



J. KENNETH BLACKWELL
Ohio Secretary of State

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DIRECTIVE NO. 2005-31
November 9, 2005

TO: All County Boards of Elections
Members, Directors, and Deputy Directors

OFFICIAL CERTIFICATION FORMS FOR 2005 GENERAL ELECTION

Enclosed are the official forms to report to this office the votes cast at the November 8, 2005 General Election. In addition to this office, R.C. 3505.33 requires each board of elections to mail an original copy of Form No. 2, *Certification of Result of Official Count for State Issues*, to the President of the Ohio Senate.

1. Certificate of Result of Official Count - City
2. Certificate of Result of Official Count - Village
3. Certificate of Result of Official Count - Township
4. Certificate of Result of Official Count - Boards of Education
5. Certificate of Result of Official Count - State Issues (Form 2)
6. Certificate of Result of Official Count - Local Questions and Issues (Form 5)
7. Certificate of Result of Official Count - Local Option Questions (Form 126-B)

Certification forms and the electronic abstract must be received by this office no later than December 12, 2005.

GENERAL REMINDERS

- Candidate Names** Please list **alphabetically**. Place a check mark following the name of each successful candidate.
- Name of County** Check to verify each form shows the name of your county.
- Number of Electors** The total number of **registered voters** and **electors voting** must be entered on Form 2.

Form 2 **Two original copies of Form No. 2 must be prepared.** One original is to be mailed to this office and the second original must be mailed to the President of the Senate of the General Assembly, Statehouse, Columbus, OH 43266-0604, Attn: Matt Shuler, Chief of Staff.

Form 5 In reporting local questions and issues on Form No. 5, please indicate by an asterisk (*) subdivisions overlapping into another county, but *report the vote cast in your county only*. If your county contains the most populous portion of the district, please send the total vote to this office in a separate letter, showing the vote in each county.

Abstracts **An official precinct by precinct electronic abstract of the official results will be required for the five state issues.** Your abstract must include the total number of registered voters by precinct, electors voting by precinct and vote totals for each state issue by precinct. If you have any questions concerning the electronic abstract, contact Traci Washington via email at twashing@sos.state.oh.us or call her at 614-466-2585. The format for the abstract is attached.

The totals on the electronic abstract must match the totals on the certification forms. If for any reason the totals are not exact, a written explanation explaining in detail the reason for the difference must accompany the abstract.

Recounts Official reports should be prepared immediately after completion of the canvass. **DO NOT WAIT TO COMPLETE RECOUNTS.**

On all recounts, please do the following:

- (1) Give us notice when a recount will be held;
- (2) Certify the official results of the results of the recount to this office, after completed.

Mail completed forms as soon as possible after your board has certified the official results for your county, but no later than December 12. If you are the most populous county in a district, do not wait for results from the other counties. Send the district certifications as soon as you receive the results from the other counties in the district.

Please forward forms to Secretary of State - Elections Division, Attn: Kathy Malott, P. O. Box 2828, Columbus, OH 43216. Send the electronic abstract to Traci Washington via e-mail at twashing@sos.state.oh.us or send a diskette to Traci's attention to the above post office box. If you have questions regarding these instructions, please contact my Elections Division at (614) 466-2585.

Sincerely,



J. Kenneth Blackwell

Attachments