be the unique identifying number assigned under the list".