



## **Project Vote**

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# **MODEL RULE OR BILL FOR PROCEDURES TO CORRECT DEFICIENT VOTER REGISTRATION APPLICATIONS**

## **Section 1. Definitions**

- 1.1 DEFICIENT APPLICATION. “Deficient application” shall mean a voter registration application that is missing information required by [STATUTE] to determine an applicant’s eligibility for voter registration.
- 1.2 NOTICE OF DEFICIENCY. “Notice of deficiency” shall mean a letter sent by first class, non-forwardable mail with a postage prepaid, pre-addressed, return envelop to collect information from a person whose voter registration application is deficient.
- 1.3 PENDING FILE. “Pending file” shall mean a computerized, segregated, electronic file maintained by a county or municipality that contains records of deficient applications.

## **Section 2. Procedures**

- 2.1 If election officials determine a voter registration application is deficient as defined by Section 1.1 of this statute, officials shall create a record of the application in the jurisdiction’s pending file. Election officials shall then send the applicant a notice of deficiency. Election officials may make additional efforts to contact the applicant, including by telephone, to elicit the information necessary to process the application. Election officials shall require applicants to provide only the minimum information necessary to process the application.
- 2.2 If an applicant responds to a notice of deficiency within 45 days from the date the notice was sent and provides election officials, verbally or in writing, the information necessary to process the voter registration application, election officials shall accept the information and process the registration. If the applicant is determined to be eligible to register to vote, election officials shall register the applicant as of the date election officials first received the application.

## **Section 3. Pending File**

- 3.1 The county or municipality shall develop and maintain a computerized, electronic pending file of deficient voter registration applications. Each record in the pending file shall include, at a minimum, the information provided by the applicant on the voter registration form, an error code indicating the reason why the application was deficient, the date the application was received by election officials, copies of correspondence to the applicant, and notations with respect to any action taken on the application. Records in the pending file shall be kept segregated from other records and shall be considered public records pursuant to [STATUTE].
- 3.2 The [state chief elections official] shall issue a list of error codes for use by county elections officials.

## **Section 4. Provisional Voting Registration**

- 4.1 If election officials determine that a person who cast a provisional ballot is not on the list of registers voters but matches a record in the pending file, election officials shall use information, if provided, from the provisional ballot envelop to complete the person’s deficient voter registration application. Election officials shall then process the application. If the applicant is determined to be eligible to register to vote, officials shall register the applicant as of the date election officials first received the application. Election officials shall count all the votes cast on the provisional ballot for which the voter is eligible.