

**Directive 2010-89 (Reissue of SOS Directive 2008-102)**

December 29, 2010

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

Re: Processing Duplicate Voter Registrations

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 on October 2008, and is currently available on the BOE Extranet. 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 registration records other voter registration records that may be potential duplicate registration records.

The purpose of this directive is to emphasize that no board of elections may suspend the duplicate resolution process for any reason. The duplicate resolution process is necessary to prepare accurate poll signature books and poll lists as well as to limit the potential for voter fraud and illegal voting. You are required to identify and resolve duplicate voter registration records for all new and updated voter registration records for voting eligibility purposes upon being notified of a potential duplicate. To reiterate, this directive serves as notice that boards of elections must not suspend its processing of potential duplicates.

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. 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 directive should consult the SWVRD System Manual or the "Voter Query System v3.0 Instructions for Boards of Elections," or may contact the secretary of state's office SWVRD staff at (614) 466-2585.

Sincerely,

Jennifer Brunner