

# EXHIBIT 7

GROC  
Registrar  
Course No. 4

# Registration Basics



Registration Basics

Georgia Registrar Official Certification

Welcome to the Georgia Registrar Officials Certification Program for counties. This course, ***Registration Basics***, is one of the titles in the training requirements to achieve your certification.

The Georgia Registrar Officials Certification program courses are to be used as a guide for the administration of registration conducted by officials. Local election officials responsible for registrations should find the information contained in this publication beneficial.

This course is not intended to be used as a substitute for the Georgia Constitution, relevant statutes, or applicable case law. Whenever there is a question regarding the interpretation of information contained in this handbook, or of a particular section of the Election Code, or any other statute, the user should contact competent legal counsel.

If we can assist you with additional information or clarification, do not hesitate to call the Elections Division at 404.656.2871.

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# Voter Registration

“Registrar” - an official responsible for keeping a register or official records.

As the Registrar, you are the official “keeper of the records” concerning voter eligibility the citizens of your county. You will have the final say in interpreting the law to determine who can and cannot cast a ballot in the elections held in your county. Voting is a right that many hold dearly in this county, so this responsibility should not be taken lightly.

This presentation will server as the foundation to build on your legal and procedural expertise of the process of voter registration.

# Qualifications of an Elector

## O.C.G.A. § 21-2-216(a)

To register to vote in the state of Georgia, an elector must be:

- A resident of this state and of the county or municipality in which he or she seeks to vote
- A citizen of this state and of the United States
- At least 17 ½ years of age



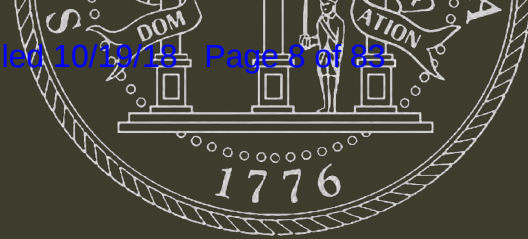
# Qualifications of Electors – Residency

In order to register to vote, an elector must be a resident in the county in which they are seeking to vote. There are a number of rules that determine residency outlined in O.C.G.A. § 21-2-217. As a registrar, it is important to know all of these rules. They can be found in their entirety on the following slides.

It may be possible for an elector to be considered a resident according to one rule and to be considered to have lost their residency based upon another rule. For example, a voter may claim the homestead exemption at one address but receive their mail at another address. Therefore, it is important to consider the totality of the circumstance when seeking to determine the residency of a voter.

- O.C.G.A. § 21-2-217(b) instructs registrars to consider the applicants expressed intent and any other relevant circumstances.





## O.C.G.A. § 21-2-217

(a) In determining the residence of a person desiring to register to vote or to qualify to run for elective office, the following rules shall be followed so far as they are applicable:

- (1) The residence of any person shall be held to be in that place in which such person's habitation is fixed, without any present intention of removing therefrom;
- (2) A person shall not be considered to have lost such person's residence who leaves such person's home and goes into another state or county or municipality in this state, for temporary purposes only, with the intention of returning, unless such person shall register to vote or perform other acts indicating a desire to change such person's citizenship and residence;
- (3) A person shall not be considered to have gained a residence in any county or municipality of this state into which such person has come for temporary purposes only without the intention of making such county or municipality such person's permanent place of abode;



(4) If a person removes to another state with the intention of making it such person's residence, such person shall be considered to have lost such person's residence in this state;

(4.1) If a person removes to another county or municipality in this state with the intention of making it such person's residence, such person shall be considered to have lost such person's residence in the former county or municipality in this state;

(5) If a person removes to another state with the intention of remaining there an indefinite time and making such state such person's place of residence, such person shall be considered to have lost such person's residence in this state, notwithstanding that such person may intend to return at some indefinite future period;

(6) If a person removes to another county or municipality within this state with the intention of remaining there an indefinite time and making such other county or municipality such person's place of residence, such person shall be considered to have lost such person's residence in the former county or municipality, notwithstanding that such person may intend to return at some indefinite future period;

(7) The residence for voting purposes of a person shall not be required to be the same as the residence for voting purposes of his or her spouse;

(8) No person shall be deemed to have gained or lost a residence by reason of such person's presence or absence while enrolled as a student at any college, university, or other institution of learning in this state;

(9) The mere intention to acquire a new residence, without the fact of removal, shall avail nothing; neither shall the fact of removal without the intention;

(10) No member of the armed forces of the United States shall be deemed to have acquired a residence in this state by reason of being stationed on duty in this state;

(11) If a person removes to the District of Columbia or other federal territory, another state, or foreign country to engage in government service, such person shall not be considered to have lost such person's residence in this state during the period of such service; and the place where the person resided at the time of such person's removal shall be considered and held to be such person's place of residence;

- (12) If a person is adjudged mentally ill and is committed to an institution for the mentally ill, such person shall not be considered to have gained a residence in the county in which the institution to which such person is committed is located;
- (13) If a person goes into another state and while there exercises the right of a citizen by voting, such person shall be considered to have lost such person's residence in this state;
- (14) The specific address in the county or municipality in which a person has declared a homestead exemption, if a homestead exemption has been claimed, shall be deemed the person's residence address; and
- (15) For voter registration purposes, the board of registrars and, for candidacy residency purposes, the Secretary of State, election superintendent, or hearing officer may consider evidence of where the person receives significant mail such as personal bills and any other evidence that indicates where the person resides.



# Qualifications of Electors – Citizenship

Every application for voter registration submitted on or after January 1, 2010 is required to be accompanied by satisfactory proof of US citizenship. Satisfactory evidence of citizenship shall include any of the following:

- (A) The number of the applicant's Georgia driver's license or identification card issued by the Department of Driver Services if the applicant has provided satisfactory evidence of United States citizenship to the Department of Driver Services or a legible photocopy of the applicant's driver's license or identification card issued by an equivalent government agency of another state if the agency indicates on the driver's license or identification card that the applicant has provided satisfactory evidence of United States citizenship to the agency
- (B) A legible photocopy of the applicant's birth certificate that verifies citizenship to the satisfaction of the board of registrars
- (C) A legible photocopy of pertinent pages of the applicant's United States passport identifying the applicant and the applicant's passport number or presentation to the board of registrars of the applicant's United States passport





(D) A presentation to the board of registrars of the applicant's United States naturalization documents or the alien registration number from the applicant's naturalization documents. If only the applicant's alien registration number is provided, the applicant shall not be found eligible to vote until the applicant's alien registration number is verified with the United States Citizenship and Immigration Services by the board of registrars

(E) Other documents or methods of proof that are established pursuant to the federal Immigration Reform and Control Act of 1986 (P. L. 99-603)

(F) The applicant's Bureau of Indian Affairs card number, tribal treaty card number, or tribal enrollment number

(G) For residents of this state who are United States citizens but are not in possession of any of the documents or methods of proof enumerated under subparagraphs (A) through (F) of this paragraph, other documents or methods of proof for establishing evidence of United States citizenship which shall be promulgated by rule and regulation of the State Election Board.

Upon the receipt of an application without satisfactory evidence of citizenship, the board of registrars shall notify the applicant in writing of the requirement to provide satisfactory evidence of citizenship.

- The board of registrars shall not determine the eligibility of the applicant until and unless satisfactory evidence of citizenship is supplied by the applicant.
- If the initial application is received without satisfactory evidence of citizenship prior to the close of voter registration preceding an election, but the applicant supplies satisfactory evidence of citizenship on or prior to the date of such election and the applicant is found eligible to vote, the applicant shall be permitted to vote in the election and any run-off elections resulting therefrom and subsequent elections

In the event the applicant does not respond to the request for the missing information within 30 days following the sending of notification to provide satisfactory evidence of citizenship, the application shall be rejected.

O.C.G.A. § 21-2-216(g)(1)



(3) Notwithstanding any provision of this subsection, any person who is registered in this state on December 31, 2009, shall be deemed to have provided satisfactory evidence of citizenship and shall not be required to submit evidence of citizenship.

(4) After citizenship has been demonstrated to a board of registrars, an elector shall not be required to resubmit satisfactory evidence of citizenship in that or any other county in this state so long as the person continuously remains an elector of this state.

(5) For the purposes of this subsection, proof of voter registration from another state shall not be satisfactory evidence of citizenship.

(6) After a person has submitted satisfactory evidence of citizenship, the board of registrars shall indicate such information on the elector's voter registration record. After two years, the board of registrars may destroy all documents that were submitted as evidence of citizenship.

(7) The Secretary of State shall establish procedures to match an applicant's voter registration information to the information contained in the data base maintained by the Department of Driver Services for the verification of the accuracy of the information provided on the application for voter registration, including whether the applicant has provided satisfactory evidence of United States citizenship.



# Qualifications of Electors – Age

## O.C.G.A. § 21-2-216(c)

In order to vote, you must be 18 years old on or before election day. However, the law allows for someone to register to vote as early as six months before their 18<sup>th</sup> birthday.

- This allows voters that will turn 18 close to election day to meet the registration deadline, even if they will not be 18 by the cutoff date.

The voter registration system will allow registrars to enter applications for voters that are 17 ½. The system will place them in the “Pending Age” status, which will automatically change to active on the day they turn 18 and are eligible to vote.

Applications received for applicants under the age of 17 ½ should be rejected.





# Disqualifications of an Elector

## O.C.G.A. § 21-2-216(b)

To register or remain registered to vote in the state of Georgia, an elector must not be:

- Convicted of a felony involving moral turpitude and still serving a resulting sentence, or
- Determined mentally incompetent by a judge



# Disqualifications of Electors - Felonies

## O.C.G.A. § 21-2-216

(b) In addition to the qualifications in subsection (a) of this Code section, no person who has been convicted of a felony involving moral turpitude may register, remain registered, or vote except upon completion of the sentence...

Once a month, the state will run a process that matches the list of felons from the Department of Corrections with the voter registration database. Any potential matches will display on the county dashboard. To process these potential matches:

- 1) Develop a Standard Operating Procedure (SOP) for processing felons.
- 2) Print the list of “FELON Records Matched Voters” for each criteria.
- 3) Compare each match by clicking the Compare Button.
  - If it is a true match, the registrar will cancel the voter, eNet will generate a letter and place it on the county dashboard in Batch Print. Mail this letter as soon as possible.
  - If it is clearly not a match, the registrar will choose “Not a Match”, and eNet will remove the record from the Felon bucket.
  - If the registrar is unable to determine whether it is a true match, follow your established SOP. If it is not possible to determine whether it is a true match or clearly not a match, select the challenge button and continue with the hearing process as soon as possible.





# Disqualifications of Electors – Mentally Incompetent

## O.C.G.A. § 21-2-216

(b) ....and no person who has been judicially determined to be mentally incompetent may register, remain registered, or vote unless the disability has been removed.

Probate Judges notify the Secretary of State office when a person has been determined to be mentally incompetent. The SOS office will forward these names to the county.

From the Change Voter screen, the registrar will change the voter status to cancelled, and Choose “Mentally Incompetent” from the Status Reason drop down list.



## Qualifications of Electors Generally

### Challenge to Qualifications - O.C.G.A. § 21-2-216

(f) No person shall remain an elector longer than such person shall retain the qualifications under which such person registered.

- O.C.G.A. § 21-2-228(a) provides that the board of registrars shall have the right and shall be charged with the duty of examining from time to time the qualifications of each elector of the county or municipality whose name is entered upon the list of electors and shall not be limited or estopped by any action previously taken.
- O.C.G.A. § 21-2-228 provides for a process whereby the board of registrars may challenge the qualifications or applicants and electors.



## Qualifications of Electors Generally

### Retention of Qualifications; Nonresidents in Presidential Elections

#### O.C.G.A. § 21-2-216

(d) Notwithstanding any other provision of this article, any person who was qualified and registered to vote on June 24, 1964, shall not be required to reregister under the terms of this article unless such person shall have become or becomes disqualified to vote by reason of having been purged from the list of electors or for any other reason whatsoever, in which event such person shall, in order to become registered to vote, reregister under the terms of this article.

(e) If any citizen of this state begins residence in another state after the thirtieth day next preceding any election for President and Vice President and, for that reason, does not satisfy the registration requirements of that state, such citizen shall be allowed to vote for presidential and vice presidential electors, in that election, in person in this state if such citizen satisfied, as of the date of such citizen's change of residence, the requirements to vote in this state, or by absentee ballot in this state if such citizen satisfies, but for such citizen's nonresident status and the reason for such citizen's absence, the requirements for absentee voting in this state.



# Voter Registration

The Secretary of State makes voter registration applications available through:

- Department of Driver Services (DDS)
- County Registration Offices
- SOS Office
- SOS Website
- Public Agencies and Schools
- Private Entities (Third Parties)
- OLVR – Online Voter Registration
- GA Votes—Mobile app

The image shows a sample of the "STATE OF GEORGIA APPLICATION FOR VOTER REGISTRATION" form. The form is tilted and contains various fields for personal and voter information. Key sections include:

- LEGAL NAME:** A line for the applicant's full legal name.
- ADDRESS:** Fields for street address, city, county, and zip code.
- PERSONAL INFORMATION:** Fields for date of birth, sex, and race.
- VOTER INFORMATION:** Fields for current voter status, previous registration, and reasons for registration.
- DECLARATION:** A section where the applicant signs and swears to the truthfulness of the information provided.
- NOTARIZATION:** A section for a notary public to sign and seal the form.



# Voter Registration

The Voter Registration module in the GVRs/eNet may be used to do the following tasks:

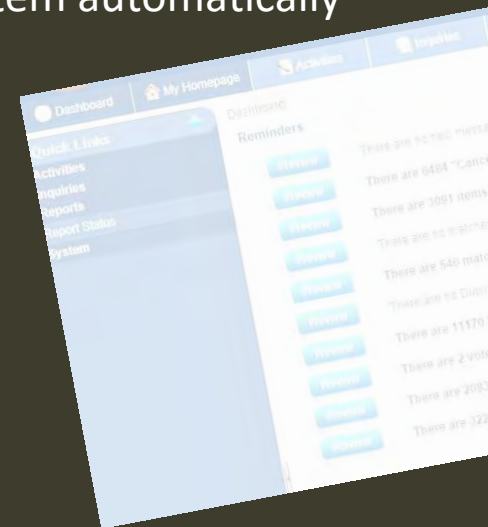
- Perform a statewide search of all registered voters
- Add a new voter
- Update or change a voter's registration information
- Transfer a voter between counties
- Accept, reject, or enter an incomplete voter registration
- Edit voter registration records while the system automatically tracks key changes
- Generate barcode labels, mailing labels and precinct cards
- Produce reports





# Voter Registration

- Only County Officials with appropriate privileges can update voter records in their respective counties. The system allows all County Officials to conduct inquiries and view voter records in any of Georgia's 159 counties.
- The Voter Registration module enables an authorized user to register a voter with necessary validations and verifications. Through this process, an applicant may be accepted, rejected, cancelled, and/or entered as incomplete. The GVRS/eNet also provides the ability to enter an underage voter at the age of 17 ½. The system will complete the verification process and on their 18<sup>th</sup> birthday the system automatically changes them to Active status.
- The GVRS/eNet records the following demographical information:
  - Address
  - Voter Identification Data
  - Previous Names and Addresses
  - Mailing Address



Counties receive voter registration forms and information through several locations and state agencies. The requirements to register a voter depend on where and how the information was provided. Therefore, registrations are categorized by the site, or location, from which the form or information was received. These are called “site codes.”

The following is a list of all site code values:

- |    |   |
|----|---|
| 1  | DDS (Department of Driver Services)                               |
| 2  | Mail-In Applications  |
| 3  | County  |
| 4  | Election Day  |
| 5  | Libraries   |
| 6  | High School/Colleges  |
| 7  | Provisional   |
| 8  | Military Recruitment Offices                                      |
| 9  | FPCA (Federal Post Card Application)                              |
| 10 | DCH (Department of Community Health_                              |
| 11 | Confirmation Notices  |
| 12 | DPH (Department of Public Health)                                 |
| 13 | DBHDD (Dept. of Behavioral Health and Developmental Disabilities) |
| 14 | DFCS (Department of Family and Children Services)                 |
| 15 | OLVR (Online Voter Registration)                                  |



# Registration Identification Required

- An applicant who is registering to vote is not required to submit the forms of identification listed on the voter registration application provided they sign the application in the presence of the county registrar or deputy registrar and immediately submit the application to said registrar or deputy registrar.
- Only registrations which are Site Code 2 (Mail-in) and Site Code 14 (DFCS) are subject to the HAVA ID requirement. UOCAVA voters (registrations will be FPCA or FWAB) are exempt from this requirement.
- Applicants who choose to obtain an application, later to be submitted by mail, will need to meet required voter registration identification requirements. If identification is not provided with the application, it must be provided prior to or at the time of voting for the first time.



# One of the following forms of identification is required when registering by mail (Site code 2) or through Department of Family and Children Services (Site code 14):

O.C.G.A. § 21-2-220 (c)

- Any valid state or federal government issued photo ID, including a FREE Voter ID Card issued by the county registrar's office
- A Georgia Driver's License, even if expired;
- A valid employee photo ID from any branch, department, agency, or entity of the U.S. Government, Georgia, or any county, municipality, board, authority or other entity of this state;
- A valid U.S. passport ID;
- A valid U.S. military photo ID;
- A valid tribal photo ID;
- A copy of a current utility bill;
- A bank statement;
- A government check;
- A paycheck; or
- Any other government document that shows the name and address of the individual registering to vote

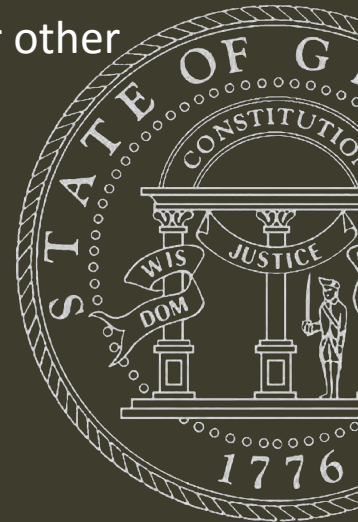


# Voter Identification Required

## O.C.G.A. § 21-2-417

Georgia law requires Georgia residents to show photo identification when voting in person. The following are acceptable forms of identification:

- Any valid state or federal government issued photo ID, including a FREE Voter ID Card issued by the county registrar's office;
- A Georgia Driver's License, even if expired;
- A valid employee photo ID from any branch, department, agency, or entity of the U.S. Government, Georgia, or any county, municipality, board, authority or other entity of this state;
- A valid U.S. passport ID;
- A valid U.S. military photo ID; or
- A valid tribal photo ID



# Voter Identification Card

- The state of Georgia offers a FREE Voter Identification Card for those who do not have an acceptable form of photo ID.
- A Voter Identification Card can be issued at any county registrar office-free of charge.
- The Voter Identification Card may be used for voting purposes ONLY.
- Additional information regarding photo ID as well as the system registrars use for the VIC card is included in the course *Absentee Ballot Procedures*.



# New Registrations

O.C.G.A. § 21-2-224

Registration deadlines; restrictions on voting in primaries; official list of electors; voting procedure when portion of county changed from one county to another



# Postmark and SOS Stamp

## O.C.G.A. § 21-2-224

- If the mail-in applications (Site 2 or Site 14) do not have a legible postmark, then the Secretary of State's date stamp should be used to determine if the application met the voter registration deadline.
- Applications from mandated sites (1, 3, 4, 5, and 6) are based on the date written next to the voter's signature. These applications are completed in the presence of agency or county staff who witnesses the signing of the form.



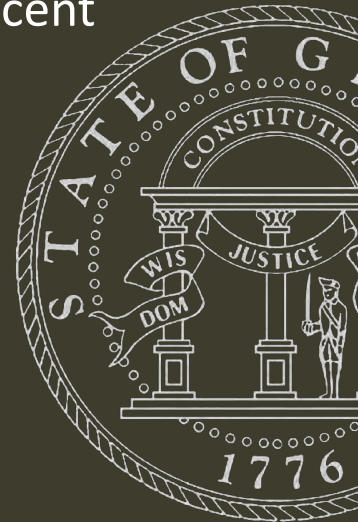


# County to County Transfers

- For County to County transfer of voters before the registration cut-off date, counties may transfer voters before a registration cut-off date for an election.
- Counties may process voter applications to transfer new residents into their county for the period beginning the day after an election until the day after the registration cut-off date for the next election.
- Counties should NOT process county to county transfers postmarked during the period between the day after the registration cut-off date and Election Day.

**Failure to adhere to these guidelines could result in voters not appearing on the electors list or Express Poll when they should.**

- Because of the typically small number of counties conducting special elections, we do allow counties to coordinate county to county transfers postmarked during the period between the day after the registration cut-off date and Election Day **for special elections only** provided that the counties exercise care when updating the Express Poll units and paper electors lists accordingly.
- Please be aware that the Secretary of State's My Voter Page will show the voter's polling place for state and county elections as the most recent precinct entered into the GVRs/eNet system.



# Transfer Voter Record Information in GVRS/eNet

## Important Notes on Transferring a Voter Record:

- Verification is not required for existing voters as the process has already been completed by the previous County. If a voter did not initially verify in the previous county they will be re-queued for verification.
- The losing county will receive a notification on the Reminders screen that a voter has been moved from their county.
- The voter will be cancelled in the previous county and displayed on the Audit Report.
- All voter history will be transferred with the voter record.

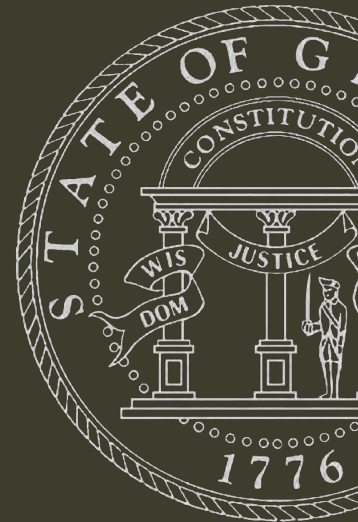


# Changes to Voter Information Other than Address

- Counties may enter changes to voter information other than an address ( i.e., name change) at any time. However, please take note of the following reminders:
  - If a voter's change of information is entered before or after the registration cut-off date and before the Express Poll extract data is sent to KSU (2<sup>nd</sup> Thursday before the Election Day), the voter's information will appear on the Express Poll as it was in the GVRs/eNet system prior to the extract date.
  - If the voter's change of information is not entered until after the Express Poll extract data is sent to KSU, the voter's information will appear on the Express Poll as it was in the GVRs/eNet system prior to the extract date and on the supplemental list with the new information.



- Please be aware that the Secretary of State's My Voter Page (MVP) will show the voter's information as the most recent information entered into the GVRs/eNet system.
- Resets of citizenship status in the GVRs/eNet system entered after the Express Poll extract date are not reflected in Express Poll. The county should conduct any Express Poll status updates required.



# Incomplete Applications

- Failure to sign and date form or leaving blanks can delay the registration process or result in the application being rejected. In these cases, the registrar must notify the applicant in writing of the missing information.

## O.C.G.A. § 21-2-220 (d)

**Application for registration; identification requirement; rejection for failure to provide required information or for submission of false information; aid to disabled or illiterate**

(d) If an applicant fails to provide all of the required information on the application for voter registration with the exception of current and valid identification, the board of registrars shall notify the registrant in writing of the missing information. The board of registrars shall not determine the eligibility of the applicant until and unless all required information is supplied by the applicant. If the initial application is received prior to the close of voter registration prior to an election, if the applicant supplies the necessary information on or prior to the date of the election, and if the applicant is found eligible to vote, the applicant shall be added to the list of electors and shall be permitted to vote in the election and any run-off elections resulting therefrom and subsequent elections; provided, however, that voters who registered to vote for the first time in this state by mail must supply current and valid identification when voting for the first time as required in subsection (c) of this Code section. In the event the elector does not respond to the request for the missing information within 30 days, the application shall be rejected.

# Incomplete Applications in GVRs/eNet

- After a registration with incomplete information is processed, a letter will be generated advising the respective voter of the needed information. This letter will be in the **Batch Print** module on the **Dashboard Reminders** screen the following day.
- If an application has incomplete information, enter the following while processing the application: Name, then enter Unknown, Address, then choose “missing address” from the drop down, or Date of Birth enter 01/01/1900.
- The voter will be in **Pending** status with the appropriate status reason assigned: **Incomplete Name**, **Incomplete Address**, or **Incomplete DOB**.
- The voter will have 40 days from the date you choose PRINT from the batch print reminder to provide the information to the county. Choosing PRINT starts the 40 day clock.
- If the information is **provided** within 40 days, the county should process the provided information and save the record. The voter will remain in **Pending** status until they have successfully verified with DDS.
- If the information is **not provided**, the applicant will be moved to **Cancelled** status.

# List Maintenance Activities

Entering new applications is just the beginning of maintaining your county's list of electors. There are several list maintenance activities that must be performed regularly to ensure the list of electors is accurate and up-to-date. Please review O.C.G.A. § 21-2-216 and O.C.G.A. § 21-2-231.

## O.C.G.A. § 21-2-216

- Qualifications of electors generally; reregistration of electors purged from list; eligibility of nonresidents who vote in presidential elections; retention of qualification for standing as elector; evidence of citizenship; check of convicted felons and deceased persons databases

## O.C.G.A. § 21-2-231

- Lists of persons convicted of felonies, persons identified as noncitizens, persons declared mentally incompetent, and deceased persons provided to Secretary of State and Council of Superior Court Clerks; removal of names from list of electors; obtain information about persons who died; timing; list of inactive voters provided to Council of Superior Court Clerks





# List Maintenance in GVRS/eNet

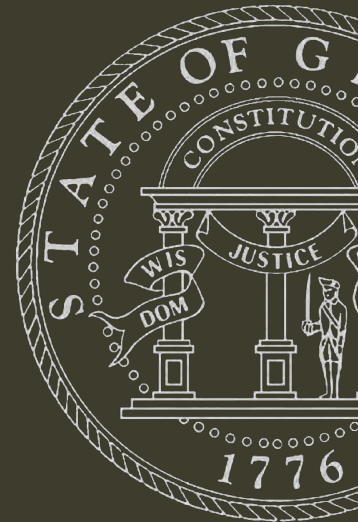
The dashboard reminders screen will display:

- Cancelled voters
  - These can be moved out of state, moved out of county, cancelled/duplicates or rejected, vital and 40 day clock failed voters.
- Vital Records
- Felon Records
- Duplicate records
- DDS applications
- OLVR – Online Voter Registrations Applications
- Challenged Elector voters
- Pending voters
- DDS Verification Pending voters



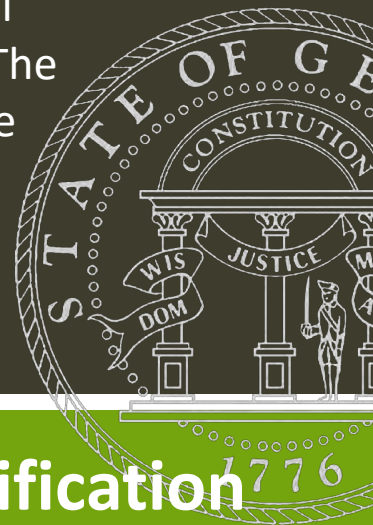
# National Voter Registration Act (NVRA) – “Motor Voter Act”

- The National Voter Registration Act of 1993 was passed to provide greater access to voter registration.
- **Voter registrations made through the Department of Driver Services (DDS) make up approximately 75 – 80% of all voter registration applications in Georgia.**



# VoteSafe Program

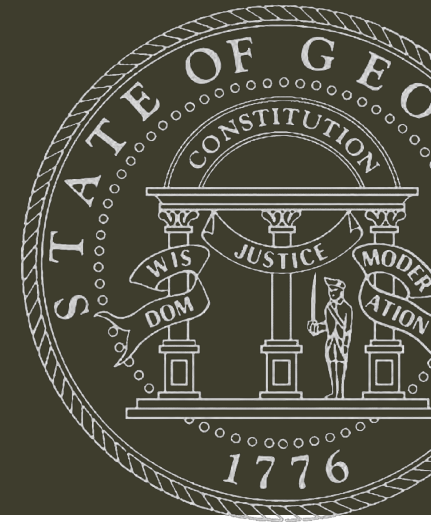
- State law requires the public availability of voter lists including names and addresses of registered voters. In 2009, the Georgia Legislature enacted House Bill 227, known as the VoteSafe program, to provide for the confidentiality of residence addresses of certain registered voters who have been, or may be, subject to acts of family violence or stalking or currently reside in a family violence shelter. Once approved it is active for four years.
- The documentation required to register as a VoteSafe voter is found in O.C.G.A. § 21-2-225.1
- The eNet voter registration screen includes a box to check when registering a voter in the VoteSafe program. Once this box is checked, the residential address will be made confidential on the voter registration data base. The voter's residential address will not appear on any voter list, nor will it be available on My Voter Page (MVP).





# The Process

- Every new voter registration application should be entered into the GVRs/eNet system in an expedited manner.
- Nightly, the Secretary of State batches the information entered into the GVRs/eNet system from all the new voter registration applications submitted to the board of registrars (including online registrations), with the exception of applications received from DDS, and transmits such information to DDS for verification.
- Each night, the GVRs/eNet system is then updated with the results from DDS of the verification process.
- These applications appear on your dashboard for you to process.



# Checking the SSA Database

- Every new application for voter registration must include a Georgia driver's license number, Georgia identification card, **OR** the last four digits of the applicant's Social Security number.

See Help America Vote Act of 2002 (HAVA), 42 U.S.C. 15482 (a)(5)(A)(i)

- If the applicant does not have a Georgia driver's license, Georgia Identification card, or Social Security number, the individual will be assigned a unique voter registration number.

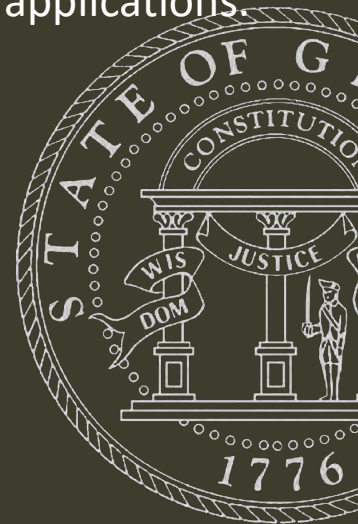
See HAVA 42 U.S.C. 15482 (a)(5)(A)(ii)



# Registration from Site Code 1

## DDS Applications in GVRS/eNet

- Voter registrations received from the Georgia Department of Driver Services (DDS) are transferred directly from DDS into the GVRS.
- These applications will be processed from the Dashboard Reminder Screen.
- Because the GVRS will automatically perform a statewide voter search, it is not necessary for the registrar to navigate to Activities when entering DDS applications.



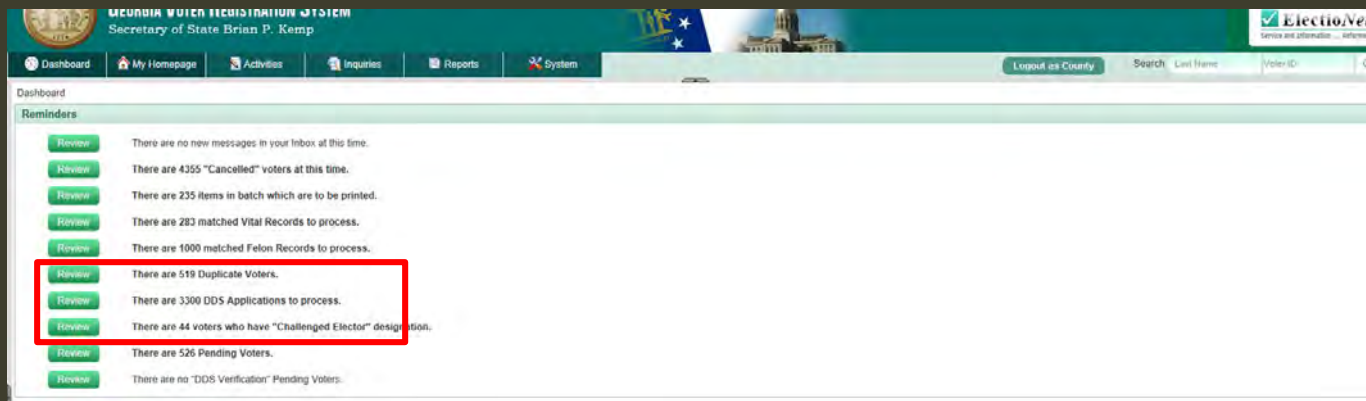
# Overview of Voter Registration Through DDS





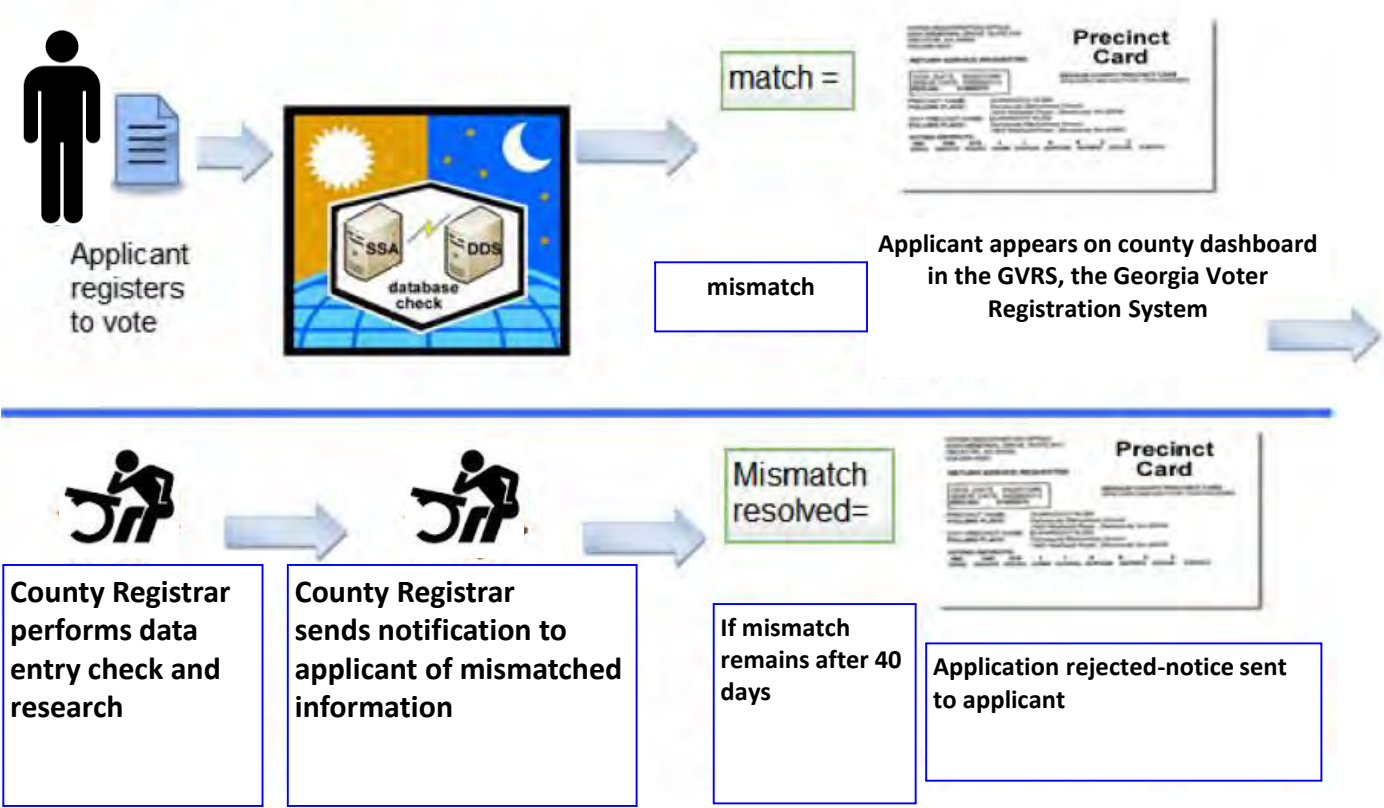
# DDS Applications

- Voter registrations received from the Georgia Department of Driver Services (DDS) are transferred directly from DDS into the GVRs/eNet. These applications will be processed from the Dashboard Reminder Screen.



- Because the GVRs/eNet will automatically perform a statewide voter search, it is not necessary for the registrar to navigate to Activities when entering DDS applications.

# Overview of Voter Registration For New Applicant



Registrars receive voter registration forms and information through several locations and state agencies. The requirements to register a voter depend on where and how the information was provided. Therefore, registrations are categorized by the site, or location, from which the form or information was received. These are called “site codes.”

The following is a list of all site code values:

- 1 DDS (Department of Driver Services)
- 2 Mail-In Applications
- 3 County
- 4 Election Day
- 5 Libraries
- 6 High School/Colleges
- 7 Provisional
- 8 Military Recruitment Offices
- 9 FPCA (Federal Post Card Application)
- 10 DCH (Department of Community Health)
- 11 Confirmation Notices
- 12 DPH (Department of Public Health)
- 13 DBHDD (Dept. of Behavioral Health and Developmental Disabilities)
- 14 DFCS (Department of Family and Children Services)
- 15 OLVR (Online Voter Registration)



# Non-DDS Applications

## Voter Registration from Sites 2-14 Non-DDS Applications

- Conduct a statewide search using the information on the application.

The screenshot shows the 'GEORGIA VOTER REGISTRATION SYSTEM' interface. The header includes the Georgia state seal and the text 'Secretary of State Brian P. Kemp'. A navigation bar contains links for Dashboard, My Homepage, Activities, Inquiries, Reports, and System. A 'Logout as County' button and a search bar are also present. The main content area is titled 'Activities > Voter Registration > Search Voter' and 'Search - Voter Registration'. It features a 'Voter Search Criteria' section with input fields for Last Name, First Name, Date of Birth, and SSN. Below this is a 'Voter Identifiers' section with input fields for Voter Registration # and Driver's License No./State ID. At the bottom of the search criteria section are two buttons: 'State Search' and 'Reset'.

- The voter registration search function enables an authorized user to do a real-time, statewide search of existing voters. A statewide search is the **initial** step in processing all voter registrations from Site Codes 2 through 14. Authorized users should perform a statewide search to compare names of existing voters throughout the state against the name on the registration being processed. This search is intended to validate, identify, and eliminate the occurrence of duplicate voter registrations.

# Sites 2 and 14

## Voter Registration:

### Site 2 Mail-In Application and Site 14 (DFCS)

- Registration applications received from Sites 2 & 14 are treated differently from other registration applications due to the ID requirement, as provided in O.C.G.A. § 21-2-220.
- Applications from Sites 2 and 14 **require ID to be provided** in order for the registration of the application to be complete.



# ID by Mail or DFCS

## Types of Acceptable ID Required to Register by Mail or through DFCS

- A Georgia driver's license which was properly issued by the appropriate state agency;
- A valid Georgia voter **identification** card issued under Code Section 21-2-417.1 or other valid **identification** card issued by a branch, department, agency, or entity of the State of Georgia, any other state, or the United States authorized by law to issue personal identification, provided that such **identification** card contains a photograph of the elector;
- A valid United States passport;
- A valid employee **identification** card containing a photograph of the elector and issued by any branch, department, agency, or entity of the United States government, this state, or any county, municipality, board, authority, or other entity of this state;
- A valid United States military **identification** card, provided that such **identification** card contains a photograph of the elector;



# ID by Mail or DFCS

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- A valid tribal **identification** card containing a photograph of the elector; or
- A copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows the name and address of such elector.

IDR or MIDR (Missing ID Required) voters remain in Active status. They will provide ID when they vote in person for the first time.



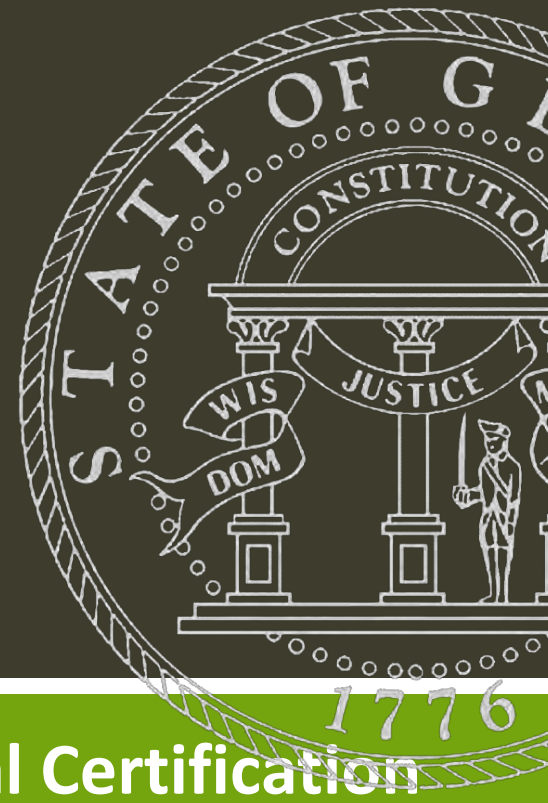
# Sites 3-13

## Registration from Sites 3-13

- Registration applications from Sites 3-13 will all be processed in the same manner and will also have the same verification requirements. Unlike mail-in or DFCS applications, the applications from Sites 3-13 do not require proof of ID at the time of registration. Site 3 registrations are those that are accepted from people who appear in-person at the county office.
- Sites 4-7, as well as Sites 10-13, are what the National Voting Rights Act of 1993 (NVRA) refers to as "Designated Agencies." Applicants who register at these agencies present themselves in person to apply and so they are also not required to provide ID.
- Site 9, Military Recruitment Offices, and Site 10, FPCA, include applications from electors who are entitled to vote by absentee ballot under the Uniform and Overseas Citizens Absentee Voting Act (UOCAVA).



- UOCAVA applications are also exempt from the ID requirement regardless of what site the voter registers through.



# Special Circumstances

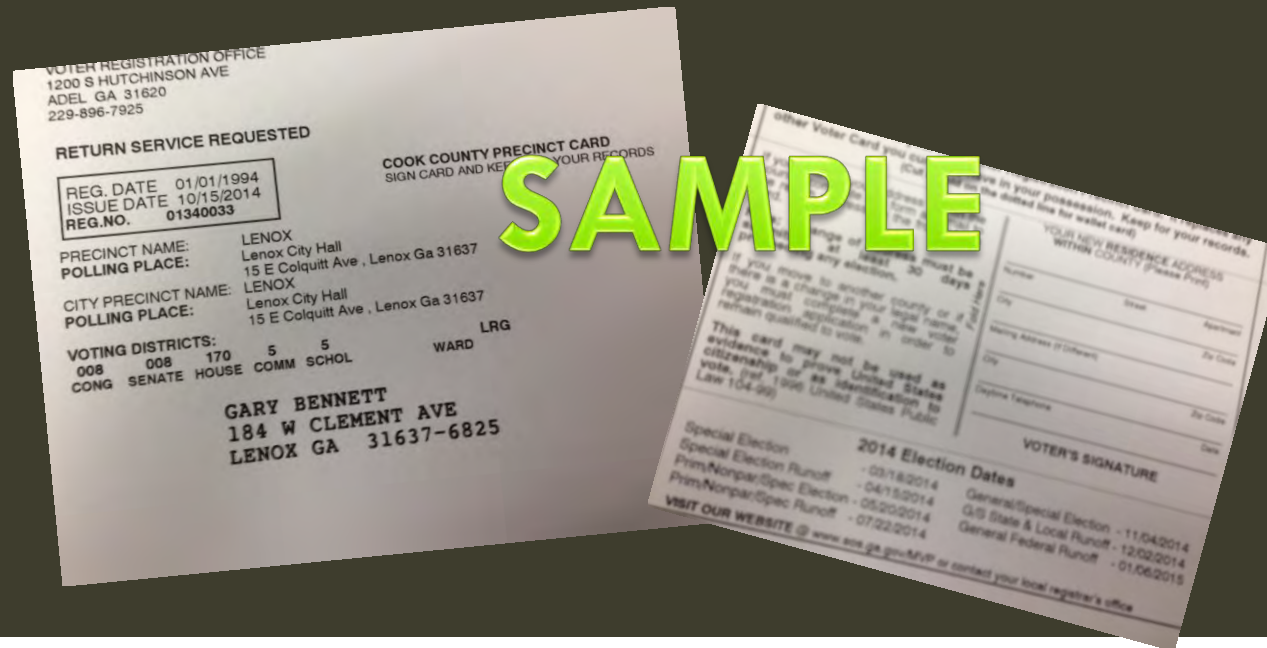
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- The **Special Circumstances** section of the **Voter Registration** screen enables a county to mark a voter record as a **Challenged Voter**.



# The Verification Process

- Once the voter is verified through the SSA or DDS and processed, the GVRs/eNet system will generate a precinct card with an effective date according to the original date of the application submission, which should be mailed to the elector.
- The Secretary of State's office will print the precinct card and mail to the county registrar for mailing to the elector.



# The Verification Process

- Applicants that do not verify will appear on your dashboard as Pending voters.
- This could be that the applicant's first name, last name, date of birth, driver's license/identification card number, or the last four digits of the applicant's Social Security number of the application cannot be verified by the DDS or whose last four digits of the Social Security number cannot be verified by the SSA.
- This could be that the applicant's United States citizenship cannot be verified by DDS because DDS records indicate the applicant has declared to DDS that he or she is not a United States citizen.
- The registrar does not need to specify which letter should be generated. GVRs/eNet will generate a letter to the applicant. When this letter is printed from Batch Print, the 40-day clock will begin.



# Registrar Responsibility Where Information from Voter Registration Applicants is Not Verified

- Applications who appear in the Pending bucket should first be checked to determine whether there are processing or data entry errors, such as transposing of numbers, misspelling of applicant's name, use of a nickname, or other typographical or "common sense" errors that the registrar is able to identify and correct.
- If such a processing or data entry error is found, the entry should be corrected by the registrar in GVRs/eNet.
- Any changes made to the first name, last name, date of birth, driver's license or identification number, or last four digits of the Social Security number will mark the record to be run through the verification process again overnight. This is a User Correction.



# Response to the Letter

- If the applicant within 40 days (the 40-day clock started when you printed the letter) provides a different first name, last name, date of birth, Georgia driver's license/Georgia Identification card number, or last four digits of the Social Security number, registrars must enter the updated information into the GVRs/eNet system.
- Navigate to Activities > Voter Registration > Change Voter, select "Site Override," and you will be able to update the status to Active. At that time, GVRs/eNet will generate a precinct card with an effective date according to the original date of the application submission to be mailed to the elector.

Once the 40 days pass, the system will cancel the applicant. If the applicant produces the information requested in the letter AFTER they have been cancelled by the 40-day clock, they will need to begin the process again with a new voter registration application.

# Changing Status

- If the registrar determines that the reason the voter information did not verify with DDS was because of data entry error into GVRs/eNet, registrars should make those corrections and allow the record to verify overnight.
- If the registrar can reasonably determine through DDS's Motor Voter Confirmation (MVC) site or otherwise that the mismatch is due to a data entry error on the part of the DDS or use of variations of name (i.e., nickname, multiple first or last name used as middle name, etc.), the registrar may exercise discretion to move the applicant to active status.





# Responses to Request for Information <sup>63</sup>

- Retain documentation provided by applicants for at least 24 months (see O.C.G.A. § 21-2-236) and attach it to the record of registration.
- The registrar also may ask the applicant to complete a new voter registration form if the information provided for verification is significantly different than that provided on the original application.

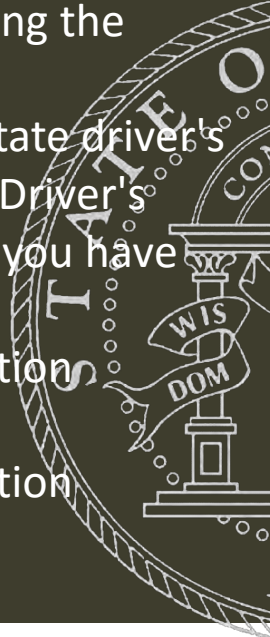




# Verify Citizenship

## LIST OF ACCEPTABLE DOCUMENTS:

- A legible photocopy of a birth certificate that verifies United States citizenship. You will also need to provide supporting legal documentation (i.e., marriage certificate or court order) if the name on the birth certificate is not the same as your current name.
- A legible photocopy of a certificate of birth abroad obtained by a United States citizen when such individual registers with the Department of State in the event such individual is born abroad in a non-military installation.
- Consular Report of Birth Abroad of a Citizen of the United States of America
- A legible photocopy of the pertinent pages of your United States passport showing the passport number, name, nationality, date of birth, place of birth, and signature.
- A legible photocopy of your driver's license or identification card issued by the state driver's license agency of another state which is equivalent to the Georgia Department of Driver's Services, if such agency indicates on the driver's license or identification card that you have provided satisfactory evidence of United States citizenship to that agency.
- Certificate of Naturalization issued by the United States Citizenship and Immigration Services.
- Certificate of Citizenship issued by the United States Immigration and Naturalization Service.



## Continued Verify Citizenship List

- A Bureau of Indian Affairs Card Number, Tribal Treat Card Number, or Tribal Enrollment Number.
- Documents established to demonstrate citizenship pursuant to the Immigration Reform and Control Act of 1986 (P.L. 99-603).
- Certification of Report of Birth issued by the United States Department of State.
- United States Citizen Identification card.
- American Indian Card issued by the United States Department of Homeland Security with the classification “KIC.”
- Final adoption decree showing the your name and United States birthplace.
- Evidence of your civil service employment by the United States government before June 1976.
- An official United States military record of service showing your place of birth in the United States.
- Your Northern Mariana Identification Card issued by the United States Immigration and Naturalization Service.
- Extract from a United States hospital record of birth created at the time of your birth indicating your place of birth in the United States.

**If you cannot obtain any of the documents described above, you may request a hearing for the Board of Registrars to review other evidence demonstrating your United States citizenship.**

# Balloting Procedures For Applicants Whose Information Does Not Verify

- If an applicant applies to register to vote before the voter registration deadline, but the information from the application was not verified in its entirety, and the application has not yet been rejected pursuant to O.C.G.A. § 21-2-220 (d), the individual's registration information within the GVRs/eNet system will appear as Pending DDS, Pending SSN, or Pending Citizenship in GVRs/eNet.
- If the applicant **DOES supply** the necessary information prior to casting a ballot, so long as the applicant is found otherwise eligible to vote, the applicant must be added to the list of electors and be permitted to vote in the election and any subsequent elections.
- If the applicant **DOES NOT supply** the necessary information prior to casting a ballot, the applicant can vote a Provisional Ballot, allowing the applicant 3 days after the election to provide proper information or proof of citizenship to the registrar.



# National Change of Address (NCOA)

## O.C.G.A. § 21-2-233

**Comparison of change of address information supplied by United States Postal Service with electors list; removal from list of electors; notice to electors**

(a) The Secretary of State is authorized to cause at his or her discretion the official list of electors to be compared to the change of address information supplied by the United States Postal Service through its licensees periodically for the purpose of identifying those electors whose addresses have changed.

(b) If it appears from the change of address information supplied by the licensees of the United States Postal Service that an elector whose name appears on the official list of electors has moved to a different address in the county in which the elector is presently registered, the list of electors shall be changed to reflect the new address and the elector shall be sent a notice of the change by forwardable mail at the elector's old address with a postage prepaid, preaddressed return form by which the elector may verify or correct the address information. The registrars may also send a notice of the change by forwardable mail to the elector's new address with a postage prepaid, preaddressed return form by which the elector may verify or correct the address information.

(c) If it appears from the change of address information supplied by the licensees of the United States Postal Service that an elector whose name appears on the official list of electors has moved to a different address outside of the boundaries of the county or municipality in which the elector is presently registered, such elector shall be sent a confirmation notice as provided in Code Section 21-2-234 at the old address of the elector. The registrars may also send a confirmation notice to the elector's new address. If the elector confirms the change of address to an address outside of the State of Georgia, the elector's name shall be removed from the appropriate list of electors. If the elector confirms the change of address to an address outside of the boundaries of the county or municipality in which the elector is presently registered, but still within the State of Georgia, the elector's registration shall be transferred to the new county or municipality. The Secretary of State or the registrars shall forward the confirmation card to the registrars of the county in which the elector's new address is located and the registrars of the county of the new address shall update the voter registration list to reflect the change of address. If the elector responds to the notice and affirms that the elector has not moved, the elector shall remain on the list of electors at the elector's current address. If the elector fails to respond to the notice within 30 days after the date of the notice, the elector shall be transferred to the inactive list provided for in Code Section 21-2-235.



(d) Whenever an elector's name is removed from the list of electors by the county registrars because the elector has furnished in writing to the registrar a residence address that is located outside of the State of Georgia, the registrars shall notify the elector in writing at the elector's new address that the elector's name is being deleted from the list of electors. Whenever an elector's registration is transferred by the county registrars to another county in this state because the elector has furnished in writing to the registrar a residence address that is located in this state outside of the elector's present county of registration in accordance with subsection (c) of this Code section, the registrars of the county of the elector's former residence shall notify the elector in writing at the elector's new address that the elector's registration is being transferred to the new address. The registrars of the county of the elector's new address shall provide the elector with a new registration card pursuant to Code Section 21-2-226

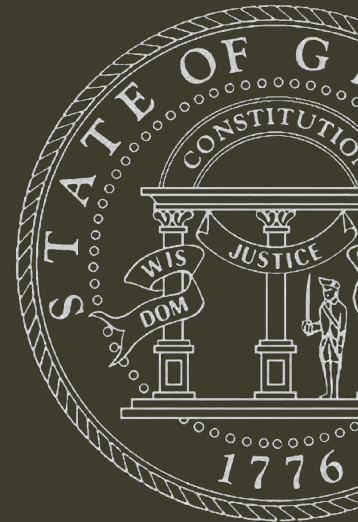
(e) Nothing in this Code section shall prevent the removal from the list of electors of an elector for ineligibility to vote.



# National Change of Address (NCOA)

## O.C.G.A. § 21-2-233

- SOS schedules the NCOA process in the odd years.
- Voters who have notified the U.S. Post Office of a change of address will receive a confirmation notice.



# Five Things Can Happen

- If the confirmation notice is not returned, the voter will be moved to Inactive status after 40 days.
- If the voter indicates on the confirmation notice that they have moved out of state, the registrar will change the voters status to Cancelled.
- If the voter indicates on the confirmation notice that they have moved to a different address within the county, the registrar will change the address in the voter registration system.
- If the voter indicates on the confirmation notice that they have moved to a different county, the registrar will transfer the voter registration to the new county.  
O.C.G.A. § 21-2-233 (c)
- If the confirmation notice is returned undeliverable, scan the confirmation notice, choose Returned Undeliverable in the system and the voter will move to Inactive status.



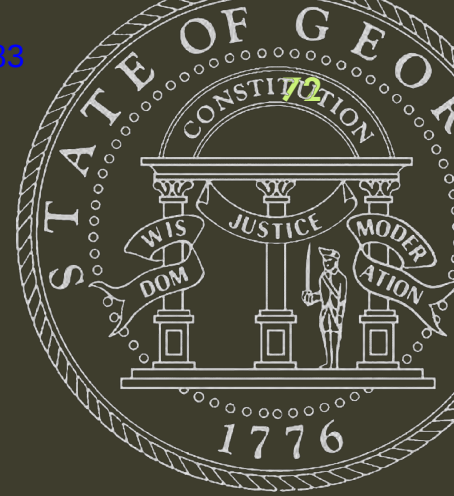
# NOACT2GE

## No Activity for 2 General Elections

### O.C.G.A. §21-2-235 (b)

#### Inactive list of electors

b) An elector placed on the inactive list of electors shall remain on such list until the day after the second November general election held after the elector is placed on the inactive list of electors. If the elector makes no contact, as defined in Code Section § 21-2-234, during that period, the elector shall be removed from the inactive list of electors.



# NOACT 2GE

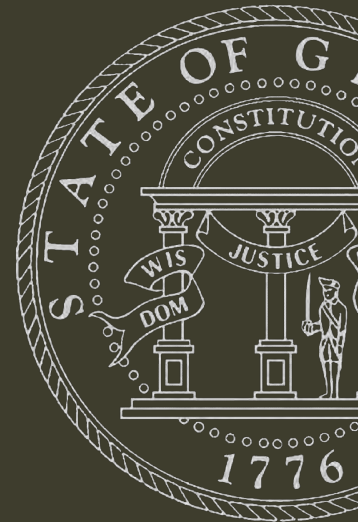
## No Activity for 2 General Elections

### O.C.G.A. § 21-2-235 (b)

- National Voter Registration Act (NVRA) provides for states to do voter registration list maintenance.
- One of the list maintenance activities is referred to in Georgia as No Activity for 2 General Elections (NOACT2GE).
- Voters who have had no contact with the registrars for three years are mailed confirmation notices.
- If these voters do not respond within 40 days, they are moved to Inactive status.
- After two general federal elections (even years), these voters are moved to Cancelled status.

# Audit Detail Report

- The **Audit Detail** report is a great report. It gives you a snapshot of a certain period of time and what has happened to your votes.
- For example, a Registrar might run the Audit Detail report daily to monitor employee activity or to see how any overnight processes might have affected your voters. It also tells you how was added, who was changed and who might have been transferred in or out of your county.



# Who holds organized voter registration drives?

- Schools
- County Elections Offices
- Nonprofit Groups
- Political Parties
- Churches
- Student Groups
- Individuals

# Voter Registration Drives

- As Americans, no right is more precious than the constitutional right to select our leaders. Yet many of eligible Georgia citizens are not even registered to vote.
- There was a time in our nation's history when barriers were erected to limit citizen access to the voting booth. Today, after the hard work and sacrifice of so many Americans, all citizens are guaranteed the right to have their voices heard. African-Americans gained the right to vote in 1866. Women secured the right to vote in 1920 with the passage of the 19th Amendment, and 18-year-olds were extended the right to vote in 1971. The federal Voting Rights Act further safeguards the rights of all Americans to participate in our electoral system.
- These precious rights are only of value if citizens take time to exercise them. We need third party help to reach out to the Georgians who are not yet registered. With their assistance, we can work towards ensuring that Georgia becomes a leader in voter participation.



**VOTER REGISTRATION DRIVE TRAINING REQUEST**  
Please fill out the top half of this application. Type or Print clearly in black ink.

1. **LEGAL NAME**  
2. **DATE AND LOCATION:** Please provide the date, times and location of your voter registration drive.  
3. **MAILING ADDRESS:** This information will be used by the County Board of Registrars to contact you regarding your scheduled training.

Please submit this request to your County Board of Registrars office.  
Contact information can be found at [www.sos.ga.gov/cgr-bin/countrysiteindex.asp](http://www.sos.ga.gov/cgr-bin/countrysiteindex.asp).

By completing and signing this form, I am requesting voter registration drive training.

1. LAST NAME  
2. DATE OF VOTER REGISTRATION DRIVE: MM/DD/YYYY  
3. VOTER REGISTRATION DRIVE ADDRESS  
4. MAILING ADDRESS

1. FIRST NAME  
2. CITY  
3. COUNTY  
4. STATE: GA

1. SIGNATURE  
2. DATE

1. TRAINING LOCATION  
2. TRAINING ADDRESS  
3. ROOM/SUITE  
4. CITY

1. DATE OF TRAINING: MM/DD/YYYY  
2. TIME OF TRAINING  
3. COMMENTS OR INSTRUCTIONS

1. STATE: GA  
2. TELEPHONE NUMBER

**COMPLETING A VOTER REGISTRATION APPLICATION**

- 1. In order for an applicant to be properly placed in the correct district for voting, it is important that sections 1, 2 and 4 are completed.
- 2. For verification purposes, a Valid Georgia driver's license or Georgia ID number must be entered in this section if the voter has been issued one. If the applicant has not either, the applicant must provide at least the last 4 digits of their Security number.
- 3. If an applicant checks the "no" box on either question, then the voter cannot be placed in the correct district. The applicant must be placed in the "no" box on either question.
- 4. If the applicant cannot sign his or her name for whatever reason, the applicant must still make his or her mark on the signature line. (Example: "X")
- 4a. Anyone who provides assistance to an illiterate or disabled applicant (by completing any portion of this application on the applicant's behalf) MUST sign in this section.
- 5. If an applicant was previously registered to vote in the State of Georgia and has a name change or a change of address, it is very important that the applicant completes this section.

**STATE OF GEORGIA APPLICATION FOR VOTER REGISTRATION**

1. LAST NAME  
2. FIRST NAME  
3. MIDDLE NAME  
4. DATE OF BIRTH: MM/DD/YYYY  
5. SEX: Male Female  
6. RACE: White Black Other  
7. COUNTY: GA  
8. CITY: GA  
9. STATE: GA  
10. ZIP CODE: GA  
11. SOCIAL SECURITY NUMBER: 123-45-6789  
12. DRIVER'S LICENSE OR ID NUMBER: 123456789  
13. VOTER REGISTRATION DRIVE ADDRESS: 12345 Main St, Atlanta, GA 30301  
14. MAILING ADDRESS: 12345 Main St, Atlanta, GA 30301  
15. CITY: Atlanta, GA 30301  
16. COUNTY: DeKalb County, GA  
17. STATE: GA  
18. ZIP CODE: 30144  
19. SIGNATURE: [Signature]  
20. DATE: 10/19/18  
21. COUNTY: DeKalb County, GA  
22. CITY: Atlanta, GA  
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# Voter Registration Drives

- To become a deputy registrar, a person must be a registered voter in Georgia, proficient in the English language, have legible handwriting unless the voter registration applications are to be typed, and must have satisfactorily completed a training, specified by the board of registrars. Persons convicted of a felony or “any crime involving fraud or moral turpitude” are prohibited from becoming deputy registrars.
- While registering voters, deputy registrars must wear a nametag identifying them as a deputy registrar of the county. Deputy registrars may register voters at designated registration places but are required to transmit completed voter registrations to the main office of the board of registrars no later than the end of the next business day.
- Anyone who does not become a deputy registrar can still participate in a private “voter registration program.” The board of registrars is required to provide voter registration training to groups that request it.





# Voter Registration Drives

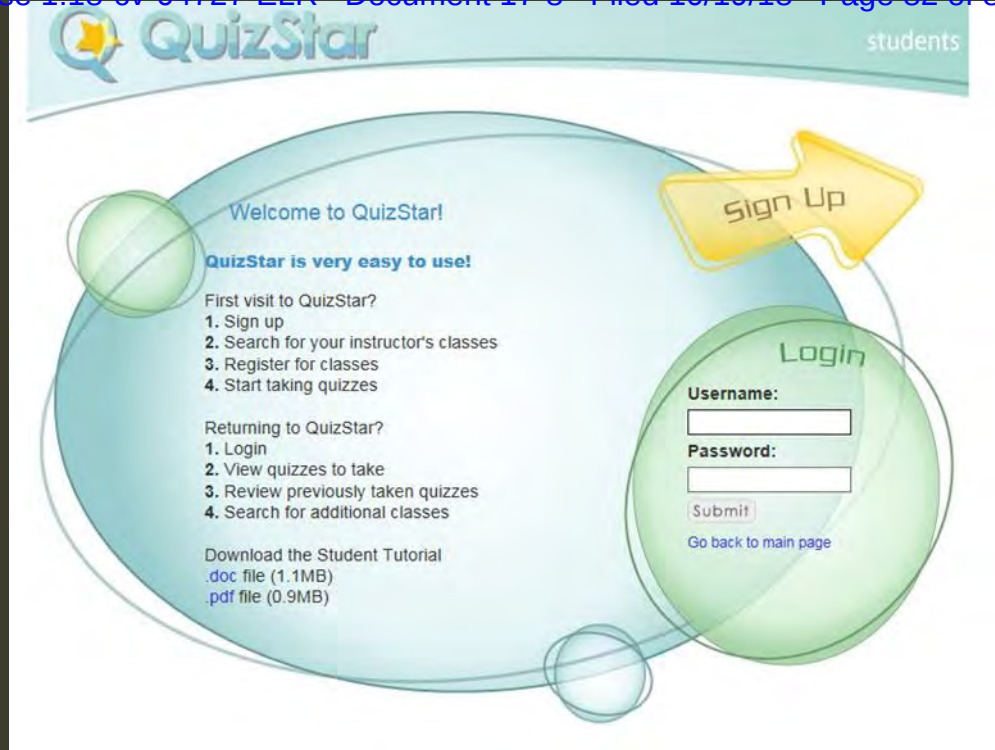
- Voter registration programs are required to provide applicants with various specified information about requirements and rights related to registration. Voter registration programs are required to comply with various restrictions including, for example, that private drives cannot be conducted in places where alcohol is sold and consumed or where it is known that illegal activity is being conducted; cannot refuse to transmit a properly completed registration form collected from any qualified voter or make statements that would discourage a qualified applicant from registering; and cannot make archival copies of registration forms without the applicant's express written consent.
- Non-deputized registration drives must transmit forms within 10 days of receipt. If it is within 14 days of the close of registration, forms must be transmitted within 72 hours of completion by the applicant, or by the close of registration, whichever is earlier.



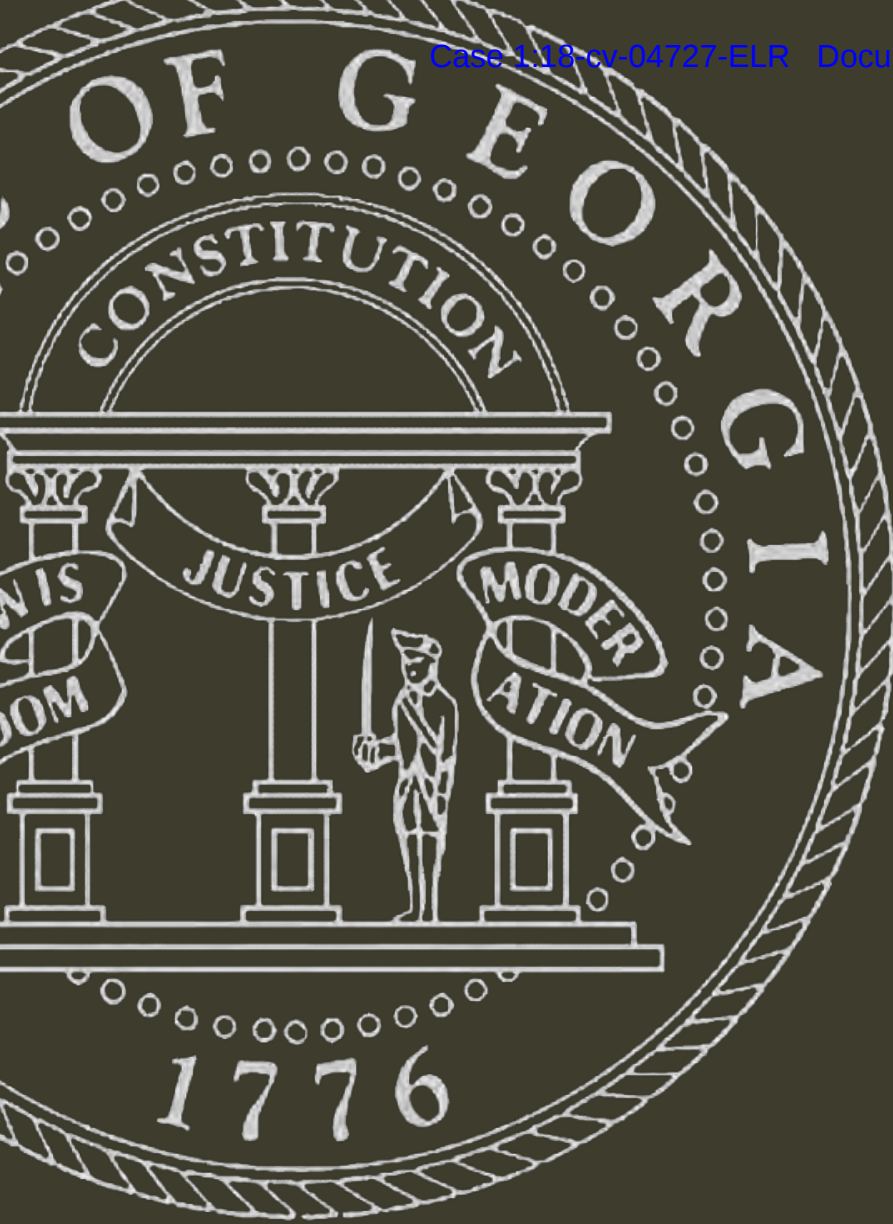
# Voter Registration Drives

- Additionally, voter registration drives may not compensate individuals based on the number of people registered. After notice and an administrative hearing, the State Election Board may assess a civil penalty of up to \$5,000 per violation against any person for violation of any provisions of the election chapter or any rule or regulation promulgated under the chapter.
- The State Election Board may also refer violations to the Attorney General to seek temporary injunctive relief or civil penalties.





You are now ready to take the **Registration Basics** assessment. You can locate the test online by logging into to Quizstar.4teachers at <http://quizstar.4teachers.org/indexs.jsp>



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