



**JON HUSTED**  
**OHIO SECRETARY OF STATE**

180 EAST BROAD STREET, 16TH FLOOR  
COLUMBUS, OHIO 43215 USA  
TEL: (877) 767-6446 FAX: (614) 644-0649  
[WWW.SOS.STATE.OH.US](http://WWW.SOS.STATE.OH.US)

**Directive 2011-15**

April 18, 2011

**To:** ALL COUNTY BOARDS OF ELECTIONS

**Re:** 2011 General Voter Records Maintenance Program (National Change of Address and Supplemental Processes); Grounds for Registration Cancellations

---

**Summary:** This directive provides instructions to boards of election on how to conduct the general voter records maintenance program required under Federal law.

---

**A. Background**

The *National Voter Registration Act of 1993* (NVRA), commonly referred to as the “motor voter law” (*see* 107 Stat. 77, 42 U.S.C. 1973gg), was signed into law on May 20, 1993. The purposes of the NVRA are to increase the number of voter registrations for eligible citizens, to enhance the participation of eligible citizens in the voter process, to *protect the* integrity of the electoral process, and to ensure accurate and current voter registration rolls are maintained. The provisions of this federal law became effective on January 1, 1995. Following passage of the NVRA, the Ohio General Assembly enacted Substitute Senate Bill 300 to incorporate the requirements of the federal law into Ohio law. The provisions of the state law also became effective January 1, 1995.

There are two aspects of the **general voter records maintenance program** of Ohio’s implementation of the NVRA:

1. **the National Change of Address Process (NCOA)**, which is triggered when a voter record appears in the United States Postal Service (USPS) NCOA database indicating that the voter associated with that record likely has moved since the records were last compared in 2009, and thus may need to update their voter registrations to their current voting residence address. Under state law, the Secretary of State matches voter records in the Statewide Voter Registration Database (SWVRD) against the NCOA database to compile the data for the NCOA process.
2. **the Supplemental Process**, which is triggered by a voter’s inactivity during a fixed period of time, generally four years (with inactivity determined by the absence of a voter initiated activity such as voting or the filing of a voter registration form). This second component is designated the “supplemental process,” because it seeks to identify electors whose lack of voter initiated activity indicates they may have moved, even though their names did not appear as a part of the NCOA process. Under state law, county boards of elections use data points (e.g., voting history) in their local



County Voter Registration Database (CVRD) to compile the data for the supplemental process.

In accordance with the NVRA and various sections of Ohio Revised Code, **all Ohio boards of elections are required to mail confirmation notices to certain electors as part of a uniform and nondiscriminatory general voter records maintenance program** prescribed by the Secretary of State.

Electors who respond to the confirmation notice are able to confirm their "Active" status; electors who have moved and who respond to the confirmation notice are able to confirm their "Active" status and have their residential address information updated with the appropriate Ohio county board of elections.

The status of electors who do not respond to the confirmation notice becomes "Inactive" (which is synonymous with the coding "Active-Confirmation" within the Statewide Voter Registration Database environment). An "Inactive" status does not prohibit this fully qualified elector from participating in any election.

Under the general voter records maintenance program an elector's voter registration is only to be cancelled 1) if the elector does not respond to the confirmation notice and 2) does not initiate some other activity (e.g., voting or filing a valid voter registration form) after a successive period of four years (including two regular federal general elections) from the date the confirmation notice was first mailed.

This program has been designed to ensure that accurate and current voter registration rolls are maintained, that voters who likely have moved are proactively given the opportunity to update their vote registration with their proper county board of elections, and to properly identify and cancel the voter registrations of individuals who are no longer eligible under the law.

## **B. General Instructions**

In 2011, all boards of elections must mail confirmation notices (SOS Form 10-S) to electors identified through Ohio's general voter records maintenance program before removing the names of ineligible voters from their official list of voters. **In 2011, all confirmation notices (SOS Form 10-S) that are mailed pursuant to the program must be mailed no later than June 30, 2011.**

Each board is reminded that **its voter registration records (within the county's voter registration system) must indicate (a) the date on which a confirmation notice is mailed to an elector, and (b) the date on which the board receives a completed confirmation return notice in response to that mailing.** This record is critical for establishing the four-year anniversary date for each confirmation notice.

## **C. Compiling the Data for the General Records Maintenance Program**

**Boards of elections must complete the NCOA process first and then begin the supplemental process second. An elector to whom a board of elections already mailed a confirmation notice (SOS Form 10-S) due to the NCOA process should not be mailed a second notice as part of the supplemental process.**



It is possible that an elector who appears on the 2011 NCOA or supplemental list may have also appeared on the 2007 NCOA list or 2009 NCOA or supplemental lists. Under the NCOA and supplemental processes, do not send a confirmation notice to an elector to whom the board already has sent such a notice, *unless* the 2011 NCOA data file provides an address for that elector that is *different* than the address to which the previous confirmation notice was sent in 2007 or 2009.

### 1. Compiling the Data for the NCOA Process

Each board first must access its NCOA data file using the following steps then process its NCOA data file according to the instructions provided separately to the board.

- a. Open the internet browser on the Board's computer and log onto the BOE Extranet.
- b. Click on "Elections" and the "NCOA" button which is the last button on the left hand side.
- c. Log onto the secure Secretary of State website using the username and password you use for the "Voter Query" login for the SWVRD.
- d. Click the "Download NCOA File" button to access your county's NCOA .ZIP file and other documents in order to save the file to your computer.
- e. If you need assistance in unzipping the file, you may click on the "Unzipping Instructions" button for procedures on unzipping the data file and burning it to a CD.

### 2. Compiling the Data for the Supplemental Process Details

Only *after* completing the NCOA process shall boards implement the supplemental process. (The criteria for choosing electors who receive a confirmation notice under the supplemental process is a lack of voter activity, which is used in this Directive to mean that the voter: (a) did not vote in an election during the period beginning March 1, 2009, and ending not later than May 4, 2011, and (b) did not engage in any voter activity or otherwise communicate with the board of elections during that same period of time.)

### D. Mailing the Confirmation Notice for the General Records Maintenance Program

All electors identified as a part of the NCOA process or the supplemental process must be sent a confirmation notice (SOS Form 10-S). **The confirmation notice must be sent by forwardable mail** (see paragraph L for information about mailing using a USPS nonprofit rate mail permit). **Boards of elections must make appropriate arrangements for the return of the completed confirmation notice by the elector to be postage pre-paid by the board** (see paragraph M for information about Business Reply Mail through USPS). The notice must be sent to the elector's current address as reported on the NCOA list (for the NCOA process) or the current address as recorded on the board of elections voter registration records (for the supplemental process).



Each board of elections must note on its voter registration records all electors sent a confirmation notice and the date the notice was mailed. This record of date of mailing is essential for establishing the four-year anniversary date for each confirmation notice mailed.

**Note:** There is a newly prescribed version of SOS Form 10-S that allows the card to be used to update the voter's registration record instead of mailing a voter registration form after receiving the confirmation return notice. While county boards of elections are strongly encouraged to use the new form, a county board of elections that has a sufficient inventory to perform the entire 2011 general voter records maintenance program for its county may file a letter with the Director of Elections requesting leave to use a former version of the form so long as that county documents that it will mail voter registration forms to all affected voters.

#### **E. Responses to the Mailed NCOA or Supplemental Confirmation Notice**

Electors can complete and return the "Confirmation Return Notice" portion of the confirmation notice (SOS Form 10-S) in order to update the elector's voter registration information (e.g., residential address) or initiate a qualifying voter activity under the supplemental process. County boards of elections must make appropriate arrangements for the return of the completed confirmation notice by the elector to be postage pre-paid by the board (see paragraph M for information about Business Reply Mail through USPS).

- 1. Confirmation return notice returned to the board: elector confirms current address within the county has not changed.** If the elector returns the postage pre-paid confirmation return notice confirming that *the elector still resides at the same address on file with the board of elections*, the board shall indicate on the elector's registration record the date the confirmation return notice was received by the board and note the address on file with the board of elections is correct. This voter should be listed as "active" in the county's voter registration database.
- 2. Confirmation return notice returned to the board: elector confirms address change within the county.** If the elector returns the postage pre-paid confirmation return notice confirming that *the elector has a new address within the county*, the elector's registration record shall be updated by the board of elections with the new address and the date the confirmation return notice was received by the board. The board shall send the elector an acknowledgement notice (SOS Form 10-J) informing the elector of the registration update and the location of his or her new polling place. This voter should be listed as "active" in the county's voter registration database.
- 3. Confirmation return notice returned to the board: elector confirms address change to another Ohio county.** If the elector returns the postage pre-paid confirmation return notice confirming that *the elector has a new address in a different Ohio county*, the board of elections that mailed the confirmation notice to the elector shall cancel the elector's registration in that county and make a notation on the elector's registration record of the date the confirmation return notice was received by the board and the date of cancellation.



The issuing board shall keep a copy of the completed confirmation return notice from the elector who has a new address in a different Ohio county and mail the original to the voter's new county so that the new county can enter the elector into the new county's voter registration database as an active voter. Completed confirmation return notices returned under this section must be forwarded to the appropriate county board of elections at least every two weeks.

When the issuing county cancels the record in its county voter registration database and after the new county has entered the record into its county voter registration database, a duplicate record will be created in the statewide voter registration database that should be promptly resolved following the normal business procedures established by the Secretary of State and the local boards of elections.

4. **Confirmation return notice returned to the board: elector confirms permanent address change outside the State of Ohio.** If the elector returns the postage pre-paid confirmation return notice confirming that *the elector has a new permanent address outside the State of Ohio*, the board of elections that mailed the confirmation notice to the elector shall cancel the elector's registration and make a notation on the elector's registration record of the date the confirmation return notice was received by the board and the date of cancellation.
5. **Confirmation return notice not returned to board:** If the elector fails to return the postage pre-paid confirmation return notice *and* otherwise fails to either 1) update his or her registration *or* 2) vote or engage in other voter activity for a period of four years from the date of mailing the confirmation notice (this period shall include regular federal general elections, i.e., elections occurring in November for even-numbered years), then the board of elections that mailed the confirmation notice to the elector shall cancel the elector's registration and make a notation of the date of cancellation. Unless and until the elector's registration is cancelled as described above, the elector shall maintain all of the rights of an otherwise qualified elector (including the ability to cast a regular ballot at any election) and should be listed as "inactive" in the county's voter registration database.

#### **F. Handling "No Forwarding Address" Returns**

Confirmation notices must be sent by forwardable mail. However, the USPS sometimes will return to the board a confirmation notice that is non-deliverable because the USPS does not have a forwarding address for the addressee (the elector). The board should record that fact in its records (e.g., in the comments section of that elector's record) and keep the undeliverable confirmation notice for four years.

If the elector fails to either 1) update his or her registration *or* 2) vote or engage in other voter activity for a period of four years from the date of mailing the confirmation notice (this period shall include regular federal general elections, i.e., elections occurring in November for even-numbered years), then the board of elections that mailed the confirmation notice to the elector shall cancel the elector's registration and make a notation of the date of cancellation. Unless and until the elector's registration is cancelled as described above, the elector shall maintain all of the rights of an otherwise qualified elector (including the ability to cast a regular ballot at any election) and should be listed as "inactive" in the county's voter registration database.



### **G. General Voter Records Maintenance Program is Prospective in Nature**

Both the NCOA and supplemental processes are prospective in nature. This means that **each confirmation notice sent in 2011 must advise the elector that his/her registration may be canceled in 2015** (which is four years after the postmark on the 2011 confirmation notice), **unless the elector performs one or more of the following affirmative acts during the four years after the confirmation notice is mailed:**

- 1. Returns the confirmation return notice card confirming a qualifying voting address in the county; or**
- 2. Properly updates his or her voter registration and submits it to the board of elections; or**
- 3. Votes or engages in another voter initiated activity before that four-year period ends.**

If the elector fails to both a) respond to the 2011 confirmation notice and b) update his or her voter registration or vote or engage in voter activity by the appropriate anniversary date in 2015, the registration of the elector *shall be cancelled* by one of the following dates, whichever is later:

- 1. not later than one hundred twenty (120) days after the date of the second federal general election in which the elector fails to vote; or**
- 2. not later than one hundred twenty (120) days after the expiration of the four-year period that begins on the date the confirmation notice is mailed pursuant to this directive.**

Please note that **state and federal laws prohibit election officials from canceling any voter registration solely because the elector has not voted.**

### **H. Deadline for Completing General Voter Records Maintenance Program in 2011**

As was stated at the beginning of this directive, the deadline for completing the **general records maintenance program** and the NCOA and supplemental components is **June 30, 2011.**

### **I. Boards to Send Receipt to Secretary of State when General Voter Records Maintenance Program Is Completed**

Each board must provide written notice to the Secretary of State's office that the general records maintenance program has been completed. The Program Completion Receipt Form, attached to this directive, must be completed by the director or deputy director and returned to the SOS Elections Division promptly after the NCOA and supplemental processes have been completed, but **no later than July 15, 2011.**

**Return via fax:** Ohio Secretary of State's Office - Elections Division

Attn: Denise Sherrod  
(614) 485-7634

**Return via e-mail:** [dsherrod@sos.state.oh.us](mailto:dsherrod@sos.state.oh.us)

**J. Grounds for Cancellation of a Registration in 2011 under the General Voter Records Maintenance Program**

As mentioned previously in this directive, a board of elections may cancel an elector's registration only if, during the four years *after* a confirmation notice is mailed, that elector failed to vote *and* failed either to respond to the confirmation mailing, or to engage in any voter activity.

Thus, the registration of an elector who failed to both 1) respond to a confirmation notice that was sent in 2007; and 2) update his or her voter registration, or vote, or engage in voter activity (2007 through 2011) shall be cancelled not later than one hundred twenty (120) days after the four-year anniversary date in 2011 of the mailing of the 2007 confirmation notice.

Please remember to make a notation of the *date of cancellation* on the registration as well.

**K. Boards of Elections to Archive and Make Available for Public Inspection or Copying under Ohio's Public Records Laws those Voter Registration Records Cancelled in 2011 under the General Voter Records Maintenance Program**

County boards of elections must make the appropriate arrangements to archive the list (in electronic form) of voter registration records cancelled in 2011 under the general voter records maintenance program. Boards of elections must make the list (in electronic form) available to individuals requesting the data under Ohio's public records laws and maintain the data for at least two full calendar years (through the end of 2013).

**L. Nonprofit Rate Mail Permit**

As a concession to local and state elections officials during negotiations of the NVRA thanks in large part to the advocacy of the National Association of Secretaries of State (NASS), the National Association of State Elections Directors (NASED), and the National Association of Election Officials (The Election Center), Congress agreed to allow qualified voter registration officials to mail at nonprofit postage rates. Applying for and receiving authorization to mail using a nonprofit rate mail permit will save county taxpayer funds (the following are ranges used for estimates based upon information readily available from [usps.com](http://usps.com) at time of publication):

First Class Letter:	\$0.44	Postcard:	\$0.28
Presort First Class Letter:	\$0.335 to \$0.414	Presort Postcard:	\$0.205 to \$0.245
Standard Rate Letter:	\$0.233 to \$0.27		
<b>Nonprofit Rate Letter:</b>	<b>\$0.132 to \$0.168</b>		



For more information, go to <http://pe.usps.com/text/qsg300/Q703.htm>. You are strongly encouraged to contact your local Postmaster or the Business Mail Unit assigned to your region.

**Note:** USPS "Official Election Mail" logo: under USPS guidelines, mail that includes the election mail logo is to be treated by USPS as first class regardless of the postage applied. More information about the official election mail logo is available online at [www.usps.com/electionmail](http://www.usps.com/electionmail).

#### **M. Business Reply Mail Permit**

Responses to a survey conducted earlier this year by the Secretary of State's office show two important data points from the 2009 mailing that are worth considering as county boards of elections prepare for the 2011 mailing: the statewide return rate was approximately 25% and most counties simply put full class return postage on every card to satisfy the pre-paid postage requirement for the return of the confirmation return notice. Using local information or the statewide return rate from 2009, boards of elections can calculate the likely return rate for all confirmation notices mailed as a part of the 2011 general voter records maintenance program and consider whether it is more cost effective to continue putting full first class postage on every card or to use a Business Reply Mail permit. Relevant rates are:

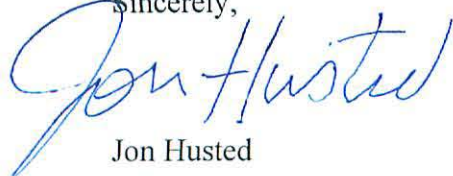
1. A low-volume basic BRM account (fewer than 890 pieces per year) costs \$185 in fees plus \$1.18 per letter or \$1.02 per card;
2. A high-volume BRM account (more than 890 pieces per year) costs \$770 in fees plus \$0.523 per letter or \$.0363 per card;
3. A basic qualified BRM account (more than 850 pieces per year and pre-approved automation-compatible design) costs \$770 in fees plus \$0.469 per letter or \$0.309 per card;
4. A high-volume QBRM account (more than 43,000 replies in a quarter and pre-approved automation-compatible design) costs \$770 plus \$1,925 per quarter in fees plus \$0.424 per letter or \$0.264.

Contact your local postmaster or USPS business mail analyst for additional information about BRM.

#### **N. Questions**

Please direct any questions concerning this directive to your county's assigned elections attorney. Please direct questions about the NCOA data file or the download instructions to the Secretary of State IT Help Desk at (614) 466-8467 or [HELP@sos.state.oh.us](mailto:HELP@sos.state.oh.us).

Sincerely,

A handwritten signature in blue ink that reads "Jon Husted". The signature is stylized with a large, flowing "J" and "H".

Jon Husted

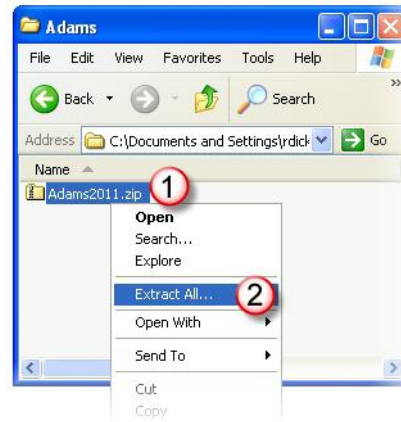


Below are instructions on how to unzip the NCOA file and burn the files to a CD.

## Unzipping the File

After you have downloaded the .ZIP file for your county from the NCOA download site, you will need to “unzip” the file in order to access the files you’ll need. Below are step by step instructions on how to unzip the file.

1. Locate the folder where you saved the zipped NCOA file.
2. Right-click the .ZIP file and select **Extract All**



3. The Extraction Wizard window will appear, click **Next** to continue
4. Click **Browse** to select the folder you wish to store the files
5. Click **Next** to continue



6. Check the box to **Show extracted files** (this will automatically open the folder containing the files extracted)
7. Click **Finish**
8. **A window will appear** that contains your extracted files. If not, just browse to the folder you designated earlier (such as My Documents, or Desktop).





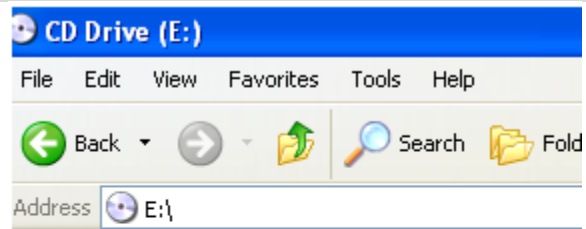
## Burning the Files to a CD

After you have downloaded and extracted the 2011 NCOA files you can begin your edits. Once you have completed your changes, you are now ready to burn the CD. Below are step by step instructions on how to burn your files to a CD. There are several ways to burn CDs in windows, this is just one method.

1. **Insert a blank CD** in the CD drive
2. **Double-click on the My Computer** icon on your desktop



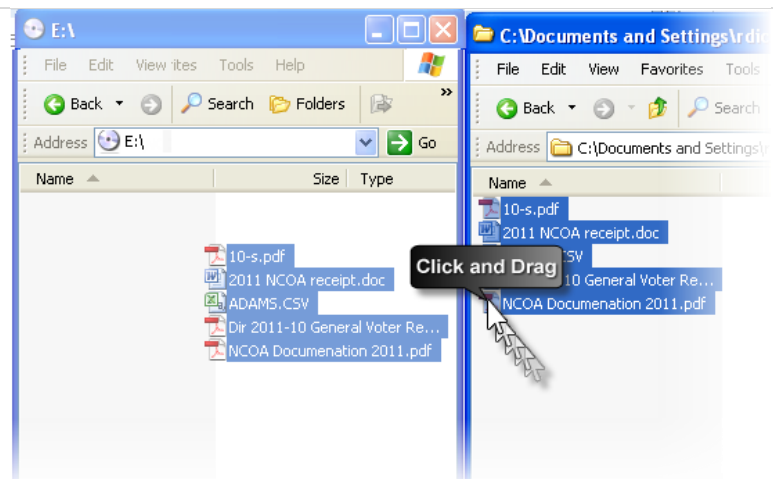
3. In My Computer, double-click to open the **CD drive** (typically drive D or E)



4. Then **open another window** and **browse to the location in which you saved your 2011 NCOA files**
5. Hold down the Ctrl key and **select the files you wish to burn.**

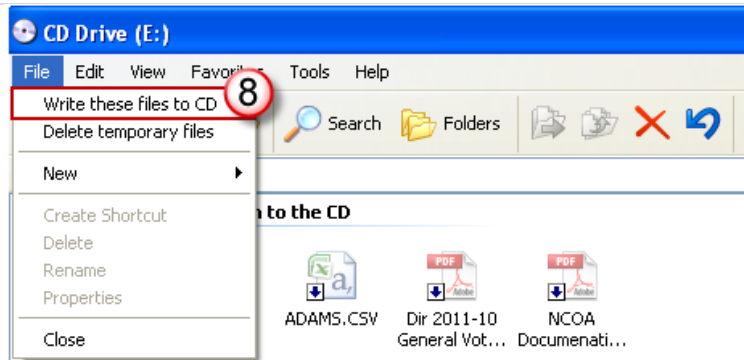


6. Once you have all the files highlighted, you can **drag and drop them into the open CD drive window**. Alternatively, you can **copy** and **paste** them into that folder.





7. When the files appear in the CD drive window, they will appear faded compared to how they appear in the original folder. This indicates that they have not yet been burned to the CD.
8. Click **File > Write these files to CD**

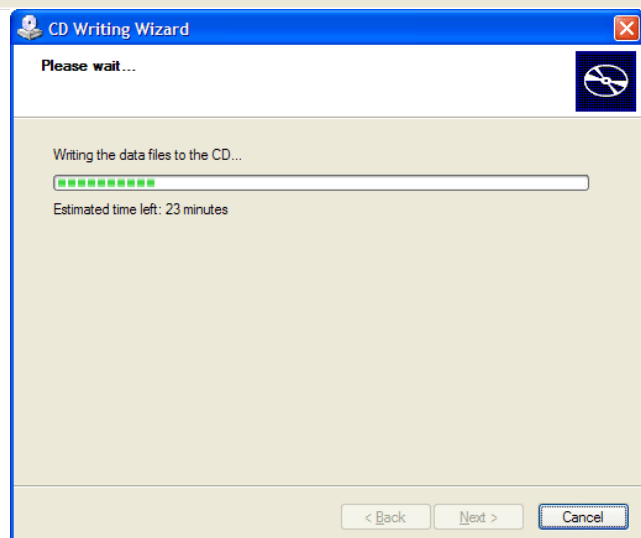


The CD Writing Wizard will appear:

9. **Type a name for the CD** in the designated box.
10. Click **Next**



11. When finished, the CD drive should open so you can remove the CD. Click the **Finish** button on the CD Writing Wizard to close that application.
12. You are now ready to use the NCOA files. Please consult the directions in the NCOA Documentation file on the CD.





County BOE  
Mail to Address  
City, State, Zip

NO POSTAGE STAMP NECESSARY  
POSTAGE HAS BEEN PREPAID BY



---

---

---

Form 10-S prescribed by the Secretary of State 4-11

### CONFIRMATION NOTICE [3501.01(W)]

The \_\_\_\_\_ County Board of Elections asks that you confirm your current residential address. **Please read the instructions carefully, complete and sign the attached postage prepaid Confirmation Return Notice, and mail the completed notice back to the board.** If this card is not returned, affirmation or confirmation of your current address may be required at the polls on Election Day.

- If you have permanently **changed the address where you live in this county** to another location within this county:
  - Please detach, complete, sign and return the **Confirmation Return Notice**. If received by the 30th day before an Election, this change will be recorded in the voter registration list and you will be informed by mail of your correct polling place.
- If you have permanently **moved to an address outside of this county but within Ohio**:
  - Please detach, complete, sign and return the **Confirmation Return Notice**. If received by the 30th day before an Election, this change will be recorded in the voter registration list of your new county and you will be informed by mail of your current polling place. Your registration will be cancelled in your former county.
- If you have **permanently moved to a different state**:
  - Please detach, complete, sign and return the **Confirmation Return Notice** in order to cancel your voter registration in Ohio.
- If you have **not permanently moved to a new address**:
  - Please detach, complete, sign and return the **Confirmation Return Notice** in order to confirm your current address on file with the board of elections is correct.

## CONFIRMATION RETURN NOTICE

PLEASE PRINT THE FOLLOWING INFORMATION:

[Voter ID # as  
numeric or barcode]

1. Full Name: \_\_\_\_\_

2. Date of Birth: \_\_\_\_\_ Telephone #: \_\_\_\_\_

3. Residential Address: \_\_\_\_\_

City, State ZIP: \_\_\_\_\_

4. Mailing Address: \_\_\_\_\_

5. Form of Identification  OR Last four digits of SS No.

Ohio driver's license No.

If you cannot provide one of the above numbers, you must provide a copy of one of the following forms of identification: current and valid photo identification, a military identification, or a copy of a current utility bill, bank statement, government check, paycheck, or other government document (except notifications from board of election) that shows your name and address.

**I hereby declare, under penalty of election falsification, I am a citizen of the United States, will have lived in this state for 30 days immediately preceding the next election and will be a least 18 years of age at the time of the general election.**

6. Signature: \_\_\_\_\_ 7. Date: \_\_\_\_\_

WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE

**NOTE:** If this card is not returned and you do not vote by the \_\_\_\_\_ general election, then your name may be removed from the voter registration list.

County BOE  
Return Address  
City, State, Zip



Pre-Print  
Permit

FORWARDING SERVICE REQUESTED

FIRST CLASS MAIL

Voter  
Mail to Address  
City, State, Zip



## 2011 NCOA Records

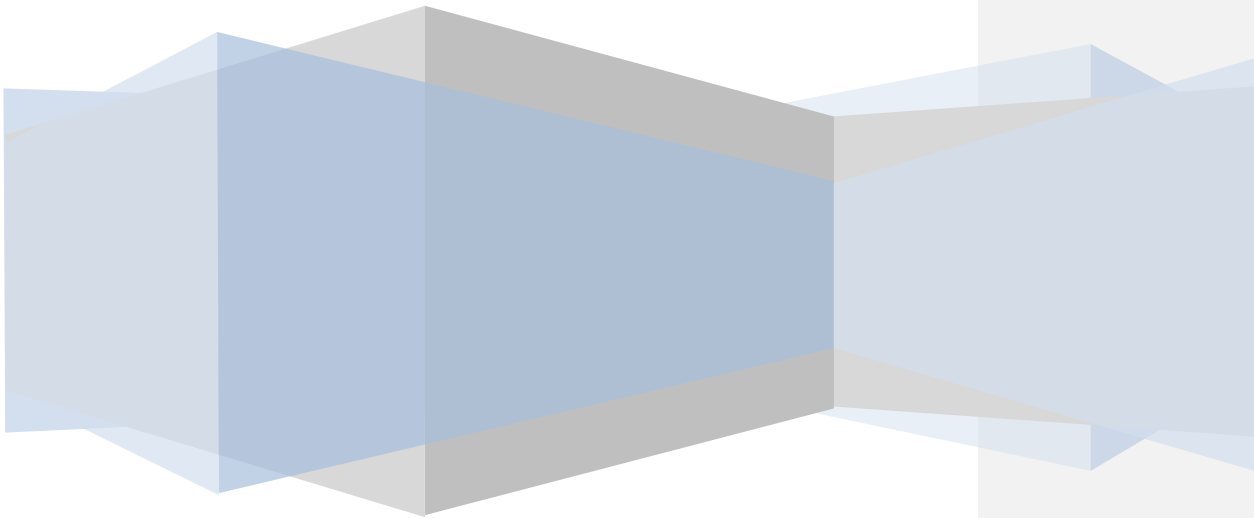
County Name	Number of Records	County Name	Number of Records
ADAMS	1237	LICKING	7230
ALLEN	5185	LOGAN	1870
ASHLAND	1864	LORAIN	13159
ASHTABULA	4187	LUCAS	23353
ATHENS	5896	MADISON	1419
AUGLAIZE	1880	MAHONING	11133
BELMONT	2367	MARION	3188
BROWN	1848	MEDINA	6641
BUTLER	16960	MEIGS	853
CARROLL	1099	MERCER	1388
CHAMPAIGN	1616	MIAMI	5199
CLARK	6413	MONROE	422
CLERMONT	8902	MONTGOMERY	30185
CLINTON	2031	MORGAN	436
COLUMBIANA	4220	MORROW	1445
COSHOCTON	999	MUSKINGUM	3794
CRAWFORD	2158	NOBLE	426
CUYAHOGA	55919	OTTAWA	1819
DARKE	2138	PAULDING	699
DEFIANCE	1798	PERRY	1188
DELAWARE	8555	PICKAWAY	2020
ERIE	3549	PIKE	1304
FAIRFIELD	7227	PORTAGE	6678
FAYETTE	1257	PREBLE	2005
FRANKLIN	72112	PUTNAM	840
FULTON	1784	RICHLAND	6478
GALLIA	1193	ROSS	2778
GEAUGA	3325	SANDUSKY	2758
GREENE	7914	SCIOTO	2869
GUERNSEY	1604	SENECA	2064
HAMILTON	43458	SHELBY	2165
HANCOCK	3511	STARK	18531
HARDIN	1078	SUMMIT	25925
HARRISON	539	TRUMBULL	9859
HENRY	1198	TUSCARAWAS	3771
HIGHLAND	1858	UNION	2480
HOCKING	1180	VAN WERT	1246
HOLMES	804	VINTON	549
HURON	2406	WARREN	9748
JACKSON	1419	WASHINGTON	2303
JEFFERSON	2487	WAYNE	4181
KNOX	2238	WILLIAMS	1699
LAKE	8184	WOOD	5997
LAWRENCE	2753	WYANDOT	850

Grand Total of Records: 545,295



# 2011 NCOA Documentation

Jon Husted, Secretary of State





## Contents

NCOA Data File Information.....	3
Hardware/Operating System and Formats.....	3
Moving the CSV File onto the Computer .....	3
NCOA Data File Format Details .....	6

## NCOA Data File Information

The National Change of Address (NCOA) Process compares boards of elections' voter registration records with the U.S. Postal Service's (USPS) National Change of Address (NCOA) records to identify electors who may have moved since the records were last compared in 2009, and thus may need to be prompted to update their voter registrations to reflect their current address of residence.

A vendor approved by the USPS made a comparison of BOE voter registration records with NCOA records. After the comparison was made, a data file containing electors who may have moved was generated by the USPS vendor. The data file was sent to the SOS, and the SOS sorted this data by county and placed each county's data in a separate file.

**The list of names and addresses contained in the data file has been identified as electors in your county who may have moved.**

The data file provides you with a list of each elector's name along with his/her current registration address on file with the BOE, the elector's new address that was filed with the USPS, and the date of the elector's move to the new address (according to the USPS).

An elector identified through the NCOA process may be categorized as follows:

- a. moved within the same precinct,
- b. moved from one precinct to another in the same Ohio county,
- c. moved from one Ohio county to another Ohio county, or
- d. moved from Ohio to another state or a foreign country.

## Hardware/Operating System and Formats

The CSV file can be used with any PC with a Windows XP operating system along with a CD-ROM drive and Microsoft Excel or other spreadsheet program.

The data file is in Comma Separated Value (CSV) format and can be opened with almost any application such as Microsoft Excel, Microsoft Access or other spreadsheet program. It can also be opened as a text file using a text editor, such as Notepad or a word processing program. Locate the NCOA file and open it as you would any other file with the application. You can also save the file in a variety of formats. See Pages 4 - 6, steps 10-12 for more information.

## Moving the CSV File onto the Computer

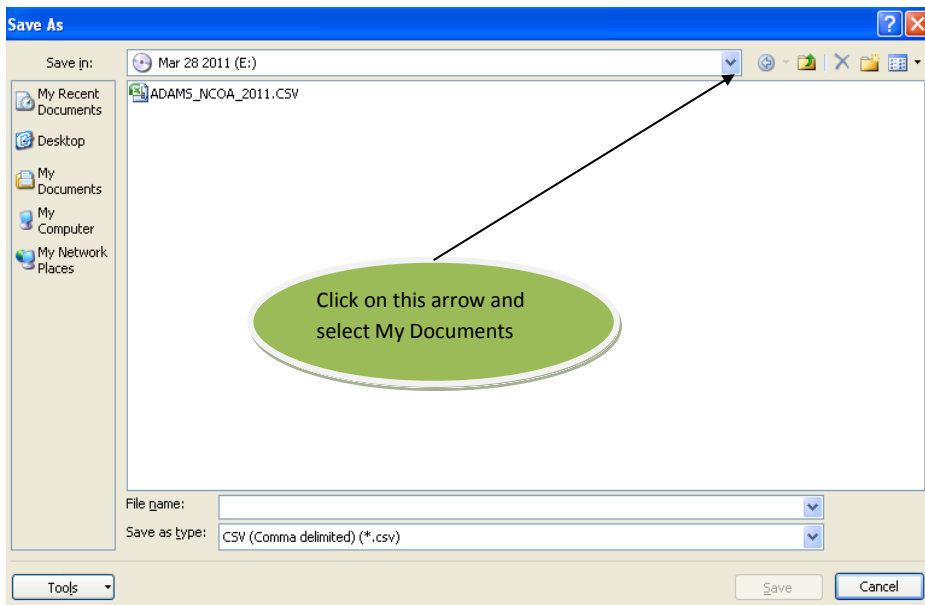
1. To begin the process of moving the file onto the computer, start by creating a folder for the file.
2. Double-click on the "My Documents" icon on the desktop.
3. Click on the link in the left hand side of the screen that says "Make a New Folder"; or if that does not appear, click on the word "File" in the upper left hand corner.
4. Click on the word "New" and select "Folder" from the list that appears. The folder will show in the right hand pane of the window with an editable name that originally appears as "New Folder".



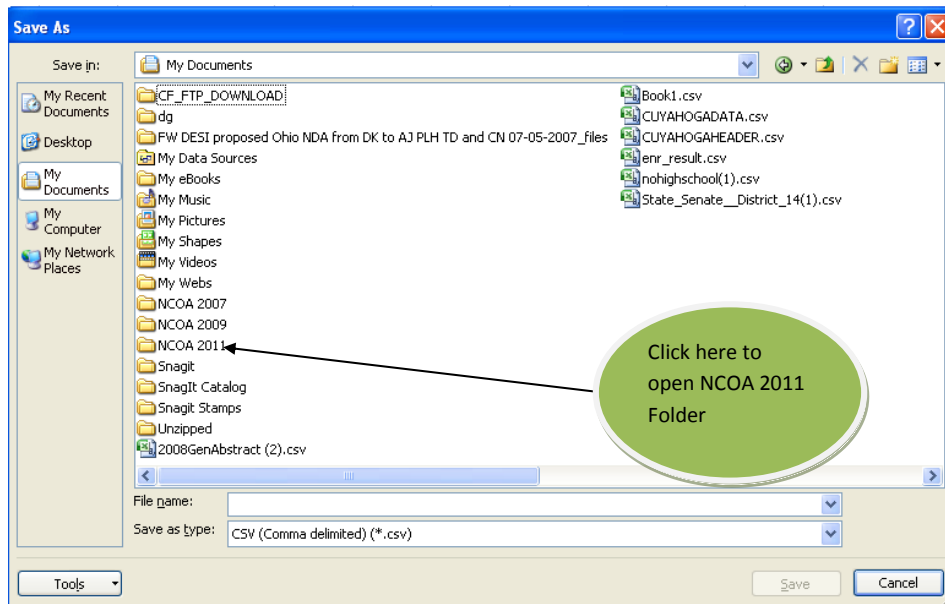
5. Click on the field where the name is, enter "NCOA 2011" and press the "Enter" key to exit the field.
6. Insert the CD containing the CSV file in the CD ROM drive of the PC.
7. Using the mouse, double-click on the "My Computer" icon on the desktop screen.
8. On the screen that appears, locate the icon for the CD ROM drive and double-click on the icon. The screen should then show the file with these instructions, the Directive concerning the NCOA process and a file with your county's name, followed by "NCOA\_2011.CSV". For example, Morgan County's file would show as "Morgan\_NCOA\_2011.CSV".
9. Double-click on the .CSV file and you will get a screen similar to the one below.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	16291000	10119	1	Gladys Me	510 Boyd Ave		West Unic	OH	45693		510			Boyd Ave			51
2	16298217	10219	1	Olive Rutt	418 E North St		West Unic	OH	45693	1073	418 E			North St			41
3	16298616	25140	1	Robert W	1089 Old State Rd		Manchest	OH	45144	8318	1089			Old State Rd			10
4	16298718	5605	1	Wilma Jus	46 Olive St		Peebles	OH	45660	1194	46			Olive St			46
5	16299022	23045	1	Joshua A	1550 Paul Copas Rd		Winchestr	OH	45697	9441	550			Paul Cope Rd			55
6	16302161	12688	1	Rodney P	12704 State Route 13		West Unic	OH	45693	9308	12704			State Route 136			12
7	16302630	8619	1	Judith K	O 18178 State Route 24		Seaman	OH	45679	9714	18178			State Route 247			18
8	16303042	651	1	Judy Lee	J 5471 State Route 348		Blue Cree	OH	45616	9723	5471			State Route 348			54
9	16303434	14511	1	Shelly R	Si 29000 State Route 41		Peebles	OH	45660	9565	29000			State Route 41			29

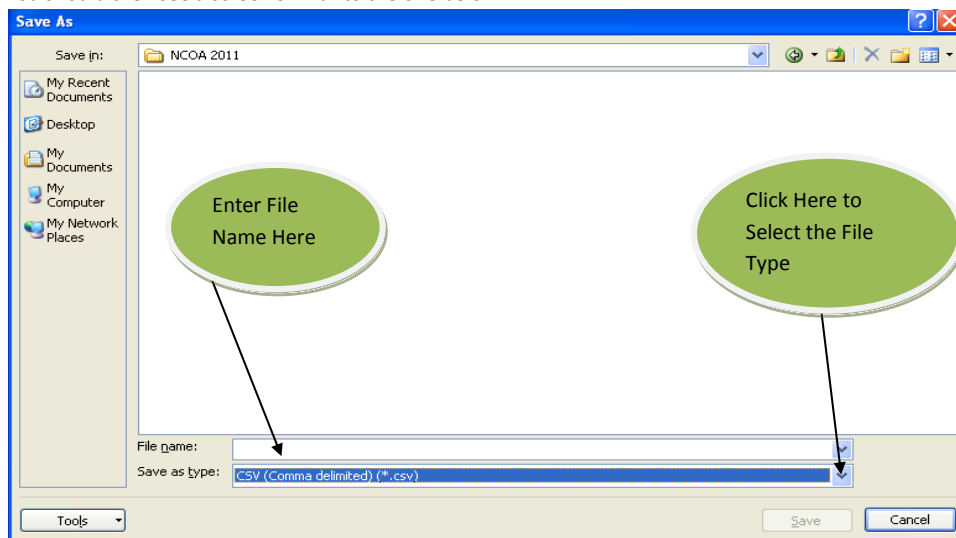
10. To save your file as an Excel spreadsheet in NCOA 2011 folder you created, click the word "File" in the upper left hand side of the screen and select "Save As..." from the options that appear. You will receive a screen that looks similar to the one below.



11. Click the down arrow to view locations to save the file. Select the “My Documents” from the list, and then click on the NCOA 2011 Folder from “My Documents” area.

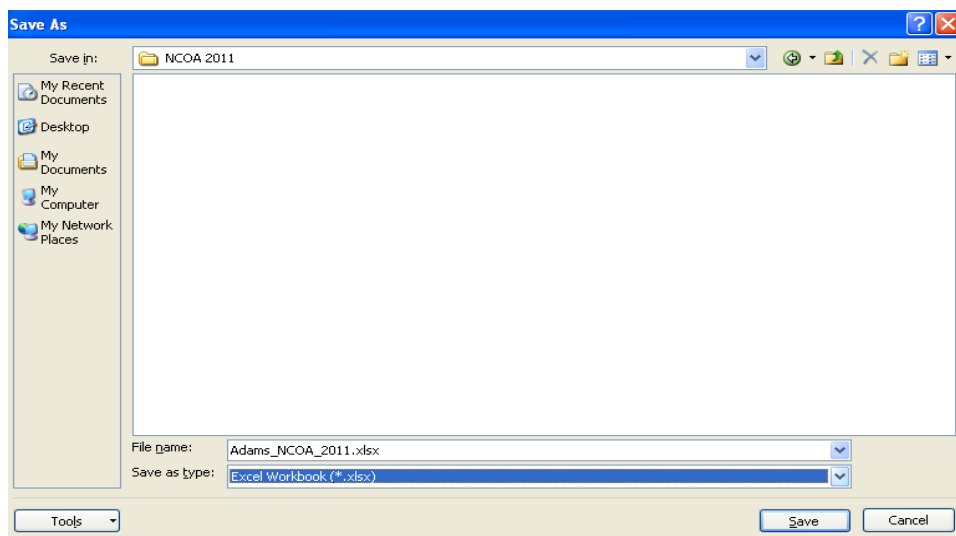


You should then see a screen similar to the one below.



12. Enter the file name in the field called “File name:”, without the extension “.CSV” on the end. The file can be stored as a .CSV file, and opened with Notepad or any text editor or spreadsheet program. If you wish, you can store it as an Excel Spreadsheet. Click the arrow in the field for “Save as type” and select to save it as an Excel file, as illustrated below.

**Formatted:** No underline, Font color: Auto



The system will automatically add the “.XLSX” if you are using Windows Office 2007 to the end of the file for you. You can select the format that works best for you.

Once you have saved a copy of the file on your desktop, you are now ready to process the information in the file. Consult with your Voter Registration Technical Support Representative if you need assistance in updating your Voter Registration Files.

## NCOA Data File Format Details

Data field names and their corresponding “description” are listed on the “Data File Format Details” sheet. Field names starting with “SOS” are fields in the file that were **sent from the SOS office to the NCOA vendor** such as elector’s name and current voter registration address. Field names starting with “NCOA” are fields that were **returned to the SOS office from the vendor**, such as the new address filed with the USPS and the move date to the new address (according to USPS records).

For example, SOS ID NUMBER is the Voter ID number in the file pulled from the Secretary of State’s central Voter Registration database. NCOA ADDRESS LINE 1 is the first line of the address returned to the Secretary of State by the NCOA vendor as the elector’s new address filed with the USPS.

The “Move Footnote Codes” provided in the last two columns of the file provide explanations regarding the discrepancies detected between the elector’s address provided by the SOS and the address on file with the USPS for (what appears to be) the same elector. The codes are provided for informational purposes only.



Please review each of the data field names and their corresponding description to ensure you are familiar with each of them.

The details of the full file format are listed below.

### NCOA Data File Format Details

Data Field Name	Type	Description
SOS ID Number	Text	State ID Number
County ID	Text	County ID Number
County Number	Text	Two digit county code
SOS Voter Name	Text	Voter's name from SOS record
SOS Address Line 1	Text	1st Address line from SOS record
SOS Address Line 2	Text	2nd Address line from SOS record
SOS City	Text	City from SOS record
SOS State	Text	State from SOS record
SOS Zip Code	Text	Five digit Zip code from SOS record
NCOA Address Line 1	Text	1st address line from USPS record
NCOA Address Line 2	Text	2nd address line from USPS record
NCOA City	Text	City from USPS record
NCOA State	Text	State from USPS record
NCOA Zip Code	Text	Nine digit Zip Code from USPS record
Move Effective Date	Text	Date of Move provided by USPS record, in MM/YYYY format.
Move Type	Text	Type of Move provided by USPS record: I - Individual F - Family B - Business
Move Footnote Code	Text	Code that describes the NCOA data comparison process results.  <u>Name Match Found* - elector's new address on file with USPS</u>  A - USPS records indicate elector has moved (based on change of address form received by USPS) 91 – USPS records indicate elector has moved but secondary address provided in SOS address data is not included (missing) in USPS secondary address data  <i>(Continued next page)</i>

<p>*Match Found: The SOS record of the elector's name and address matched the information provided by the elector to the USPS as having moved from the current SOS provided address.</p>	<p>92 – USPS records indicate elector has moved but secondary address provided in USPS address data is not included (missing) in SOS secondary address data</p> <p><u>Name Match Found*- elector's new address not on file with USPS</u></p> <p>1 – USPS records indicate elector moved out of country  2 – USPS records indicate elector moved and left no address  3 – USPS records indicate elector's PO Box closed; no forwarding address available  5 – NCOA vendor indicates new 11 digit DPBC (Delivery Point Bar Code) provided in USPS records is ambiguous  14 – USPS records indicate new address provided to USPS by elector (on change of address form received by USPS) would not convert to deliverable address  19 – USPS records indicate new address provided to USPS by elector (on change of address form received by USPS) is not Zip + 4 coded</p>
--	--

For assistance in opening the files, please contact:  
Secretary of State's Help Desk  
Phone: 614-466-8467  
Email: [HELPDesk@sos.state.oh.us](mailto:HELPDesk@sos.state.oh.us)  
Hours: 7:00 AM to 5:00 PM Eastern, Monday through Friday

**[CLICK HERE AND ENTER YOUR COUNTY NAME] County Board of Elections**  
**PROGRAM COMPLETION RECEIPT FORM**  
**2011 NVRA VOTER RECORDS MAINTENANCE PROGRAM**  
**NCOA & SUPPLEMENTAL CANCELLATION PROCESSES**

*Both* the 2011 NCOA and supplemental cancellation processes must **be completed by June 30 2011**. As soon as your board has processed both programs, please complete this receipt and return it no later than **July 15, 2011**. Please return your completed form to Denise Sherrod by one of the following methods:

Fax: (614) 485-7634; or

E-mail: [dsherrod@sos.state.oh.us](mailto:dsherrod@sos.state.oh.us).

**NCOA Program**

Number of confirmation notices mailed under 2011 NCOA program:

[\[Click Here and Enter Number of confirmation notices mailed\]](#)

First date NCOA notices mailed:

[\[Click here and enter the date the first notices were mailed\]](#) , 2011

Last date NCOA notices mailed: [\[Click here and enter the date the last notices were mailed\]](#) , 2011.

**Supplemental Cancellation Program**

Number of confirmation notices mailed under 2011 supplemental program:

[\[Click Here and Enter number of confirmation notices\]](#)

First date supplemental notices mailed:

[\[Click here and Enter date the first supplemental notices were mailed\]](#) , 2011.

Last date supplemental notices mailed:

[\[Click Here and Enter date the last supplemental notices were mailed\]](#) , 2011.

[\[Enter Name and Title of person completing receipt\]](#)      [\(\[Area Code\]\)\[Phone Number\]](#)

[\[Date\]](#)