

**Directive 2008-102**

October 24, 2008

To: ALL COUNTY BOARDS OF ELECTIONS  
MEMBERS, DIRECTORS, AND DEPUTY DIRECTORS

Re: Processing Duplicate Voter Registrations and Identifying Deceased Registered Voters

Pursuant to R.C. 3503.12 and 3503.21(B), the Secretary of State is required to prescribe the procedures for identifying and canceling duplicate voter registrations. These procedures are outlined in the "Statewide Voter Registration Database (SWVRD) System Manual" that was issued with Directive 2008-52 on July 10, 2008, entitled, "Complying with Secretary of State's Procedures for Processing Duplicate Voter Registrations." We appreciate the work you have been doing to identify and resolve duplicate registrations based on information provided to you by the SWVRD that identifies for new and updated voter registrations other voter registrations that may be potential duplicate registrations.

The purpose of this directive is to emphasize that no board of elections may suspend the duplicate resolution process for any reason, and this process is necessary to prepare accurate poll signature books and poll lists and to eliminate the potential for voter fraud occurring by any potential for illegal voting. You are required to identify and resolve duplicate registrations for all new and updated voter registrations for voter eligibility for the November 4, 2008 general election.

Additionally, this directive serves as a reminder that your office also receives automatically generated messages from the SWVRD, in the form of XML packets, when either the Ohio Bureau of Motor Vehicles or the U.S. Social Security Administration indicates that an Ohio elector may be deceased. Your office must continue to investigate whether those voters are in fact deceased by cross-referencing those names with the list of deceased persons your office receives monthly from the chief health officer of each political subdivision and the director of health under R.C. 3503.18. If you find a voter registrant's name or data from an XML packet also appears on a report from the chief health officer of each political subdivision or the director of health you must cancel that registration in accordance with R.C. 3503.21(A)(2).

As indicated in the SWVRD System Manual, at *16.2 Resolving Audit Issues*, boards of elections must make every effort to reconcile errors within five (5) business days or before poll books are printed during an election cycle, whichever is sooner. To reiterate, this directive serves as notice that boards of elections must continue to process potential duplicates and death notices. The SWVRD will continue to conduct weekly audits, and will continue to report audit error messages to boards of elections' (BOE) Voter Registration Systems ("VRSs") indicating the presence of data inconsistencies. As noted in the SWVRD manual, all audit errors are considered to be the result of BOE VRSs not sending the appropriate transaction or BOE staff not performing a required process or performing a process out of sequence. This office will continue to send error messages for failed transactions.

Any board of elections that has questions or needs additional information concerning this advisory should consult the SWVRD System Manual or the “Voter Query System v3.0 Instructions for Boards of Elections,” or may contact Gus Maragos at [gmaragos@sos.state.oh.us](mailto:gmaragos@sos.state.oh.us) or (614) 466-2729, or Robin Fields at [rfields@sos.state.oh.us](mailto:rfields@sos.state.oh.us) or (614) 644-0770.

Sincerely,

Jennifer Brunner