

Maintaining the Voter Registration Database in North Carolina

July 27, 2017

Mailing Address:
P.O. Box 27255
Raleigh, NC 27611-7255

Phone: (919) 733-7173
Fax: (919) 715-0135



NORTH CAROLINA

State Board of Elections & Ethics Enforcement

Contents

List Maintenance Authority– N.C. General Statutes	2
List Maintenance Policy	4
Biennial List Maintenance (No-Contact Process).....	5
Duplicate Registration	9
National Change of Address (NCOA)	10
Verification Mailing.....	19
Mailing Types	21
Death	24
Felony Conviction.....	26
List Maintenance Reports	32

List Maintenance Authority– N.C. General Statutes

§ 163-82.14. List maintenance.

(a) Uniform Program. - The State Board of Elections shall adopt a uniform program that makes a diligent effort not less than twice each year:

- (1) To remove the names of ineligible voters from the official lists of eligible voters, and
- (2) To update the addresses and other necessary data of persons who remain on the official lists of eligible voters.

That program shall be nondiscriminatory and shall comply with the provisions of the Voting Rights Act of 1965, as amended, and with the provisions of the National Voter Registration Act. The State Board of Elections, in addition to the methods set forth in this section, may use other methods toward the ends set forth in subdivisions (1) and (2) of this subsection, including address-updating services provided by the Postal Service, and entering into data sharing agreements with other states to cross-check information on voter registration and voting records. Any data sharing agreement shall require the other state or states to comply with G.S. 163-82.10 and G.S. 163-82.10B. Each county board of elections shall conduct systematic efforts to remove names from its list of registered voters in accordance with this section and with the program adopted by the State Board. The county boards of elections shall complete their list maintenance mailing program by April 15 of every odd-numbered year, unless the State Board of Elections approves a different date for the county.

(b) Death. - The Department of Health and Human Services shall furnish free of charge to the State Board of Elections every month, in a format prescribed by the State Board of Elections, the names of deceased persons who were residents of the State. The State Board of Elections shall distribute every month to each county board of elections the names on that list of deceased persons who were residents of that county. The Department of Health and Human Services shall base each list upon information supplied by death certifications it received during the preceding month. Upon the receipt of those names, each county board of elections shall remove from its voter registration records any person the list shows to be dead. Each county board of elections shall also remove from its voter registration records a person identified as deceased by a signed statement of a near relative or personal representative of the estate of the deceased voter. The county board need not send any notice to the address of the person so removed.

(c) Conviction of a Felony. -

- (1) Report of Conviction Within the State. - The State Board of Elections, on or before the fifteenth day of every month, shall report to the county board of elections of that county the name, county of residence, and residence address if available, of each individual against whom a final judgment of conviction of a felony has been entered in that county in the preceding calendar month.
- (2) Report of Federal Conviction. - The Executive Director of the State Board of Elections, upon receipt of a notice of conviction sent by a United States Attorney pursuant to section 8(g) of the National Voter Registration Act, shall notify the appropriate county boards of elections of the conviction.
- (3) County Board's Duty Upon Receiving Report of Conviction. - When a county board of elections receives a notice pursuant to subdivision (1) or (2) of this subsection relating to a resident of that county and that person is registered to vote in that county, the board shall, after giving 30 days' written notice to the voter at his registration address, and if the voter makes no objection, remove the person's name from its registration records. If the voter notifies the county

board of elections of his objection to the removal within 30 days of the notice, the chairman of the board of elections shall enter a challenge under G.S. 163-85(c)(5), and the notice the county board received pursuant to this subsection shall be prima facie evidence for the preliminary hearing that the registrant was convicted of a felony.

(d) Change of Address. - A county board of elections shall conduct a systematic program to remove from its list of registered voters those who have moved out of the county, and to update the registration records of persons who have moved within the county. The county board shall remove a person from its list if the registrant:

- (1) Gives confirmation in writing of a change of address for voting purposes out of the county. "Confirmation in writing" for purposes of this subdivision shall include:
 - a. A report to the county board from the Department of Transportation or from a voter registration agency listed in G.S. 163-82.20 that the voter has reported a change of address for voting purposes outside the county;
 - b. A notice of cancellation received under G.S. 163-82.9; or
 - c. A notice of cancellation received from an election jurisdiction outside the State.
- (2) Fails to respond to a confirmation mailing sent by the county board in accordance with this subdivision and does not vote or appear to vote in an election beginning on the date of the notice and ending on the day after the date of the second general election for the United States House of Representatives that occurs after the date of the notice. A county board sends a confirmation notice in accordance with this subdivision if the notice:
 - a. Is a postage prepaid and preaddressed return card, sent by forwardable mail, on which the registrant may state current address;
 - b. Contains or is accompanied by a notice to the effect that if the registrant did not change residence but remained in the county, the registrant should return the card not later than the deadline for registration by mail in G.S. 163-82.6(c)(1); and
 - c. Contains or is accompanied by information as to how the registrant may continue to be eligible to vote if the registrant has moved outside the county.

A county board shall send a confirmation mailing in accordance with this subdivision to every registrant after every congressional election if the county board has not confirmed the registrant's address by another means.

- (3) Any registrant who is removed from the list of registered voters pursuant to this subsection shall be reinstated if the voter appears to vote and gives oral or written affirmation that the voter has not moved out of the county but has maintained residence continuously within the county. That person shall be allowed to vote as provided in G.S. 163-82.15(f).

(e) Cooperation on List Maintenance Efforts. - The State Board has the authority to perform list maintenance under this section with the same authority as a county board. (1953, c. 843; 1955, c. 800; 1963, c. 303, s. 1; 1965, c. 1116, s. 1; 1967, c. 775, s. 1; 1973, c. 793, ss. 25, 28; c. 1223, s. 4; 1975, c. 395; 1977, c. 265, s. 3; 1981, c. 39, s. 1; c. 87, s. 1; c. 308, s. 1; 1983, c. 411, ss. 1, 2; 1985, c. 211, ss. 1, 2; 1987, c. 691, s. 1; 1993 (Reg. Sess., 1994), c. 762, s. 2; 1997-443, s. 11A.117; 1999-453, s. 7(a), (b); 2001-319, ss. 8(a), 11; 2005-428, s. 14; 2007-391, ss. 18, 32; 2008-187, s. 33(a); 2013-381, ss. 18.1, 39.1(b); 2014-111, s. 16.)

List Maintenance Policy

The State Board of Elections (SBE) believes that the strongest safeguard to the integrity of North Carolina's elections process is a sound system that ensures that only eligible and qualified voters are on the state's voter rolls. The SBE, in conjunction with the 100 county boards of elections (CBEs), has a continuous and systematic voter removal program to maintain county voter registration lists. We are committed to keeping our voter rolls clean and accurate. This list maintenance program is strengthened by successful working relationships with the N.C. Division of Motor Vehicles (DMV), the N.C. Department of Public Safety (DPS) and the N.C. Department of Health and Human Services (DHHS).

Biennial List Maintenance (No-Contact Process)

Pursuant to § 163-82.14, a CBE shall employ a systematic program to remove from its list of registered voters those who have moved out of the county, and to update the registration records of persons who have moved within the county. A CBE shall remove a person from its list if the registrant fails to respond to a confirmation mailing sent by the CBE and does not vote or appear to vote in an election beginning on the date of the notice and ending on the day after the second general election for the U.S. House of Representatives that occurs after the date of the notice. A confirmation mailing must be sent to all voters, unless the CBE has confirmed a voter's address by another means (voting, attempting to vote, signing a petition, running for office, completing a voter registration form, etc.). Confirmation mailings are sent only to active voters.

Source and Timing

A CBE shall send a confirmation mailing to every registrant after every congressional election if the CBE has not confirmed the registrant's address by another means. Thus, after each statewide general election, any active registered voter from whom a CBE has not had contact for a period spanning two statewide general elections becomes subject to biennial list maintenance procedures. In order to be subject to the no-contact mailing, the voter must have been a qualified voter in the statewide general election immediately prior to the last statewide general election. These voters will be mailed a no-contact notice in early January of each odd-numbered year following the last statewide general election.

List Maintenance Schedule: No-contact Mailing

<u>List Maintenance Period</u>	<u>If No-Contact since:</u>
2017	October 10, 2014
2019	October 14, 2016
2021	October 12, 2018
2023	October 9, 2020
2025	October 14, 2022
2027	October 11, 2024

How can a county determine the number of no-contact mailings for the year?

To see the number of potential *No-Contact* voters in your county, run the "Generate No-Contact List" in VoterView's Administrative Tasks. When doing this, DO NOT run the "Create No-Contact List Mailing."

The confirmation mailing process must be complete by **April 15th** of every odd-numbered year – hence, biennial list maintenance.

Methods Used for Voter Confirmation or Voter Contact

A voter may *confirm* his or her address by having *contact* with a board of elections. A confirmation contact includes any of the following:

- Submitting a voter registration application for new registration, voter registration changes or duplicate registration
- Returning a mailing (verification notice, confirmation notice or National Change of Address confirmation notice) to update or confirm registration
- Submitting a request for an absentee ballot
- Presenting to vote and signing an *Authorization to Vote (ATV)* or *One-stop Application* form
- Presenting to vote and signing a *Provisional Voting Application*
- Presenting to vote and signing an *Acknowledgment of Voting Options*
- Signing the absentee ballot certificate and application
- Signing a valid petition
- Signing a curbside affidavit (not yet recognized by SEIMS)
- Filing a *Notice of Candidacy* (not yet recognized by SEIMS)
- Filing a *Request for Petition* (not yet recognized by SEIMS)
- Submitting a voter challenge form (not yet recognized by SEIMS)
- Submitting a candidate filing challenge form (not yet recognized by SEIMS)
- Submitting an *Election Protest* form (not yet recognized by SEIMS)
- Signing an election official oath form (not yet recognized by SEIMS)

No-Contact Notice Cancellation Process

Active voters subject to the no-contact mailing will be mailed a forwardable address confirmation notice. The mailings are pre-addressed, postage-prepaid postcards. If the voter does not respond to the address confirmation notice within 30 days or does not have any contact with the board of elections, then the voter's record will be made *inactive*. An inactive voter is still a registered voter. When it is time to send these notices, it will be important for counties to be current on processing and generating all outstanding verification and confirmation mailings. Counties will need to clear (create, print and update) their voter cards and address confirmation card queues. All card counts must show "0".

No-Contact Confirmation Notice Requirements

Unlike a verification mailing, which is sent non-forwardable, a confirmation mailing is a postage-prepaid and pre-addressed return card that must be sent by forwardable mail. The notice must allow a voter to state or confirm his or her current address. Further, the notice must contain or be accompanied by a notice to the effect that if the registrant did not change residence but remained in the county, the registrant should return the card no later than the deadline for registration by mail in § 163-82.6(c)(1). It should also contain or be accompanied by information as to how the registrant may continue to be eligible to vote if the registrant has moved outside the county.

Business Reply Mail and Address Confirmation Cards

Counties must use either a BRM (Business Reply Mail) return panel or place additional postage on the return panel. Counties may use the state's permit, but will need to add funds to their local accounts for any card returned by a voter. Unless you have paid a separate BRM account maintenance fee, the cost per returned card is \$1.17.

Remove Inactive Registrations

Once a registered voter's status becomes inactive, if the voter remains inactive for an additional two statewide general elections, then following the last general election, the voter will be removed from the list of registered voters. The NVRA does not permit any voter to be made inactive within 90 days of the date of a general election, and this fact is considered when removing voters due to biennial list maintenance. Any inactive voter subject to removal must have been made inactive no later than 90 days before the first statewide general election and then remained inactive (had no contact) through the second statewide general election.

List Maintenance Schedule: Removal

<u>List Maintenance Period</u>	<u>If No-Contact since:</u>
2017	August 6, 2014
2019	August 10, 2016
2021	August 8, 2018
2023	August 5, 2020
2025	August 10, 2022
2027	August 7, 2024

Related Topics - Address Confirmation Mailing Generally

Note: Other processes may cause the generation of an address confirmation notice. In certain situations, if a voter's initial verification mailing fails mail verification, the voter will be sent a subsequent address confirmation mailing. For example, the following processes will prompt a non-forwardable verification notice to be mailed to the address on an *active* voter's record:

- New registration in the county and voter receives voter history
- Change of name, address or party affiliation
- Notification of an administrative update (change of polling location, change in electoral jurisdiction, etc.)

Excluding the new registration process, if the initial non-forwardable verification notice is returned by the U.S. Postal Service as undeliverable, the voter will then be mailed a forwardable confirmation notice.

Further, a voter will be sent an address confirmation mailing in follow up to being initially sent a National Change of Address (NCOA) confirmation notice. If a voter fails to respond to a NCOA confirmation notice within 30 days, then an address confirmation mailing will be sent to the existing address on the voter record.

Duplicate Registration

A CBE shall conduct a systematic program to remove from its list of registered voters those who have moved out of the county, and to update the registration records of persons who have moved within the county. The CBE shall remove a person from its list if the registrant gives confirmation in writing of a change of address for voting purposes out of the county. Confirmation in writing for purposes of this subdivision shall include a notice of cancellation received when an applicant indicates on an application form a current registration to vote in another county or state. A CBE, upon registering the person to vote, shall send a notice to the appropriate officials in the other county, municipality or state and shall ask them to cancel the person's voter registration there. If an applicant completes an application form but neglects to complete the portion of the form that authorizes cancellation of previous registration in another county, the SBE shall notify the CBE in the previous county of the new registration, and the board in the previous county shall cancel the registration. CBEs shall remove a voter based on a notice of cancellation received from an election jurisdiction outside the state.

Statewide Duplicate Check

When counties process a voter registration application, the applicant's information is checked first with the voter registration list within the county and then within the state. If the statewide voter registration system determines the applicant is registered in another county, then that voter is removed from the previous county of registration when the person is registered in the new county.

Monthly Duplicate Check

The SBE provides CBEs with a monthly report comparing the county voter records with the statewide voter records in an attempt to identify *potential* duplicate registrations that were not caught with the statewide duplicate check. This report is generated and made available to the counties electronically. CBEs must research these reports and work with other boards of elections to make a determination of whether an individual is registered in another county, and if so, in which county the voter needs to be removed and in which county the person is qualified to vote.

National Change of Address (NCOA)

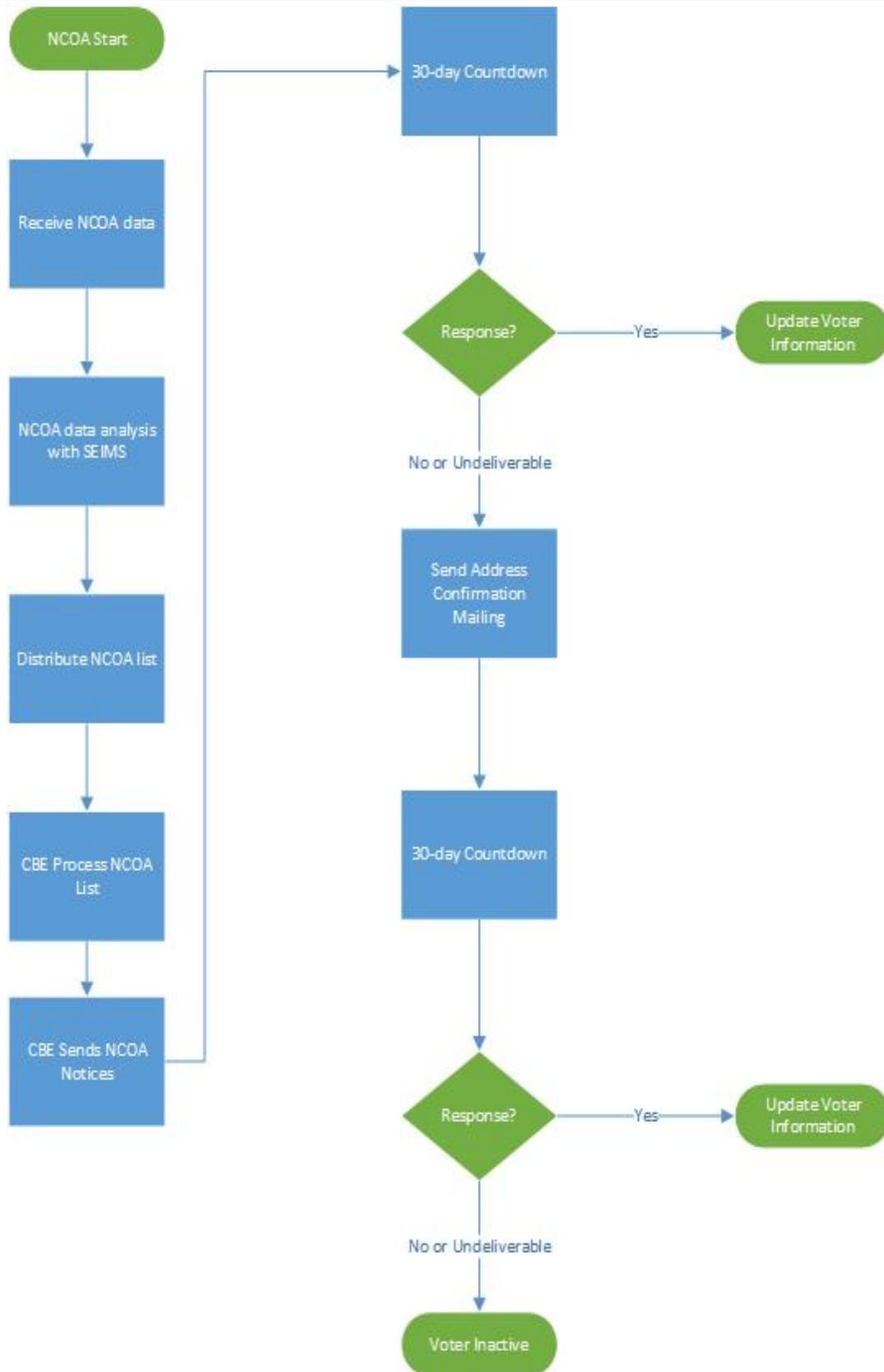
In 2009, the State Board of Elections implemented the National Change of Address (NCOA) program. The program makes a diligent effort twice each year: (1) To remove the names of ineligible voters from the official lists of eligible voters, and (2) To update the addresses and other necessary data of persons who remain on the official lists of eligible voters. The program is nondiscriminatory and complies with the provisions of the Voting Rights Act of 1965, and with the provisions of the National Voter Registration Act. In **January and July** of each year, the SBE provides each of the 100 CBEs with change of address data from the U.S. Postal Service for voters in the counties' respective voter registration lists. The CBEs then must send these voters special confirmation mailings to confirm whether they have an unreported change of address for voting purposes. These mailings permit voters to update their names or addresses within a county or to notify the board of elections of a move outside of the county. If a voter is deceased, a near relative may use the mailing to report the death to the CBE so that the deceased's voter registration may be cancelled in the county.

NCOA mailings also permit certain CBEs to qualify for postal discounts. The U.S. Postal Service requires mailers to meet *Move Update* standards. The [Move Update](#) standard is a means of reducing the number of mail pieces in a mailing that require forwarding or return by the periodic matching of a mailer's address records with change-of-address orders received and maintained by the Postal Service. Mailers who claim presorted or automation prices for First-Class Mail or Standard Mail must demonstrate that they have updated their mailing list within 95 days before the mailing date. Mailers of First-Class Mail and First-Class Package Service pieces who assert they are restricted by law from incorporating Postal Service change of address information onto their mail pieces without permission from addressees may request approval to meet their Move Update. The SBE requests and receives this [approval](#) from USPS each year.

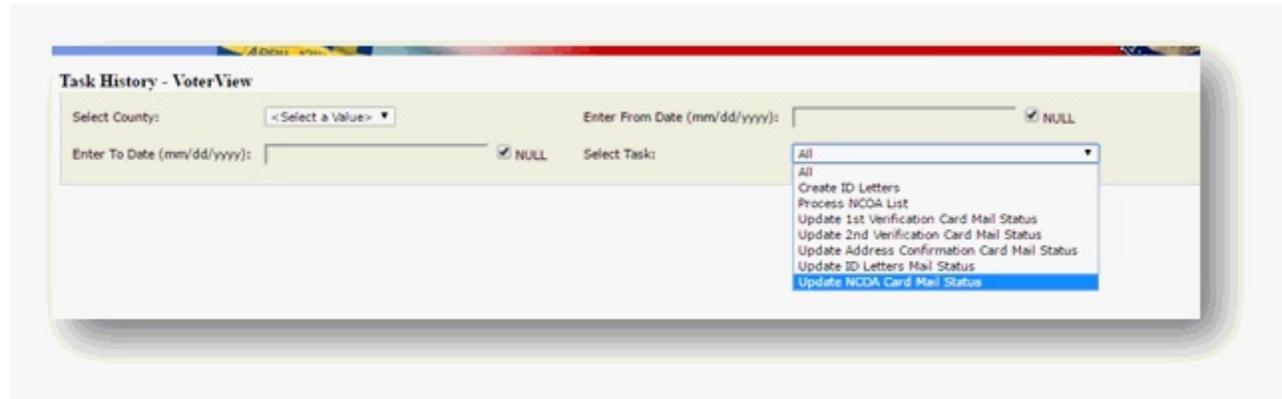
NCOA Process

Again, in **January and July** of each year, the CBEs will mail special postcards to active voters with change of address orders on file with the USPS. The mailing is sent to the voter's NCOA address, and the voter is asked to confirm his legal voting residence to determine his proper voting jurisdiction. The voter is asked to respond to the mailing within 30 days. If the voter does not respond to the mailing within 30 days, the voter will be mailed a traditional address confirmation notice to his or her existing mailing address. If the voter does not respond to the address confirmation notice within 30 days, the voter's registration status will be changed to *Inactive*.

NCOA Process Flow Diagram



Run the [Task History - VoterView](#) report and select *Update NCOA Card Mail Status* to see a history of the number of NCOA cards mailed by your county over the last few years.



Preparing the NCOA Confirmation Notice

The SBE will initiate the NCOA process in January and July of each year. The NCOA process begins with data received by the SBE from a NCOA vendor. The SBE matches the address data against SEIMS and the changes are parsed out to each county. Once the SBE has completed this task, the CBEs will then need to run a task to generate their individual county list in preparation for mailing the NCOA notices. When the NCOA confirmation cards are queued, voters who fall within the following categories are excluded from the mailing:

- Voters in Inactive status
- Voters eligible under UOCAVA
- Voters who have registered within the past 95 days
- Voters who have updated or confirmed their address within the past 95 days

NCOA Processing

Every county is required to send an NCOA mailing twice a year. The NCOA, National Change of Address, mailing is performed in conjunction with the USPS and aids the List Maintenance process by helping us contact registered voters that have had a change of address and notified the USPS but have not updated their residential information with a CBE. The SBE receives address change data from a vendor and runs it against the Statewide Voter Registration database, the changes are parsed out to each county and the date is populated in Report Manager under VOTER REGISTRATION--> NCOA LIST OF PENDING CHANGES. Once the SBE has completed this task, the CBEs will be able to run the report, get a list of possible changes and begin preparing for their semi-annual mailings. Click [here](#) to view the Legal Restraint Method letter for NCOA.

Steps to Process NCOA List

1. The **NCOA List of Pending Changes** report is only available **BEFORE** processing the **NCOA list**. It is recommended that you run this report.
2. To run the report, start by opening **Report Manager**.
3. In **Report Manager** under **Voter Registration**, select the **NCOA List of Pending Changes** folder and open the related report file.
4. When the **NCOA LIST OF PENDING CHANGES** screen opens, press the **CTRL** key to view the available dates for this report. (These dates indicate when SBE receives info from the USPS.) **NOTICE:** Once the **NCOA List** task is run in step 6 below, the **NCOA List of Pending Changes** report will no longer be available (the date will no longer be in the drop-down).
5. Select a date and click **Run**.
6. In **VoterView**, process the **NCOA List** by selecting **Admin>Administrative Tasks** from the menu bar.
7. In the **Administrative Task** screen, select **Verification>Job Tasks>Process NCOA List**.
8. Click **Run**, then **Ok**.
9. Go back to **Report Manager**.
10. In **Report Manager** under **VOTER REGISTRATION**, select the **NCOA List** folder and open the related report file.
11. When the **NCOA LIST** screen opens, press the **CTRL** key to view the available dates for the report.
12. Select a date and click **Run** (it is also recommended you run this report).
13. The **NCOA List** report will be available any time after the **NCOA process list** has been generated.
14. Go back to **VoterView** and create the **NCOA cards** by selecting **Admin>Administrative Tasks** from the menu bar.
15. In the **Administrative Task** screen, select **Verification>Other Tasks>Create Verification Cards**.
16. Make sure the **NCOA** radio button is selected and then select **Create NCOA Cards**. Be sure to click the **Export Cards** checkbox if cards are being exported and not printed.
17. Check the status. When it has completed, click **Print/Export NCOA Cards**. **NOTE:** If exporting **NCOA Cards**, review the export **TXT** file to verify the file contains the data expected.
18. Select the **Status Updates** radio button, make sure the **NCOA** radio button is selected and **update** the **NCOA Cards**. Verify the “countdown” starts on the voter’s record by looking up a voter from the list and clicking the **Verification** tab.

Processing NCOA cards with out-of-county addresses

NOTE: The ability to process NCOA cards in VoterView is for the voters that have returned the card and now live outside the county. All other cards must be processed in VoterScan.

1. On the Icon Bar, click the Voter Search icon.
2. Enter the Last Name and First Name of the voter.
3. Click **Search**.
4. Select the voter in the grid, then click **Open**.
5. On the Voter Information Screen, click the Attachments icon.
6. Click **New Attachment**.
7. Select the appropriate NCOA Document type: NCOA Application version 03 (The version is located under the Signature Required line); or NCOA Application (V2013.09)
8. Click **Scan Document** after the NCOA card has been loaded into the scanner.
9. Click **Attach to Voter**.
10. Update the voter's status to "REMOVED" and reason to either "MOVED FROM COUNTY" or "MOVED FROM STATE" based on the NCOA card response.
11. Save the voter changes with source code 95.

NOTICE: After 30 days, if no response is received from the NCOA voters, the Confirmation Card queue is populated with the appropriate records for the confirmation mailing.

NCOA Confirmation Postcard

The NCOA notice is a forwardable mailing with a pre-addressed, postage-paid return postcard. The notice is sent to the address on record with the U.S. Postal Service – the NCOA address. The voter is asked to confirm whether the USPS address is his or her correct residential or mailing address or whether the address currently on his or her voter record is the correct residential or mailing address. The voter may also confirm whether he or she has moved outside of the county and presently resides in another North Carolina county or another state. There is a place on the card for a voter to update his or her name. Finally, there is a place on the NCOA confirmation card for a near relative to report whether a voter is deceased.

NCOA Confirmation Card (Form Side)

<p>DETACH PANEL ABOVE BEFORE MAILING TO THE COUNTY BOARD OF ELECTIONS</p> <p>Please confirm your proper residential and mailing address for voter registration purposes in [COUNTY] COUNTY. To ensure your continued eligibility to vote, please complete the applicable sections of this card, and return it to our office within 30 days of 00/00/0000. FRAUDULENTLY OR FALSELY COMPLETING THIS FORM IS A CLASS I FELONY UNDER CHAPTER 163 OF THE NC GENERAL STATUTES.</p>		
Voter Name	Voter Registration No.	Move Date
BOX A (USPS Address on File)		BOX B (Current Voter Registration Address)
I, [voter name], certify that (check all appropriate boxes):		
My correct residential address for voting purposes is:	<input type="checkbox"/> Address in Box A	<input type="checkbox"/> Address in Box B
My correct mailing address is:	<input type="checkbox"/> Address in Box A	<input type="checkbox"/> Address in Box B
<input type="checkbox"/> My correct address is <u>neither</u> Box A <u>nor</u> Box B above. My correct address is: _____		
<input type="checkbox"/> I have moved and no longer reside in [county name] COUNTY. I understand that I will be removed as a voter in this county and that I will need to register to vote in my new county or state of residence.		
<input type="checkbox"/> I now reside in _____ County/State.		
<input type="checkbox"/> My name has changed to: _____		
<p>If this voter is deceased, please complete the section below if you are a near relative.</p>		
Date of Death:	County of Death:	
Your Name:	Relationship:	
Signature (Required) _____ Date _____ Phone _____		
<small>NCOA 2013.09</small>		

NCOA Confirmation Card (Voter Instructions)

<p>DETACH BEFORE MAILING</p> <p>YOU MUST RETURN THE ATTACHED CARD WITHIN 30 DAYS</p> <p>Have you moved? According to the United States Postal Service, you recently changed your address with the post office by submitting an Official Change of Address form. Pursuant to N.C.G.S. §§ 163-82.14 & -82.15, you must notify the Board of Elections if your voting residence has changed. To confirm your residential address and/or your mailing address, please update the following information and return the attached card with your signature within 30 days:</p> <ul style="list-style-type: none"> ▪ If your name and address are correct, check the appropriate box. ▪ If your name or address has changed, or if you have moved from this county, check the appropriate boxes or enter the correct information. ▪ Detach the card, sign it, and mail it. NO POSTAGE IS REQUIRED. <p>To vote in any future elections, you must be registered in the county where you reside. If you have moved out of this county or out of North Carolina, your voter registration in this county <u>will be cancelled</u> and you will be required to register to vote in your new county or state. For North Carolina residents, a voter registration application is available online at www.NCSBE.gov.</p> <p style="text-align: center;">YOUR SIGNATURE IS REQUIRED FOR ANY CHANGE TO BE EFFECTIVE</p> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 5px; width: 45%;"> <p><small>FOR ANY CHANGE TO YOUR REGISTRATION TO BE EFFECTIVE FOR AN ELECTION, THE ATTACHED CARD MUST BE RECEIVED AT THE COUNTY BOARD OF ELECTIONS 25 DAYS BEFORE THAT ELECTION.</small></p> </div> <div style="width: 45%;"> <p>For more information on voter registration, please visit: www.NCSBE.gov or contact the Buncombe County Board of Elections at 1-828-250-4200.</p> </div> </div>	
--	--

Since the mailing must be postage-prepaid, CBEs must place a Business Reply Mail indicia on the return mail pieces and ensure that there are adequate funds in their BRM administrative accounts with their local post offices.

Handling Returned NCOA Mailings (List Maintenance Activity)

You will need to have sufficient funds in your BRM administrative account with your local post office for NCOA confirmation cards returned by voters. At present, the fee for a returned BRM postcard is **\$1.17** per card. Follow these administrative procedures for returned NCOA mailings.

Change of Address within County

If the NCOA confirmation notice is returned by the voter confirming his move to a new address within the county or a change of mailing address, the CBE shall update the voter's record and send the voter a verification notice (voter card) for the change. The NCOA confirmation notice must be signed by the voter before a change to the voter record can be made. If the returned NCOA notice is unsigned, process the returned notice in VoterScan and save the transaction to the Incomplete Queue.

Other Voter Change

If the NCOA confirmation notice is returned by the voter with a change of name or other change for the voter record, the CBE shall update the voter's record accordingly. The notice must be signed by the voter before a change to the voter record can be made. A verification mailing (voter card) will be mailed to the voter if the voter has updated his or her name. If the returned card is unsigned, process the returned notice in VoterScan and save the transaction to the Incomplete Queue.

Move Out of County

If the voter reports or confirms a change of address out of the county, then scan and attach the notice to the voter record and cancel the voter's registration. The returned card must be signed by the voter. If the card is not signed, treat the returned card as "not returned." If you can determine the voter's new address outside of the county, mail a copy of the unsigned notice to the voter and ask the voter to sign the card so that he or she can be removed. If the voter has a driver's license number on his or her voter record, please enter a HelpRequest ticket with the voter's name, driver's license number and date of birth so that SBE can research the person's current address with the DMV.

- **Move to a New County:** If the voter indicates that he or she now resides in another North Carolina county, once the voter's record is cancelled, the returned NCOA notice shall be scanned and transferred to the voter's new county.
- **Move Out of State:** If the NCOA confirmation notice is returned with an address outside of North Carolina, the CBE shall treat the notification as a voter cancellation and no further action is necessary.

No Change

If the NCOA confirmation notice is returned by the voter confirming that the current address on his or her voter record is correct, scan the card into VoterScan and process the transaction as a duplicate registration, regardless of whether the notice is signed or unsigned. The voter will not receive a verification mailing, and no further action is needed.

Returned by Non-Voter

If a person other than the voter returns the card and indicates that the voter has moved from the address, treat the card as "not returned." If the person provides an address for the voter, process the card as returned undeliverable with a forwarding address. A family member or "power of attorney" may return the notice with a note asking that the voter be removed because the voter is in a nursing home or has dementia. If this happens, treat the returned notice as "not returned." As a best practice, send a letter to the non-voter explaining that you cannot remove the voter without the voter's confirmation in writing. Let the person know that if the voter can sign or make a mark that can be witnessed, your office would then be able to remove the voter.

Notification of Death

If the NCOA confirmation notice is returned with notification from a near relative that voter is deceased, the CBE shall treat the notification as a voter cancellation. Scan and attach the card to the voter record and process the cancellation. If the notification of death is not received from a near relative, then the voter cannot be removed. Instead, the CBE shall treat the card as not returned and shall send the voter an address confirmation notice.

Military

Non-voter indicates the voter is absent due to military service. Treat as not returned. As a courtesy, you may mail a Federal Postcard Application to the voter with instructions to send a new application at the beginning of each calendar year.

Undeliverable

If the NCOA confirmation notice is returned undeliverable, process as undeliverable in VoterView. You will select either a forwarding address if there is one or if there is not, you will select the existing address in the voter record. Enter the forwarding address regardless of whether the address is in the county, in another county or in another state. Remember the goal of list maintenance is to use all information available to help confirm a voter's eligibility to vote. If the forwarding order has expired, then you can still forward to this address. If the card is returned because the person is temporarily away, you would still treat this as undeliverable. Once the NCOA confirmation notice is returned as undeliverable, the CBE shall next send the voter an address confirmation notice. The address confirmation notice will be sent to the voter's current address in SEIMS, not the NCOA address. If the voter does not return the address confirmation notice within 30 days, the voter's registration will become *Inactive*.

Transferring NCOA Confirmation Notices to New County

As part of the NCOA process, if a county receives a returned NCOA notice from a voter indicating the voter has moved to a new county in North Carolina, the “old” county shall cancel the voter’s registration and transfer the returned NCOA notice to the “new” county. To [transfer the NCOA record](#), the “old” county shall scan the notice and link the image to the voter’s VoterView record.

Upon receiving the transferred record, the “new” county shall save the NCOA record to its incomplete queue with the reason of *Need Registration Application*. The incomplete notice will include a courtesy voter registration application and instructions for the voter to complete the application and return the signed form to become a registered voter in their “new” county. Once the incomplete letter is mailed, the “new” county shall [archive](#) the incomplete record. The issuance of the voter registration application by the “new” county shall not be considered a valid attempt by the voter to register to vote in the “new” county. Again, the incomplete notice and voter registration application are sent as a [courtesy](#) to the voter. If the voter returns the signed voter registration application, the voter can then be processed to become a registered voter in his “new” county.

Voter's Failure to Return a National Change of Address Notice

If a voter does not return a NCOA notice (or the card is returned undeliverable), [after 30 days](#), a traditional address confirmation notice will be queued for the voter.

Verification Mailing

Mail Verification - New Voter Mailing Process

First Verification Notice

Upon receipt of a complete application for original registration, the county board of elections must mail a non-forwardable, first-class verification notice to the address indicated on the application. The notice should be sent to the mailing address if different from the residence address. The applicant will be considered active pending until the address is verified. The voter's address is verified 15 days after the notice is sent, unless the notice is returned by the Postal Service as undeliverable.

Second Verification Notice

If the Postal Service returns the verification notice as undeliverable, the county board of elections must send a second non-forwardable, first-class verification notice to the address indicated on the application. The second notice must be sent to the same address as the first. The applicant will be considered active pending until the address is verified. The voter's address is verified 15 days after the notice is sent, unless the notice is returned by the Postal Service as undeliverable.

Denial of Registration

If the Postal Service returns the second verification notice as undeliverable, the voter's registration will be *Denied*. No further mailing will be sent to the registrant.

Mail Verification – Update Voter Mailing Process

First Verification Notice

Upon receipt of an application from an active voter for a change of address, name or party affiliation, the new information should be recorded in the voter record. The county board of elections must then send a non-forwardable, first class verification notice to the address indicated on the application. The notice should be sent to the mailing address, if different from the residence address. The voter's address is verified 15 days after the notice is sent, unless the notice is returned by the Postal Service as undeliverable. The voter remains active during the verification procedure and no further action is required unless the notice is returned as undeliverable by the Postal Service.

The Postal Service Returns the Verification Notice with a Forwarding Address

If the Postal Service returns the first verification notice as undeliverable, but provides a forwarding address for the applicant, the county board of elections should mail a forwardable, first-class address correction notice (confirmation notice) to the forwarding address. The notice should include a postage prepaid return card so the applicant can respond. The address correction notice should clearly state that the county board of elections, in attempting to verify information on the application/update form, has determined that the applicant may have moved. The notice should request the applicant to complete the address correction notice and return to the county board of elections. Once an address correction notice has been sent, the applicant is considered unverified change.

If the address correction notice is returned confirming the forwarding address, the county board of elections should make the correction on the applicant's voter record, and send a verification notice to the forwarding application address. If the address correction notice is returned indicating a new address, the county board of elections should make the change on the applicant's voter record, and send a verification notice. Because the transaction has now become a change of address as well as a change of any other information, the applicant is returned to active status during the verification process. The voter's address is verified 15 days after the notice is sent, unless the notice is returned by the Postal Service as undeliverable. The voter remains active during the verification procedure and no further action is required unless the notice is returned as undeliverable by the Postal Service. If after 15 days the change is assumed verified and the change is made effective, but a notice is returned undeliverable, the county board of elections would follow the procedures for an address confirmation notice (as set out above).

Address Confirmation Notice

If the first notice is returned as undeliverable by the Postal Service, the county board of elections will send a forwardable, first-class confirmation notice to the voter's old address. Once a confirmation notice is sent, the voter is considered confirmation pending. The confirmation notice includes a postage prepaid return card and requires a response from the voter. If the confirmation notice is returned by the Postal Service as undeliverable, or is not returned at all, within thirty (30) days of the date the notice was sent, the county board of elections would consider the voter *inactive*. To make a voter inactive for a primary or general election, the confirmation process must be completed at least ninety (90) days prior to the date of the election. Voters who are entered into the confirmation process less than ninety (90) days before a primary or general election cannot be considered inactive for that primary or general election.

Mailing Types

Verification Notice - Voter Card

Notice sent to an applicant to acknowledge receipt of the application/update form and to verify the information contained on the form must be sent by non-forwardable, first-class mail.

Active date -- the active date is the date the application information has been verified; verification procedures assume ten (10) days from the date a verification notice is mailed, unless the notice is returned undeliverable.

Duplicate Voter Card

Notice sent in response to a voter's request for a duplicate voter registration card.

Address Confirmation Notice

Notice sent in response to an undeliverable mailing or knowledge that a voter may have moved from address listed on the voter list; must be sent by forwardable, first-class mail; must include a postage-prepaid return card.

NCOA Confirmation Notice

Notice sent for any voter whose residential or mailing address on the voter list differs than the USPS move update address. Notices are sent twice a year as part of Move Update compliance. Must be sent forwardable, first-class; must include a postage-prepaid return card.

No Contact Mailing

Notice sent to voters who have no official contact with the board of elections in a two-year period covering two federal general elections; sent during odd-numbered years.

Incomplete Notices

Notice sent to a voter registration applicant that informs the applicant that a required element (name, address, signature, date of birth, indication of U.S. citizenship) is missing from his or her voter registration application.

HAVA ID Notice

Notice sent to a registered voter that informs the voter that he or she will need to show an acceptable form of identification under the Help America Vote Act (HAVA) or provide the board of elections with identification information prior to presenting to vote.

Denial Notice

Notice sent when county board has made a tentative determination, based upon information contained on the application/update form, that the applicant is not eligible to register to vote in the county; notice must be sent by certified mail, must contain the date on which the application was denied, and must be mailed within two (2) business days from the date of denial; notice must inform the applicant of the availability of an appeals process.

Felony Notice

Notice sent when a county board of elections receives a notification that a voter has been convicted of a felony. The notice gives the voter 30 days' written notice to object to the removal of the voter's registration in the county.

Late Registration Notice

Notice sent when a county board of elections receives a voter registration application from an applicant during the period of time when the voter registration books are closed.

Petition Change Notice

Notice sent to a petition signer that is registered in the county, but the address given by the signer of the petition is different than the address on the voter record.

Polling Place Change Notice

Notice sent to a voter to inform him that the polling place assigned to his voting precinct has changed.

Jurisdiction Change Notice

Notice sent a voter to inform him that an election district or jurisdiction has changed.

County boards of elections must send address confirmation notices and NCOA notices with a Business Reply Mail or BRM panel. Business Reply Mail is a pre-addressed reply mailing that is sent to a person that can be returned for no additional postage by the recipient of the mailing. The recipient (who is charged a permit fee by the post office for offering this service) pays the standard mailing charges for each piece of mail delivered.

The State Board of Elections provides the Business Reply Mail (BRM) permit for county boards of elections. Counties may obtain their own permit, but this is unnecessary since the county boards of elections may use the state's BRM permit. The BRM permit fee is paid annually by SBOE, usually in late March or early April of each calendar year. Once the state pays the BRM

permit fee, we will forward the payment receipt to the counties via email. Counties should then provide your local post office with a copy of the paid BRM permit fee receipt.

Although the state pays the BRM permit fee, county boards of elections are still responsible for keeping funds in your local BRM account to pay the cost of any returned BRM mail. As of March 2017, the normal cost of BRM returned postcards is \$1.17 per card.

Death

As part of North Carolina's list maintenance program, CBEs are required to remove any voter for whom they receive a death notification. County boards of election must exercise extreme caution and due diligence when conducting research to remove *potentially* deceased voters. Counties must review death information provided by the State Board of Elections of all deaths to ensure all ineligible voters are removed from the voter registration list and no eligible voter is inadvertently removed. When researching the list of registered voters, the CBE may not remove a voter unless there is an exact database match on the voter's name, date of birth and/or identification information with the deceased records received from DHHS or a near relative.

Source of Death Information

The primary source of death notifications is DHHS. Each month, the SBE receives from DHHS a list of individuals who have died in the state. The list is then processed by the SBE and made available to the CBEs electronically. The SBE actually provides two lists to the CBEs each month: (1) a list that reflects all persons who died and their last places of residence was in North Carolina and (2) a subset of the original list that reflects deceased persons that SBE has matched to registered voters in the state. The death information received from DHHS is usually two to three months behind. The list includes people who died in North Carolina and approximately 35 other states. The report does not include the deaths of North Carolina residents who died in South Carolina and Virginia because DHHS is not permitted to share information they receive from those states with third-party entities.

Since the DHHS county death list usually reflects voters who died a few months before a CBE receives the death information, CBEs are permitted to receive more timely official death notifications or reports from their local register of deeds offices. Counties should note that register of deeds death information only reflects persons who died within the county. Not all persons who die in a county actually live in the county. Likewise, registered voters in a county certainly die outside of their county of residence, either in another county or another state.

CBEs may remove a deceased voter upon receiving written confirmation of the voter's death from a near relative. There is a [form](#) for this purpose or the near relative may simply send in a letter or other written notice. The notification must be signed by the near relative.

Persons considered a "Near Relative"

"Near relative" means spouse, brother, sister, parent, grandparent, child, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, stepparent or stepchild.

CBEs may not use a newspaper obituary, Facebook posting, unofficial death website or any other non-government entity to remove a voter from the list of registered voters. North Carolina does not use the Social Security Death Index to identify deceased voters; the list is duplicative of information that is already received from DHHS.

SBOE Notification Resources

DHHS County List

This monthly resource reflects the list of reported deaths sent to the SBE from DHHS. Note: New data for this report should be available by the 15th of each month.

DHHS State Matching List

This monthly resource reflects the list of reported deaths sent to the SBE from DHHS that SBE has matched to registered voters within SEIMS. Note: New data for this report should be available by the 15th of each month.

DHHS Search

This on-demand resource reflects the historical list of all death records that have been received from DHHS. CBEs are able to search for a specific person within all of the historical records provided by DHHS to SBE. User must enter county, last name, and begin birth date, and may enter first name, end birth date, and begin and end of death dates. Note: New data for this report should be available by the 15th of each month.

Felony Conviction

North Carolina law does not permit persons who are currently serving a criminal sentence (either state or federal) for a felony conviction to vote:

Any person adjudged guilty of a felony against this State or the United States, or adjudged guilty of a felony in another state that also would be a felony if it had been committed in this State, unless that person shall be first restored to the rights of citizenship in the manner prescribed by law.

G.S. § 163-55(a)(2)

Thus, persons who are currently serving a criminal sentence for a felony conviction may not register to vote and the registration of those who *are* currently registered (active, inactive or temporary) must be *removed*.

Denial of Voter Registration due to Felony Conviction

Pursuant to G.S. § 163-82.7, when a county board of elections receives an application for registration, the board either: (1) shall make a determination that the applicant is not qualified to vote, or (2) shall make a tentative determination that the applicant is qualified to vote at the address given, subject to the mail verification notice procedure. If the county board of elections makes a determination that the applicant is not qualified to vote, the board shall send, by certified mail, a notice of denial of registration. The notice of denial shall contain the date on which registration was denied, and shall be mailed within two business days after denial. If the applicant disagrees with the denial, the applicant may appeal the decision.

Pursuant to G.S. § 163-82.18, any applicant who receives notice of denial of registration may appeal the denial within five days after receipt of the notice of denial. The county board of elections shall promptly set a date for a public hearing. The notice of appeal shall be in writing and shall be signed by the applicant, shall include the applicant's name, date of birth, address, and reasons for the appeal.

Upon processing a voter registration application received from an applicant, the SEIMS system will check the felony conviction database to determine if the voter registration applicant is currently serving a sentence for a felony conviction. If an applicant for *new* registration in the county is determined to be serving a felony sentence, then SEIMS will flag the registration to receive a denial notice. County boards of elections must promptly send the denial notice by certified mail within two (2) business days of denial; thus, county boards of elections must check the SEIMS VRC incomplete queue daily to determine if a registrant has been denied voter registration. Again, after it is determined that voter registration must be denied, then the registrant must be mailed a *Notice of Denial of Voter Registration* by certified mail within two (2) business days.

Once the signed certified mail receipt is returned by the postal service, the county board of election must schedule a five (5) day calendar reminder to determine if the applicant has appealed the denial of registration.

(a) Right to Appeal. – Any applicant who receives notice of denial of registration . . . may appeal the denial within five days after receipt of the notice of denial. The county board of elections shall promptly set a date for a public hearing. The notice of appeal shall be in writing and shall be signed by the appealing party, shall include the appealing party's name, date of birth, address, and reasons for the appeal.

G.S. § 163-82.18

After five days, if there is no appeal of the denial of registration, then the county board of elections shall archive the denied registration. No additional follow up is required. If voter-applicant appeals denial, the county board of elections shall change the incomplete reason to OTHER and manually enter “Appeal Denial of Registration due Felony Conviction” in the incomplete reason comment box, and set a date for the appeal hearing.

Denial is Sustained

If the denial is sustained, the voter registration record must be archived. The applicant is not qualified to be registered and to vote.

Denial is Overruled

If the denial is overruled, the record should be processed through to the voter registration database. The applicant is qualified to be registered and to vote.

Removal of Registration due to Felony Conviction

Automated List Maintenance: Felony Conviction Status Determined by Processing Voter Registration Application Received from Applicant

Upon processing a voter registration application received from an applicant, the SEIMS system will check the felony conviction database to determine if the voter registration applicant is currently serving a sentence for a felony conviction. If the applicant is an *existing* voter in the county (active, inactive or temporary) and the system determines the voter is serving a current felony sentence, then SEIMS will flag the registration to receive a removal notice. This process is based on matching the voter record with the felon record. The matching criteria is one of the following:

- **DL Match** - date of birth and NC DMV customer number;
- **SSN-4 Match** - first name, last name, date of birth and the last four digits of the social security number

County boards of elections must promptly send removal notice and allow the voter thirty days to object to his or her removal. Accordingly, county boards of elections must check the SEIMS incomplete queue daily to determine if an existing voter has been flagged to receive a removal notice due to felony conviction.

County Board's Duty Upon Receiving Report of Conviction. – When a county board of elections receives a notice pursuant to subdivision (1) or (2) of this subsection relating to a resident of that county and that person is registered to vote in that county, the board

shall, after giving 30 days' written notice to the voter at his registration address, and if the voter makes no objection, remove the person's name from its registration records. If the voter notifies the county board of elections of his objection to the removal within 30 days of the notice, the chairman of the board of elections shall enter a challenge under G.S. 163-85(c)(5), and the notice the county board received pursuant to this subsection shall be prima facie evidence for the preliminary hearing that the registrant was convicted of a felony.

G.S. § 82.14(c)

Once a removal notice is generated and printed, the SEIMS system will allow the voter [35 days](#) to object to his *removal* from the voter registration database.

Administrative List Maintenance: Felony Conviction Status Determined by State or Federal Reports

County boards of elections must cancel the voter registration of persons who have been convicted of a felony offense. County boards of elections receive reports of felony convictions from one of two sources:

- Report of Conviction Within the State. – The State Board of Elections, on or before the fifteenth day of every month (report is daily), shall report to the county board of elections the name, county of residence, and residence address if available, of each individual against whom a *final judgment* of conviction of a felony has been entered.
- Report of Federal Conviction. – The State Board of Elections, upon receipt of a notice of conviction sent by a United States Attorney pursuant to section 8(g) of the National Voter Registration Act, shall notify the county boards of elections of the conviction.

State Felony Conviction Report

SBOE information on persons currently serving a criminal sentence for a felony conviction daily from the [North Carolina Department of Public Safety \(DPS\)](#). SBOE provides county boards of elections two reports to show the current list of persons in their county serving felony sentences:

DOC* Felon County List	List of reported felons sent by DPS. User must select county and user may select conviction month and year. Data for this report will be refreshed daily.
DOC Felon State Matching List	List of reported felons sent by DPS. User must select county and user may select conviction month and year. Data for this report will be refreshed daily.

** The report name does not yet reflect the fact that felony conviction information is received from DPS instead of DOC.*

While the "County List" report is more comprehensive and shows persons who have been convicted of a felony in the county each month, the "State Matching List" report shows persons

who have *potentially* been matched to existing voters. Counties must check both reports routinely, at least weekly (daily once voting in any election event begins). Although SEIMS has attempted to [match](#) the felon information with SEIMS information, county boards of elections are tasked with making the final determination based on the information provided by DPS as compared to the voter information in SEIMS. Unless a county board of elections is confident that the matched felon information matches the voter's information, the county shall not remove the voter.

Federal Felony Conviction Report

SBOE receives quarterly reports from the U.S. Attorney offices on persons who have been convicted of a felony crime in a United States district court. SBOE will forward these reports to the county boards of elections. County boards must then review the reports and research their voter registration records to determine if any person listed on the federal report matches a record for a registered voter (active, inactive or temporary) in their county.

Again, once a county board of election receives a notice of a felony conviction of a person who is registered to vote in the county, the county board of elections shall initiate steps to cancel the person's registration by send the voter a written notice that his voter registration will be cancelled by the board of elections within 30 days, unless the voter objects to the removal. Per the felony list maintenance process, the county board of elections must complete an [List Maintenance Action Form](#) for each voter who is identified as being an active felon. This form must be scanned into VoterScan and processed as an administrative voter registration update. Once processed and linked to the existing voter, the county must generate, print and mail the voter the removal notice. The voter will then have 30 days to object to his removal. If the voter notifies the county board of elections of his objection to the removal within 30 days of the notice, the chairman of the board of elections shall enter a voter challenge. The state or federal felony conviction notice the county board received shall be prima facie evidence for the preliminary hearing that the registrant was convicted of a felony.

Felony Sentence Completed Process

To meet the requirements of 202(a) of the Help America Vote Act of 2002 (HAVA), G.S. § 163-82.11 provides the statewide voter registration database must reflect changes when a voter whose voter registration was cancelled due to a felony conviction has his or her citizenship rights restored. In order to meet these requirements, the State Board of Elections receives data from the Department of Public Safety that shows persons who have completed their felony sentence. Counties must use this information to update voter records.

Q: If a county does not update the removal reason to *Felony Sentence Completed* for a previously removed voter, will SEIMS prevent the voter's new registration from being processed?

A: No. SEIMS will not prevent the processing of a registration of a previously removed voter whose citizenship rights have been restored even if the removal reason still indicates FELONY CONVICTION.

Q: Is it necessary to scan and attach a report to a voter's record in VoterView prior to changing the voter's status to felony sentence completed?

A: No.

Q: If, upon checking a felony sentence completed report, we find that a voter was convicted but never subsequently removed, should we go ahead and remove the voter?

A: No. It is not advisable to cancel a registration in this circumstance. The authority to cancel a felon's voter registration comes from the list maintenance statute, as opposed to the voter challenge process. G.S. § 163-82.14 directs that when a county receives evidence of a felony conviction they shall provide notice and, if no objection is entered, cancel the voter registration after 30 days. Where a county receives information that a person is no longer a felon, they wouldn't be authorized to cancel a voter's registration under this section since the person is now eligible to vote. A voter challenge could be entered, but would not serve much purpose since the person is no longer an active felon." The bottom line is that a county board *only* has authority to cancel a voter's registration while the person is an active felon. Any authority to take action retroactively is questionable.

Felony Reports

The State Board of Elections provide the reports to assist county boards of elections with processes related to felony conviction.

Felon County List

Daily report that shows the current list of persons who have an Active felony status due to conviction of a felony in a North Carolina state court. The report is available by the county in which the person was convicted of a felony (or was a resident at the time of his or her conviction). User must select county and user may select conviction month and year.

Felon State Matching List

Daily report that shows the current list of persons who have an Active felony status due to conviction of a felony in a North Carolina state court AND who have been matched to an Active, Inactive or Temporary voter record in SEIMS. Report is available by county of voter's current registration, regardless of county of conviction. User must select county.

Felon Completed List

Daily report that shows the current list of persons who are no longer considered to be active felons. User must select county, and *to* and *from* discharge dates.

Felon Completed State Matching List

Daily report that shows the current list of persons who are no longer considered to be active felons matched to a voter record in SEIMS. List of felons who are no longer considered to be felons sent by Department of Public Safety (formerly Department of Corrections) that match to voters within SEIMS. User must select county, and *to* and *from* discharge dates. Data for this report will be refreshed daily. Data for this report will be refreshed daily.

DOC Felon Search

On-demand report that provides a county board of elections with the ability to search the database of reported felons sent by the Department of Public Safety (formerly Department of Corrections). User must enter last name and birth date. Data for this report will be refreshed daily.

List Maintenance Reports

Report	Update Frequency	Description
County Cancellation Notices	Monthly	List of individuals that sent in registration applications to a specific N.C. county indicating a previous registration in different N.C. county. User must limit by county and may limit by date range.
Data Audit - Potential Invalid Voter Birth Date		List of registered voters that need a determination about whether their birth date is invalid, as determined by age being younger than 17 or older than 99.
DHHS County List	Daily	List of reported deaths sent by DHHS. User must limit by county, month and year. Note: New data for this report should be available by the 15th of each month.
DHHS Search	Monthly	Search of the reported deaths sent by DHHS. User must enter county, last name and begin birth date, and may enter first name, end birth date, and begin and end of death dates. Note: New data for this report should be available by the 15th of each month.
DHHS State Matching List	Monthly	List of reported deaths sent by DHHS that match to voters within SEIMS. User must limit by county, month and year. Note: New data for this report should be available by the 15th of each month.

DMV-Transfer List	Daily	List of records sent for electronic distribution to the counties that came either from the Division of Motor Vehicles or transferred from another county. User must select a county, status and date range; user may enter a last name.
DPS Felon Completed List	Monthly	List of felons who are no longer considered to be felons sent by DPS that match to voters within SEIMS. User must select county, and to and from discharge dates. Note: Data for this report will be refreshed daily.
DPS Felon Completed State Matching List	Monthly	List of felons who are no longer considered to be felons sent by DPS that match to voters within SEIMS. User must limit by county, and to and from discharge dates. Note: Data for this report will be refreshed daily.
DPS Felon County List	Monthly	List of reported felons sent by DPS. User must select county and may select conviction month and year. Note: Data for this report will be refreshed daily.
DPS Felon Search	Monthly	Search of the reported felons sent by DPS. User must enter last name and birth date. Note: Data for this report will be refreshed daily.
DPS Felon State Matching List	Monthly	List of reported felons sent by DPS that match to voters within SEIMS. User must

select county.

Note: Data for this report will be refreshed daily.

[Duplicate Registrations - Exact Match](#)

List of potential duplicate registration matches using a highly selective criteria list. Research the matches before removal; if there is any doubt about the match, do not remove them. The list is gathered by the following checks:

- Last name, first name, birth date and driver's license number
- Last name, first name, birth date and Social Security number
- Last name, first name, middle name, birth date, race and gender

[Duplicate Registrations - Possible Match](#)

Daily

List of potential duplicate registration matches using a loosely selective criteria list. Research the matches before removal; if there is any doubt about the match, do not remove them. The list is gathered by the following check:

- Last name, first name and birth date

[National Change of Address](#)

Biannual

List of National Change of Address (NCOA) data. User must limit by county, status, date type and date range.

[Registration Stats - County Districts](#)

Count of registered voters broken down by county jurisdictions. Count breakdown may include party and/or

precinct and may include inactive voters. User must limit by county and breakdown choices.

Note: The data for this report is refreshed nightly.

[Registration Stats - Jurisdiction Snapshot](#)

Count of active/inactive registrations broken down by party, race, ethnicity and gender for a county and jurisdiction. User must limit by snapshot date, county and jurisdiction type.

[Registration Stats - Municipal Districts](#)

Count of registered voters broken down by county municipality and other jurisdictions. Count breakdown may include party and/or precinct and may include inactive voters. User must limit by county and breakdown choices.

Note: The data for this report is refreshed nightly.

