Duplicates

ROVAC Spring Conference
April 15 – 17, 2019
Problem:

Same voter appears to be registered in multiple towns.
Duplicates

Same voter registered in multiple towns.

Causes:

- Existing voter incorrectly entered as new.
- EDR activity or, ROV workers
- Misunderstanding or a miscommunication of the voter registration process
- Mistakes by new, inexperienced workers.
Duplicates

Solution: Short version

- §9-21a(b)
- LEAD memo 2/18/2017
- ROVAC Handbook Ch 6, p. 36

READ THEM    KNOW THEM    USE THEM!
Duplicates

Solution: Short version

• §9-21a(b)

READ THEM    KNOW THEM    USE THEM!
Duplicates

Solution: Short version

- LEAD memo 1/18/2017

READ THEM    KNOW THEM    USE THEM!
DUPLICATE VOTER INSTRUCTIONS

TO: ALL REGISTRARS OF VOTERS UTILIZING THE CENTRALIZED VOTER REGISTRATION SYSTEM

FROM: LEGISLATION AND ELECTIONS ADMINISTRATION DIVISION

RE: DUPLICATE VOTERS

DATE: JANUARY 18, 2017

Connecticut General Statutes §9-21a requires the Secretary of the State to search the State of Connecticut’s centralized voter registration records to identify electors who “may” be registered in more than one town. The secretary may compile from such a search a list of “possible” duplicate registrations in any town or towns and transmit such list to the registrars of voters of the appropriate town or towns. Upon receipt of such list, the registrars may make such additional investigation as they deem necessary to determine if any elector in their town whose name appears on such list was previously registered in another town.

Attached to this memo you will find a copy of the relevant section of the Connecticut General Statutes, the necessary form, “Notice of Duplicate Voter Registration” (ED 685), and detailed instructions regarding the procedure to use when investigating and, if applicable, removing such voters from your registry lists. You should have already received a list of possible duplicate voters for your town via e-mail from our office.

During this duplicate voter registration process it is necessary for both registrars of voters to work in conjunction with one another. Connecticut General Statutes §9-21a provides that only when both registrars of voters agree that a particular voter was previously registered to vote in another town can such voter’s name be removed from the active registry list of such town.

If you have any questions or concerns regarding this procedure please contact us at (860) 509-6100.
In compliance with Connecticut General Statutes §9-21a the Secretary of the State has searched the computerized voter registration records to identify electors who may be registered in more than one town. As required by statute, we have sent you a list of possible duplicate registrations in your town. Upon receipt of this list the registrars may make such additional investigation as they deem necessary to determine if any elector in their town whose name appears on such list was previously registered in another town. The duplicate voter process is discussed in more detail below.

I) The Secretary of the State prepares a list of possible duplicate voters on the active and inactive lists of the State of Connecticut’s Centralized Voter Registration System. These possible duplicate voters will appear in more than one town on the Centralized Voter Registration System.

II) The Secretary of the State forwards such list to any town that may have possible duplicate voters.

III) Upon receipt of such list, the registrars of voters may make such additional investigation, as they deem necessary to determine whether such voters are in fact duplicate voters. (It is strongly recommended that the registrars of voters in both towns discuss and investigate any possible duplicate voters to ensure a proper determination will be made.)

IV) If it is determined that a particular voter is in fact a duplicate voter, the registrars of voters of the current town will send the “Notice of Duplicate Voter Registration” (Attached hereto as Form ED 685). (If the voter does not sign and return form ED 685 within 30 days indicating such voter is entitled to remain on the active voting list of the town that sent the notice, such notice can have the effect of a cancellation.)

V) If the voter does not sign and return form ED 685 within 30 days, and the voter’s name is on the active list, the registrars of voters who sent such notice shall transfer the voter’s name to the “off” list.

VI) If the voter does not sign and return form ED 685 within 30 days, and the voter’s name is on the inactive list, the registrars of voters who sent such notice shall transfer the voter’s name to the “off” list.

VII) If the voter was on the active list and signs and returns form ED 685 within 30 days, such voter shall remain on the active list.

VIII) If the voter was on the inactive list and signs and returns form ED 685 within 30 days, such voter shall be restored to the active list in such town.
investigation, as they deem necessary to determine whether such voters are in fact duplicate voters. (It is strongly recommended that the registrars of voters in both towns discuss and investigate any possible duplicate voters to ensure a proper determination will be made.)

IV) If it is determined that a particular voter is in fact a duplicate voter, the registrars of voters of the current town will send the “Notice of Duplicate Voter Registration” (Attached hereto as Form ED 685). (If the voter does not sign and return form ED 685 within 30 days indicating such voter is entitled to remain on the active voting list of the town that sent the notice, such notice can have the effect of a cancellation.)

V) If the voter does not sign and return form ED 685 within 30 days, and the voter’s name is on the active list, the registrars of voters who sent such notice shall transfer the voter’s name to the “off” list.

VI) If the voter does not sign and return form ED 685 within 30 days, and the voter’s name is on the inactive list, the registrars of voters who sent such notice shall transfer the voter’s name to the “off” list.

VII) If the voter was on the active list and signs and returns form ED 685 within 30
Sec. 9-21a. Search of computerized voter registration records. Duplicate registrations. (a) The Secretary of the State, at such times as the Secretary determines, may cause a search to be made of computerized voter registration records to identify electors who may be registered in more than one town. The Secretary may compile, from such search, a list of possible duplicate registrations in any town or towns and transmit such list to the registrars of voters of the appropriate town or towns.

(b) Upon receipt of such list from the Secretary, the registrars may make such additional investigation as they deem necessary to determine if any elector in their town whose name appears on such list was previously registered in another town. The registrars of voters shall send to each elector on the registry list in their town, who the registrars of voters determine to be the same person who was previously registered in another town, a notice of duplicate registration in a form prescribed by the Secretary of the State stating that (1) based on a computer search of voter registration records it appears that the elector may have been registered to vote in another town before registering in the registrars’ town, (2) as the result of such previous registration, the elector is no longer entitled to remain on the registry list in the previous town, and (3) unless the elector contacts the registrars of voters within thirty days to confirm that the elector is still entitled to be on the registry list in the previous town, the elector’s name shall be removed from the list. The notice of duplicate registration shall include a form on which the elector may confirm that the elector is entitled to be on an active registry list because the elector is a bona fide resident of the registrars’ town and either is not the person whose name appears on the registry list of another town, or has registered in the registrars’ town after registering in any other town.

(c) When an elector whose name appears on the inactive list files the confirmation provided for in this section, the elector’s name shall be restored to the active list. No elector shall be removed from the registry list pursuant to this section unless both registrars of voters agree that such elector has subsequently registered to vote in another town.
Duplicates

Solution: Short version

- ROVAC Handbook Ch 6, p. 36

READ THEM KNOW THEM USE THEM!
Solution: Short version

• LIST
• RESEARCH
• ACTION
Duplicates

SOTS sends a file showing possible duplicate records in the CVRS system based on:

- First Name
- Last Name
- Birth Date
- Active, Inactive and Off status
RESEARCH
If:

• Voter appears twice in CVRS (in different towns) as a true duplicate

• the objective is to preserve the ORIGINAL record with its ORIGINAL data.

• Town with the most recent Privilege/Registration date to research and initiate action on potential duplicates.
It is strongly recommended that the registrars of voters in both towns discuss and investigate any possible duplicate voters to ensure a proper determination will be made.” (LEAD memo)
• **Only** when both registrars of voters from **both** towns agree that a particular voter was previously registered to vote in another town can such voter’s name be removed from the active registry list of the “**old**” town. (CGS §9-21a)

• Communication is important
Duplicates with an “on-line” record

• the “on-line” record must be preserved if it is the correct/latest voter registration application.

• Includes name change, address, and voter history
Duplicate records in your own town

• make note of both Voter ID numbers

• insert all the information from the newest file into the older file

• Update

• delete the newer file

• You should finish with only one complete record for that voter
INACTIVE OR ACTIVE STATUS—IN YOUR TOWN

• Most recent town initiates research of duplicate registrations.

• Use the same research procedures used with a new voter to determine whether you should pull a record from another town.
<table>
<thead>
<tr>
<th>Select</th>
<th>Status</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Suffix</th>
<th>Date of Birth</th>
<th>Residence Address</th>
<th>Voter Id</th>
<th>Special Status</th>
<th>Off Reason</th>
<th>Perm Absentee Ballot</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑</td>
<td>A</td>
<td>Blinstrubes</td>
<td>Katherine</td>
<td>S</td>
<td></td>
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<td>Blinstrubas</td>
<td>Katherine</td>
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<td>24 Maple Drive, Prospect</td>
<td></td>
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</tr>
</tbody>
</table>
INACTIVE OR ACTIVE STATUS—IN YOUR TOWN

• COMPARE middle initials, name changes, and other changes.

• Request copies of voter registration cards, if needed, to compare signatures, DMV numbers or SSNs.
Correction Process

INACTIVE OR ACTIVE STATUS—IN YOUR TOWN

• Use “Inquiries” search – statewide – to view voter’s previous addresses or name changes in previous town’s records.

• **Use** any available **phone numbers** to request information from voter.
ACTION
Correction Process

OFF STATUS—IN YOUR TOWN

• NO ACTION IS NECESSARY.

• Let them age out or wait until another town takes them.
INACTIVE OR ACTIVE STATUS—IN YOUR TOWN

• If it is determined that it is a **TRUE duplicate** voter situation:

  • The most recent town sends a Form ED 685 to the voter using the most recent address.

  • Notice of Duplicate Voter Registration” *(If the voter does not sign and return form ED 685 within 30 days indicating such voter is entitled to remain on the active voting list of the town that sent the notice, such notice can have the effect of a cancellation.)*
NOTICE OF DUPLICATE VOTER REGISTRATION
Prescribed by the Secretary of the State
ED-685 (6/01) CGS Sec. 9-21a(g)(n)\forms\ed-600\%ED-685.doc

From: Registrars of Voters (address)

Town of

Date notice sent

Based on a computer search of voter registration records it appears that you have registered to vote in another town after having registered to vote in the above town. As a result of such subsequent registration, you are no longer entitled to remain on the voter list in the above town. Unless you contact the above registrars of voters within 30 days to confirm that you are still entitled to be on the voter list in the above town, your name shall be removed from the voter list of the above town.

--- cut along this line ---

Return Form for Voter to Confirm that Voter Continues to be a Bona Fide Resident of the Above Town

To the Registrars of Voters of the above Town:

I confirm that I am entitled to remain on the active voting list of the above town because

I am a bona fide resident of the above town and

(Check one)

[] I am not the person whose name appears on the registry list of another town

or

[] I registered in the above town after registering in any other town

or

[] other (specify)

Birth date:

Name and address on last list of registered voters

Signature of voter & date signed

Don't risk your right to vote - return this to registrars of above town

Voter registration date:

Any questions, call registrars of voters at phone number: (___) - ___
NOTICE OF DUPLICATE VOTER REGISTRATION
Prescribed by the Secretary of the State
ED-685 (6/01) CGS Sec. 9-21a(g: \forms\ed-600's\ED-685.doc)

From: REGISTRARS OF VOTERS (address) 
____________________________

TOWN OF 

____________________________

DATE NOTICE SENT:

____________________________

Based on a computer search of voter registration records it appears that you have registered to vote in another town after having registered to vote in the above town. As a result of such subsequent registration, you are no longer entitled to remain on the voter list in the above town. Unless you contact the above registrars of voters within 30 days to confirm that you are still entitled to be on the voter list in the above town, your name shall be removed from the voter list of the above town.

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cut along this line
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Return Form for Voter to Confirm that Voter Continues to be a Bona Fide Resident of the above Town

To the Registrars of Voters of the above Town:

I confirm that I am entitled to remain on the active voting list of the above town because I am a bona fide resident of the above town. 

____________________________

____________________________

____________________________
INACTIVE OR ACTIVE STATUS—IN YOUR TOWN

• Notify the registrar in the former town that you’re sending the form to that voter.

• A response is required within 30 days from the voter.

• If NO RESPONSE - Transfer the voter’s name to the “off” list.
INACTIVE OR ACTIVE STATUS—IN YOUR TOWN

If A RESPONSE is received and voter indicates that he/she:

• Is NOT the same person whose name appears on the other town’s registry list

• Make no changes to the voter’s records.

• If Inactive: restore to Active
INACTIVE OR ACTIVE STATUS—IN YOUR TOWN

If A RESPONSE: Voter IS the same person listed in the other town

• Voter’s current town pulls the voter record from the former town

• prepares to preserve it as the ORIGINAL record

• inputs information from the newest voter registration card.
INACTIVE OR ACTIVE STATUS—IN YOUR TOWN

Most recent town:
• “Activities”/ “Select” the voter’s record from the former town

• Confirm you are pulling the correct record by checking the duplicate list

• Check any notes you made when researching the duplicates
<table>
<thead>
<tr>
<th>Select</th>
<th>Status</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Suffix</th>
<th>Date of Birth</th>
<th>Residence Address</th>
<th>Voter Id</th>
<th>Special Status</th>
<th>Off Reason</th>
<th>Perm Absentee Ballot</th>
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<tr>
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<td>Select</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
Correction Process

INACTIVE OR ACTIVE STATUS—IN YOUR TOWN

Most recent town:

IF “ON-LINE” VOTER REGISTRATION APPLICATION:

• Print a copy of the on-line voter registration application.
INACTIVE OR ACTIVE STATUS—IN YOUR TOWN

Most recent town:

Use the information from the newest voter registration card:

• new street address,
• party,
• name changes, etc.
• just as if you were processing a new voter registration.
INACTIVE OR ACTIVE STATUS—IN YOUR TOWN

Most recent town:

IF “ON-LINE” VOTER REGISTRATION APPLICATION:

• Make note of the voter ID number
• “Accept” the registration.
INACTIVE OR ACTIVE STATUS—IN YOUR TOWN

Most recent town:

• Go to “Inquiries”

• verify that the record pulled over correctly

• you now have 2 records for that voter.
INACTIVE OR ACTIVE STATUS—IN YOUR TOWN

This process will:

• have created a duplicate record in your town.

• alert the former town that you’ve pulled the voter’s record from their town through CVRS.

• The previous town will get a CVRS “Reminder” of the pulled record, providing the paper trail to move the voter’s card to its “Off “files.
Correction Process

INACTIVE OR ACTIVE STATUS—IN YOUR TOWN

Go to
• “Activities”

• “Maintain Voter History”

• Add history that have been made by your office to that voter
  • name history
  • address history
  • party history
  • election history

Remember to think of the dates as “up until this date, this was the correct information.”
INACTIVE OR ACTIVE STATUS—IN YOUR TOWN

Most recent town:

• inserts and updates all information into the original record (including the registration date)

• prints copy of online voter registration card (if applicable)
INACTIVE OR ACTIVE STATUS—IN YOUR TOWN

Most recent town:

• Change the Registration Date to reflect the date on which the voter registered in YOUR town.

• If necessary, use “Change” in “Inquiries” to make this change.
<table>
<thead>
<tr>
<th><strong>General Details:</strong></th>
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<tr>
<td><strong>Last Name:</strong></td>
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</tr>
<tr>
<td><strong>First Name:</strong></td>
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<td><strong>Middle:</strong></td>
<td>C</td>
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<td><strong>Suffix:</strong></td>
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<td><strong>Date of Birth:</strong></td>
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<table>
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<td><strong>Gender:</strong></td>
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<td>(860) 354 - 0313</td>
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<table>
<thead>
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<th><strong>Mailin Address:</strong></th>
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<td><strong>Street Name1/P O Box:</strong></td>
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<tr>
<td><strong>Street Name2:</strong></td>
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<tr>
<td><strong>Town:</strong></td>
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<td>General Details:</td>
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<td>Registration Date:</td>
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<tbody>
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</table>
Correction Process

INACTIVE OR ACTIVE STATUS—IN YOUR TOWN

Most recent town:
• “Inquiries”
• “Search”
• Select the duplicate record that is going to be deleted
• Either write notes or print a copy of the record
  • “View” “File” “Print”
INACTIVE OR ACTIVE STATUS—IN YOUR TOWN

• Note different **Voter ID numbers** and be careful not to delete the **ORIGINAL** record that you just pulled from the previous town and updated!

• **Hint:** The older file would have a lower number than the newer one.
Correction Process

INACTIVE OR ACTIVE STATUS—IN YOUR TOWN

Delete your town’s newer record for this voter because you have added all of its information to the file pulled from the former town which has all the ORIGINAL information on it.
• Observations
• Comments
• Additions
• Questions