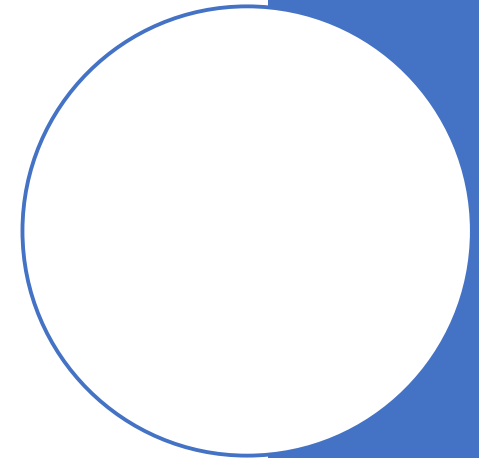


Duplicates Duplicates

ROVAC Spring Conference
April 15 – 17, 2019

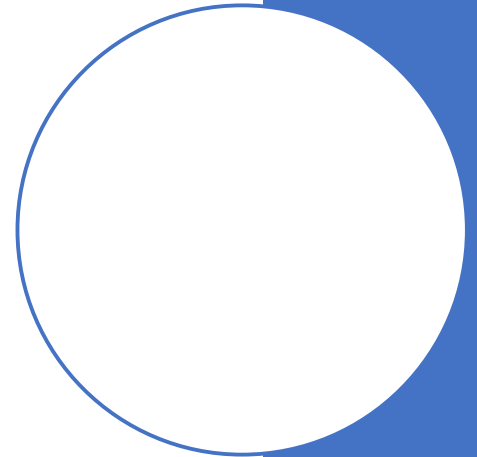


Duplicates

Duplicates

Problem:

**Same voter appears to be
registered in multiple towns.**



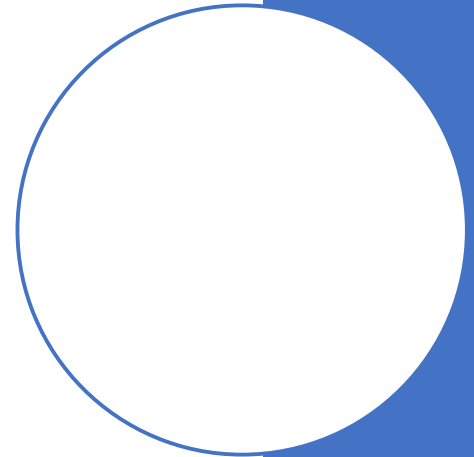
Duplicates

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

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

Duplicates

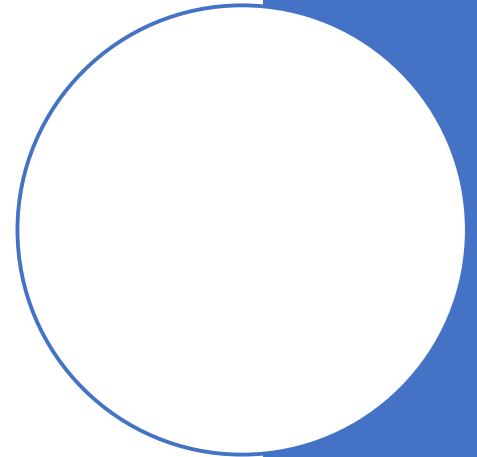
Solution: Short version

- [§9-21a\(b\)](#)

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Duplicates

Duplicates

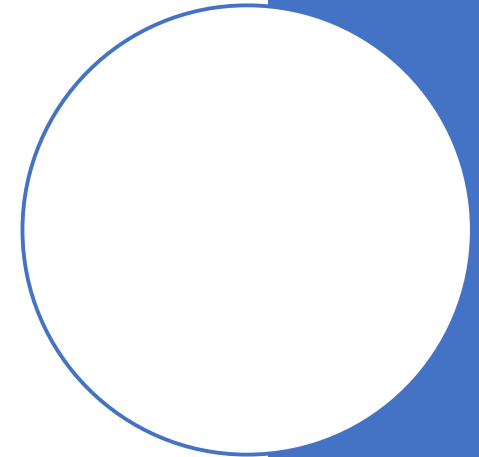
Solution: Short version

- [LEAD memo 1/18/2017](#)

READ THEM

KNOW THEM

USE THEM!





SECRETARY OF THE STATE
30 TRINITY STREET
HARTFORD, CT 06106

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

Duplicates

Solution: Short version

- [ROVAC Handbook](#) Ch 6, p. 36

READ THEM

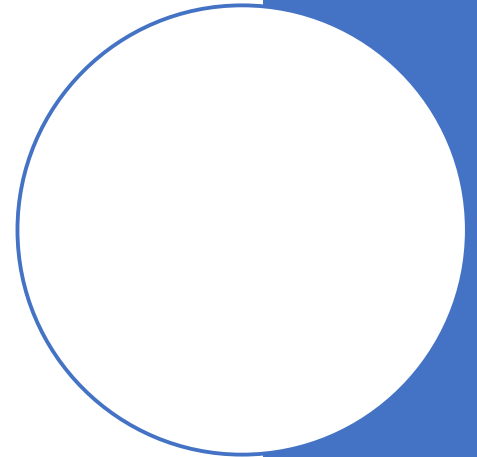
KNOW THEM

USE THEM!

Duplicates
Duplicates

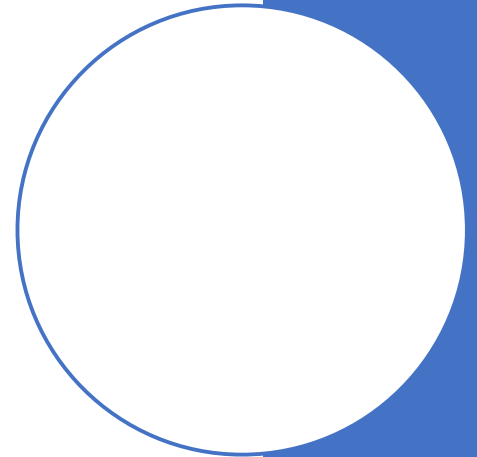
Solution: Short version

- **LIST**
- **RESEARCH**
- **ACTION**



Duplicates
Duplicates

LIST

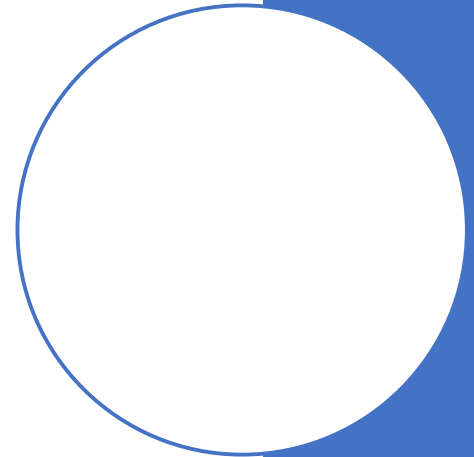


Duplicates

Duplicates

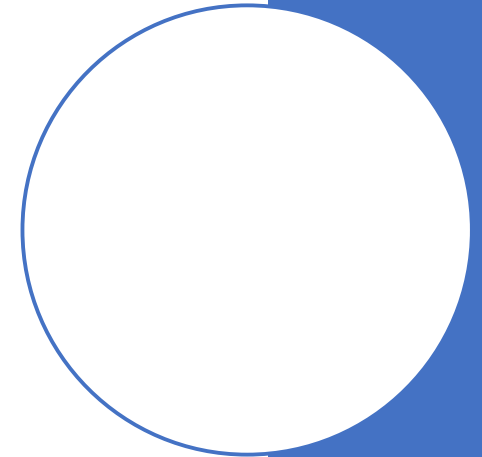
SOTS sends a file showing *possible duplicate* records in the CVRS system based on:

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



Duplicates
Duplicates

RESEARCH

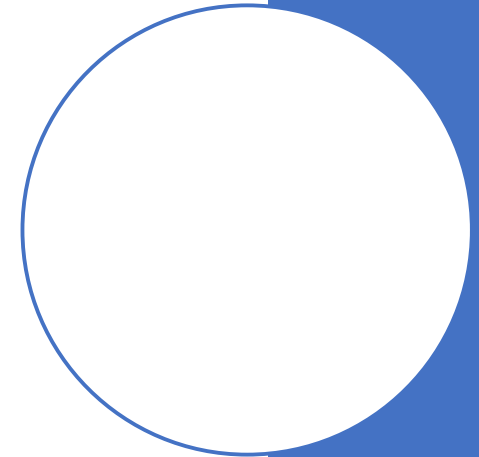


Duplicates Duplicates

Correction Process

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.

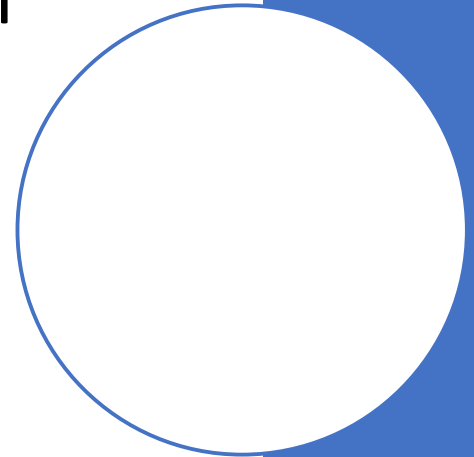


Duplicates

Duplicates

Correction Process

- “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)

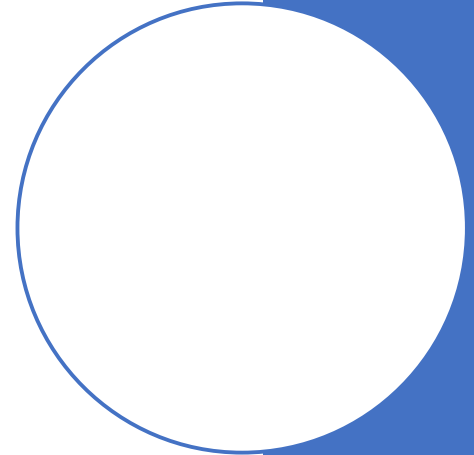


Duplicates

Duplicates

Correction Process

- **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

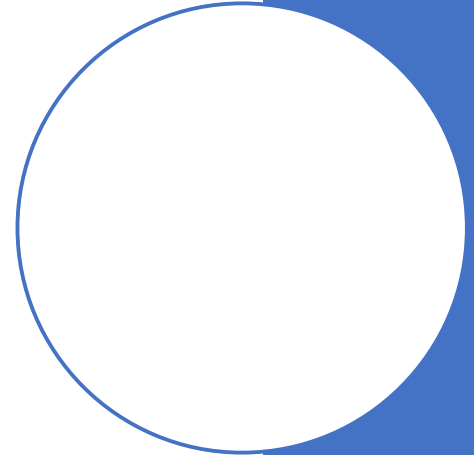


Duplicates Duplicates

Correction Process

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

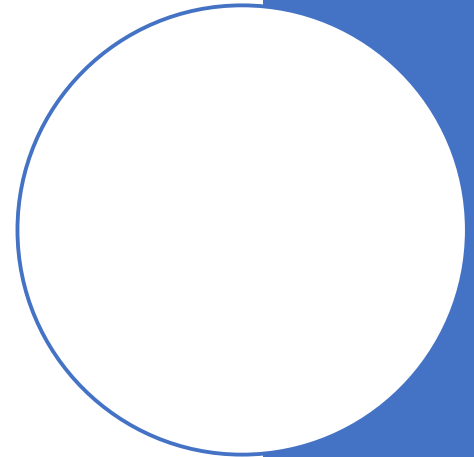


Duplicates Duplicates

Correction Process

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

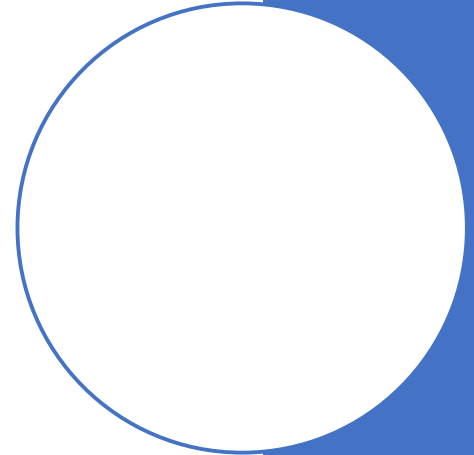


Duplicates Duplicates

Correction Process

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.





Connecticut Voter Registration System

NAVIGATION MENU

ACTIVITIES

- ...Voter Registration
- + Maintain Towndata
- ...Redistrict
- + System
- + Maintain Voter History
- + Elections
- + Canvass
- + Local Petitions

INQUIRIES

REPORTS

REGISTRAR MAINTENANCE

REMINDERS

UPDATES

HELP

LOGOUT

Activities » Voter Registration » Select Voter

Logged in as: JGAISER / New Milford [QUICK SEARCH](#)

[LOGOUT](#)

[Select](#) [New Voter](#) [Reject](#) [Back](#) [Cancel](#)

1 to 1 of 1

Select	Status	Last Name	First Name	Middle Name	Suffix	Date of Birth	Residence Address	Voter Id	Special Status	Off Reason	Perm Absentee Ballot
<input checked="" type="radio"/>	A	Blinstrubas	Katherine	S		10/14/1958	24 Maple Drive, Prospect	000850826			

[Select](#) [New Voter](#) [Reject](#) [Back](#) [Cancel](#)

[Report a problem?](#)



Connecticut Voter Registration System

NAVIGATION MENU

ACTIVITIES

- Voter Registration
- + Maintain Towndata
 - Redistrict
- + System
- + Maintain Voter History
- + Elections
- + Canvass
- + Local Petitions

Activities » Voter Registration » Select Voter

Select

New Voter

Reject

Select	Status	Last Name	First Name	Middle Name	Suffix	Date of Birth	Residence Address
<input checked="" type="radio"/>	A	Blinstrubas	Katherine	S		10/14/1958	24 Maple Drive, Prospect

Select

New Voter

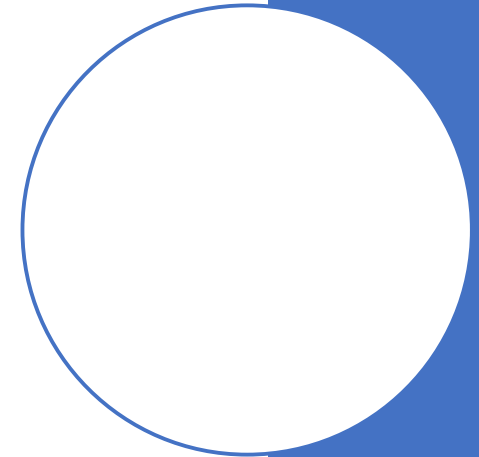
Reject

Duplicates Duplicates

Correction Process

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.

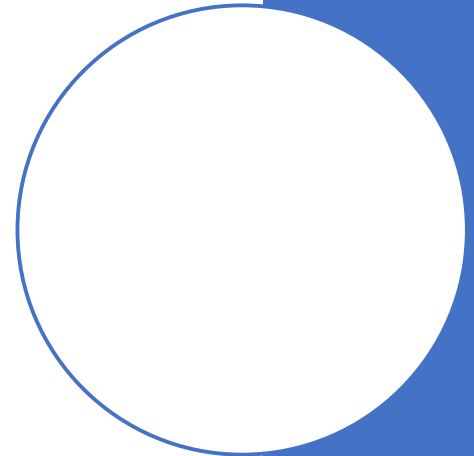


Duplicates Duplicates

Correction Process

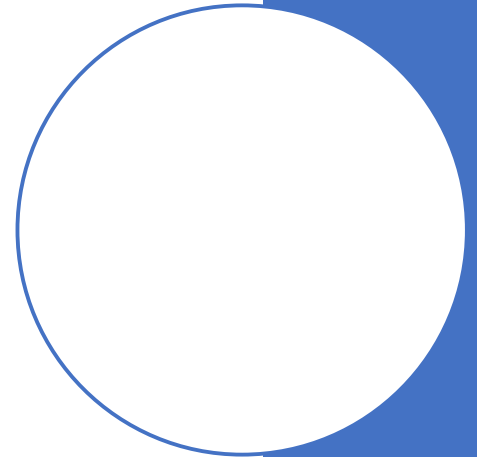
INACTIVE OR ACTIVE STATUS—IN YOUR TOWN

- 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.



Duplicates
Duplicates

ACTION

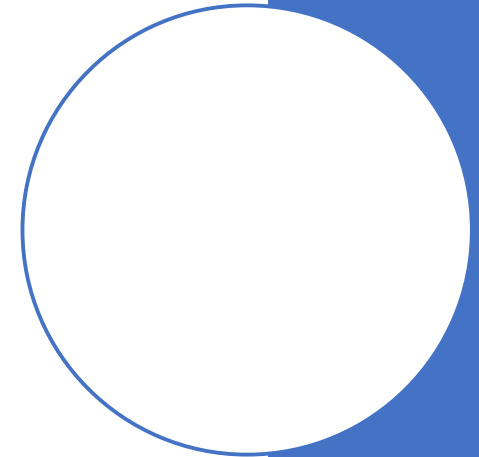


Duplicates
Duplicates

Correction Process

OFF STATUS—IN YOUR TOWN

- **NO ACTION IS NECESSARY.**
- Let them age out or wait until another town takes them.

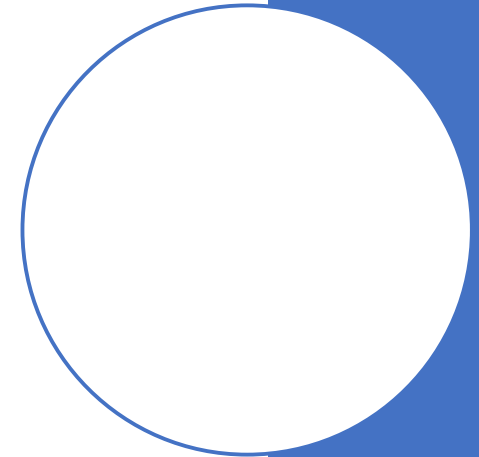


Duplicates Duplicates

Correction Process

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:\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.

- - - - - 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

Voter Registration date: _____

Signature of Voter & Date Signed

***Don't RISK Your Right to Vote-
Return this to Registrars of above town***

Any questions, call registrars of voters at phone number: (____)____ - ____

NOTICE OF DUPLICATED 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.

- - - - - 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:

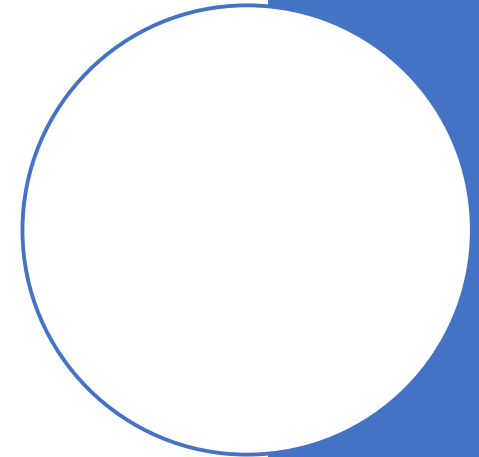
I confirm that I am entitled to remain on the active voting list of the above town because **I am a bona fide resident**

Duplicates Duplicates

Correction Process

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.



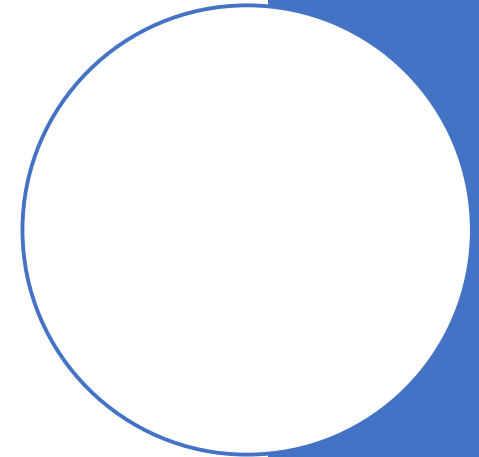
Duplicates Duplicates

Correction Process

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**



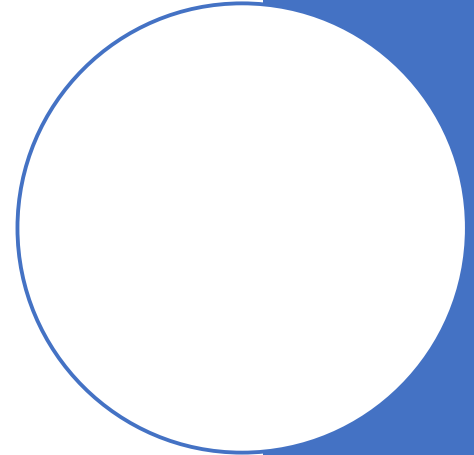
Duplicates Duplicates

Correction Process

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.



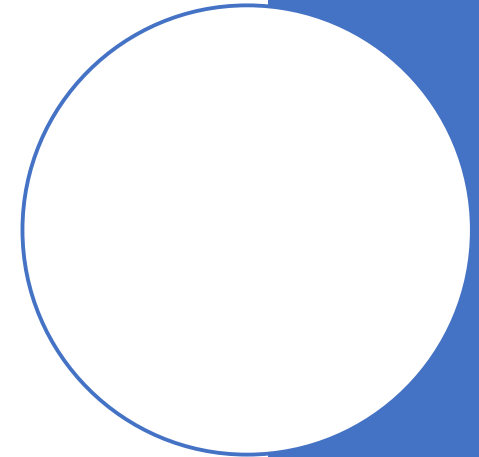
Duplicates Duplicates

Correction Process

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





Connecticut Voter Registration System

NAVIGATION MENU

ACTIVITIES

- ...Voter Registration
- + Maintain Towndata
- ...Redistrict
- + System
- + Maintain Voter History
- + Elections
- + Canvass
- + Local Petitions

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LOGOUT

Activities » Voter Registration » Select Voter

Logged in as: JGAISER / New Milford [QUICK SEARCH](#)

[LOGOUT](#)

[Select](#) [New Voter](#) [Reject](#) [Back](#) [Cancel](#)

1 to 1 of 1

Select	Status	Last Name	First Name	Middle Name	Suffix	Date of Birth	Residence Address	Voter Id	Special Status	Off Reason	Perm Absentee Ballot
<input checked="" type="radio"/>	A	Blinstrubas	Katherine	S		10/14/1958	24 Maple Drive, Prospect	000850826			

[Select](#) [New Voter](#) [Reject](#) [Back](#) [Cancel](#)

[Report a problem?](#)



Connecticut Voter Registration System

NAVIGATION MENU

ACTIVITIES

- Voter Registration
- + Maintain Towndata
 - Redistrict
- + System
- + Maintain Voter History
- + Elections
- + Canvass
- + Local Petitions

Activities » Voter Registration » Select Voter

[Select](#)[New Voter](#)[Reject](#)

Select	Status	Last Name	First Name	Middle Name	Suffix	Date of Birth	Residence Address
<input checked="" type="radio"/>	A	Blinstrubas	Katherine	S		10/14/1958	24 Maple Drive, Prospect

[Select](#)[New Voter](#)[Reject](#)

Duplicates Duplicates

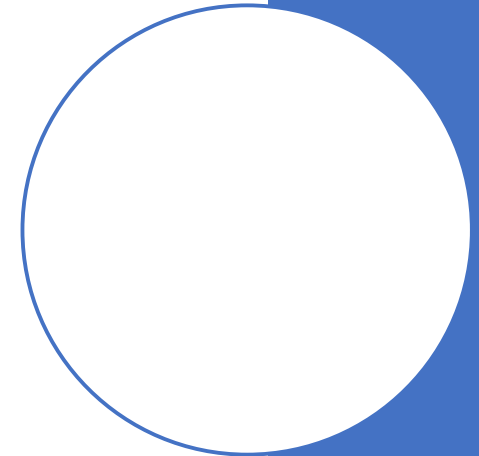
Correction Process

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.



Duplicates Duplicates

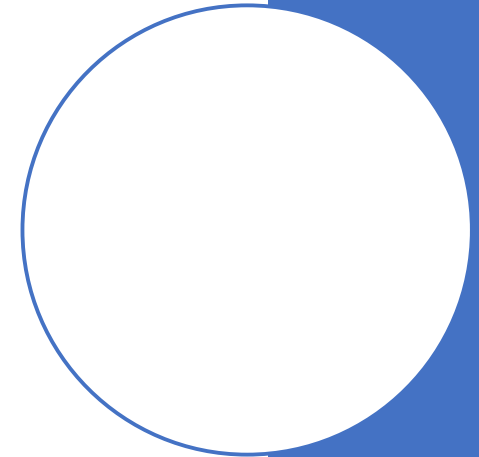
Correction Process

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.



Duplicates Duplicates

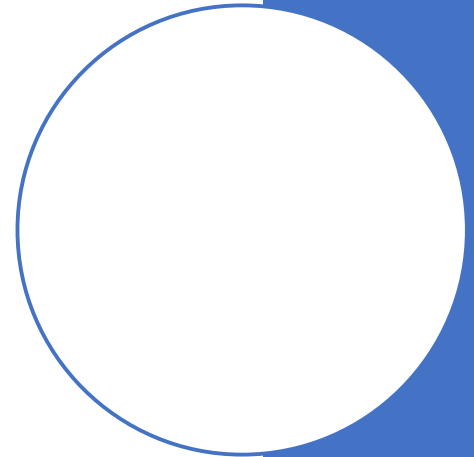
Correction Process

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.



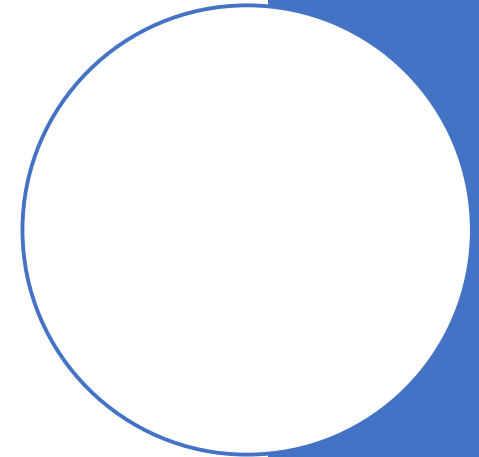
Duplicates Duplicates

Correction Process

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.



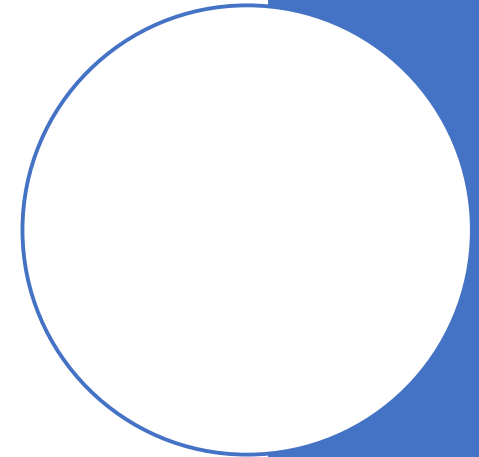
Duplicates Duplicates

Correction Process

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.



Duplicates Duplicates

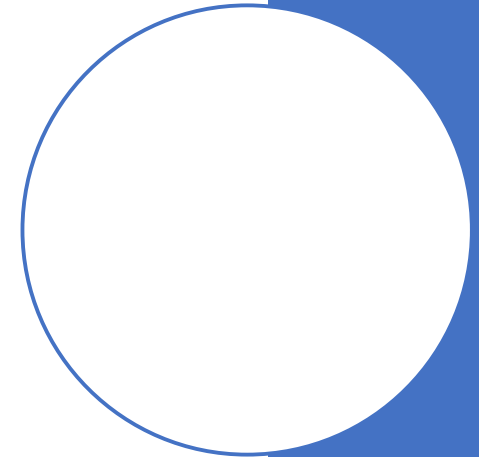
Correction Process

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.”



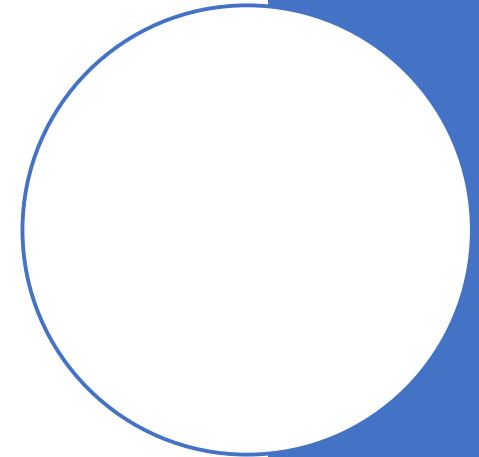
Duplicates Duplicates

Correction Process

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)



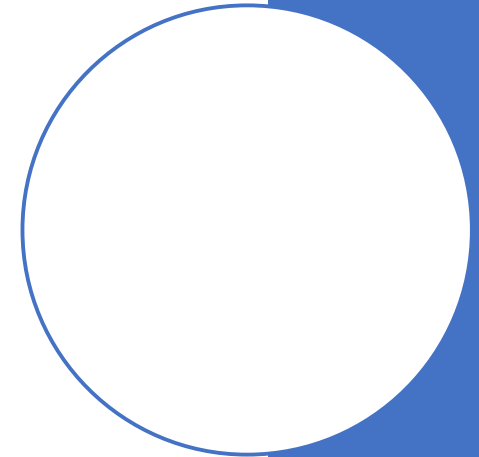
Duplicates Duplicates

Correction Process

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.





Connecticut Voter Registration System

NAVIGATION MENU

ACTIVITIES

INQUIRIES

- Voter Information
- Election Day Inquiry
- Town Polling Place
- Voter Petition History
- Town Street
- Voter Absentee Ballot
- DMV Inquires

REPORTS

REGISTRAR MAINTENANCE

REMINDERS

UPDATES

HELP

LOGOUT

Inquiries » Voter Information » Change Voter

Logged in as: JGAISER / New Milford

[QUICK SEARCH](#)

[LOGOUT](#)

[Accept](#) [Memo](#) [Back](#) [Cancel](#) [Duplicate](#)

General Details:

Registration Date: / /

Voter ID:

Voter Name:

Prefix:

Last Name:

First Name:

Middle:

Suffix:

Date of Birth: / /

Voter Residence:

Street No.:

Street Name:

Unit:

Town:

State:

Zip Code: -

Acceptance Criteria:

Permanent Absentee Ballot: Yes No

Party Enrollment:

OR Party Other:

Residence Status: Use Residence Address Do Not Use Residence Address

ID Produced: Yes No

Telephone: () -

Gender:

Status:

Special Status:

Mailing Address:

Street No.:

Unit:

Street Name1/P O Box:

State:

Street Name2:

Zip Code:

Town:

(Enter army postal type e.g. APO/FPO/DPO)

Country:

(Choose "Military" for army postal address)

Type of Change:

Address

Party

Name

Status



Connecticut Voter Registration System

NAVIGATION MENU

ACTIVITIES

INQUIRIES

- ...Voter Information
- ...Election Day Inquiry
- ...Town Polling Place
- ...Voter Petition History
- ...Town Street
- ...Voter Absentee Ballot
- ...DMV Inquires

Inquiries » Voter Information » Change Voter

Accept | Mem

General Details:

Registration Date:

01 / 01 / 1994

Voter Name:

Prefix:

Last Name:

Gaiser

First Name:

John

Middle:

C

Suffix:

Date of Birth:

08 / 30 / 1945

Acceptance Criteria:

Permanent Absentee Ballot:

No Yes

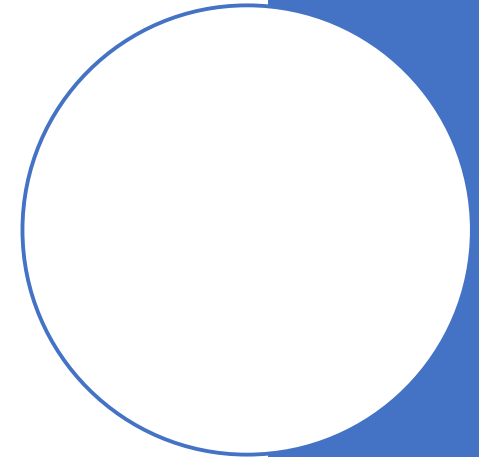
Duplicates Duplicates

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”

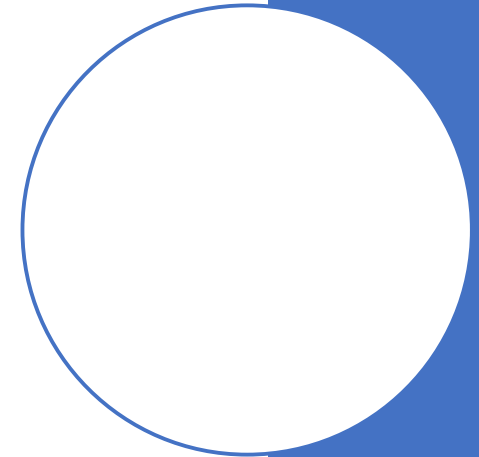


Duplicates Duplicates

Correction Process

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.

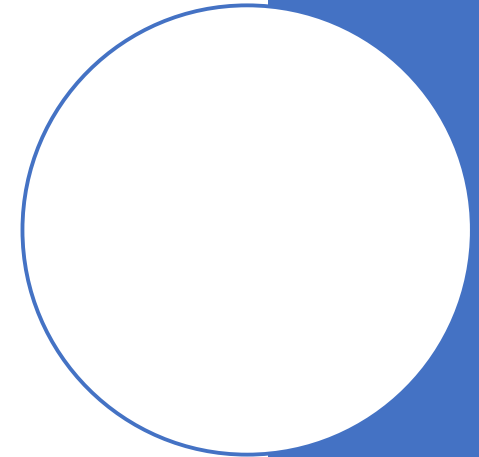


Duplicates
Duplicates

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.



Duplicates
Duplicates

- **Observations**
- **Comments**
- **Additions**
- **Questions**

