



# Election Division Dispatch

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## NEWS & UPDATES

### Update to ABS-Mail Form

Because the deadline to submit an application to absentee vote-by-mail was moved from 8-days before election day to 12, instructions on the ABS-Mail form needed an update to reflect the 11:59PM, October 24, 2019, deadline. The new form has a revision number (found in the upper left corner) of R26/5-19. Previous versions of the form approved for use in 2019 (R23, R24, R25) can be accepted as a valid form, though the deadline in the instructions will not be updated to reflect the change in law. The new ABS-Mail form is attached to this communication, and can be used immediately.

### Statewide VLM Project Training

Quest held two very well-attended webinars on May 29 and May 30. For those counties that were not able to attend, the step-by-step and recorded session are available on the SVRS county portal. All county users are strongly encouraged to review the materials before the VLM Hoppers are loaded on or around June 4, 2019. Now that the image viewer is integrated into SVRS, the workflows are improved but different than what you might have experienced in 2016.

### NEW County Authorization Form Process

A new county authorization module was recently added to SVRS to replace the paper submission process. A step-by-step was added to the county portal to walk through this functionality. This new form submission will allow for requests to be more easily tracked between the county and state, and allow for communication should more information be needed. The paper authorization form will be phased out in the near future, so take a few moments to review the step-by-step.

## JUNE WEB TRAINING

**June 4 & 6 | General Election Petition Set-Up**

**June 11 & 13 | Reports Library Overview**

*Dates are subject to change; check the 2019 INSVRS Training Schedule on the county portal to confirm.*

## CALENDAR

- June 4, 2019:** Card 2 beings to drop on a rolling basis until June 25, as cards are returned undeliverable
- June 4 2019:** VLM Project Data may begin to appear in SVRS VLM Hoppers
- June 30, 2019 (NOON):** Deadline for party to fill a D & R ballot vacancy where no candidate ran in a primary election
- June 30, 2019 (NOON):** Deadline for Libertarian Party to hold city convention to nominate candidates or to fill a ballot vacancy following a convention.
- July 1, 2019 (NOON):** Deadline to file petition of nomination (CAN-44) for independent/minor party candidate for county review
- July 3, 2019 (NOON):** Deadline to file CAN-51 to be declared write-in candidate
- July 3, 2019 (NOON):** Deadline for party to file paperwork with county clerk for D & R parties to fill ballot vacancies & for Libertarian Party to file CAN-22 & CAN-12 for candidates nominated at convention or filling a L ballot vacancy
- July 15, 2019 (NOON):** Deadline for minor party/independent candidates nominated by petition to file CAN-45 consent & CAN-12
- July 15, 2019 (NOON):** Deadline for a candidate nominated in the primary election or at a city convention to file CAN-46 with county clerk to withdraw for any reason
- August 1, 2019 (NOON):** Deadline for candidates running for "small" town office (pop. less than 3,500) to file CAN-16 & CAN-12 with county clerk
- August 1, 2019 (NOON):** Deadline for candidates running for "small" town office (pop. less than 3,500) to file CAN-46 with county clerk to withdraw from Nov. ballot
- August 7, 2019:** Deadline for county VR to finish VLM work to change voter status to "inactive"
- August 8, 2019:** "Freeze" period begins so no voter status may be changed to inactive until after 11/5/19
- August 30, 2019:** Returned "scanned" VLM cards will be received by counties (approximate date)

# IN FOCUS: VLM Project SVRS Hoppers

Now that the first postcard has been mailed to all active Hoosier voters, a few hundred thousand of those “card 1” postcards are being returned as undeliverable. This return requires IED to mail a Card 2, which includes a detachable, postage-paid voter response card (VRC).

The VRC allows the voter to confirm their registration is correct (oval 1), authorize cancellation due to a move out of county (oval 2), and update their registration within the county (oval 3). When the VRC is received by IED on or before the July 27, 2019 deadline, it is reviewed and placed in the proper data “silo” so that the information can be made available to counties in one of the following four hoppers:

- 1) **CANCEL HOPPER:** if a voter has marked oval 2 to authorize cancellation of their registration record and signed the VRC, the person’s name will appear in the cancel hopper. Records in the cancel hopper may be reviewed individually or processed in a batch.
- 2) **INACTIVE HOPPER:** If a voter does not respond to the second mailing by July 27, 2019, OR Card 2 is returned as undeliverable, OR the

voter fails to sign the VRC to make their changes effective, the record will appear in the inactive hopper. This hopper will have records early in the process, but expect the bulk to come on or after July 28, 2019, as the “no response” individuals will be loaded in bulk. Records in the inactive hopper can be reviewed individual or processed in batch.

- 3) **UPDATE HOPPER:** If a voter marked oval 3 to update their registration address within the county, answered the age & citizenship question, and signed the VRC, then the record is placed in the update hopper. Records in the update hopper must be reviewed individually by a county user. Special attention should be made to review the card for a name change, which is a new addition to the VRC card for the 2019 mailing.
- 4) **EXCEPTION HOPPER:** Sometimes a VRC will be returned with conflicting information, like a ovals 2 & marked or oval 3 is marked for an update, signed, but the voter failed to answer the age & citizenship questions. Records like these go to the NEW exception hopper and require a county admin to review the record to determine

the best path forward based on state and federal law. (County Admins are the only persons that will have access to this hopper & will appear on their dashboard!)

The Step-By-Step document includes the business rules adopted by the state to direct how a response on a VRC should be categorized in the data “silos” and may be helpful to a county user to better understand why a record ended up in a hopper.

So what happens to a voter who marks oval 1 (address confirmation) and signs the VRC? No action is taken on their record and will not be directed to any hopper for county review. However, you can view the VRC in the Image Viewer and an image of the VRC will be attached to the voter’s documents in SVRS.

In fact, you can search the image viewer for scanned images of the VRC or cards returned as undeliverable and those images will be attached to the individual’s voter record in SVRS. However, there will be a message stating that no image is available when a person does not respond to the second mailing.

## QUESTIONS OF THE MONTH

**Q. When a caucus is called to fill a ballot vacancy, does a CAN-12 need to be filed with the CAN-48, declaration of candidacy to fill a ballot vacancy?**

A. No. The CAN-12 is not filed with the CAN-48 when a candidate comes to file the CAN-48 with the clerk’s office 72-hours before the caucus. Instead, the CAN-12 is filed with the CAN-49 (certificate of candidate selection to fill ballot vacancy).

**Q. A candidate nominated in the primary filed a CAN-46 withdrawal form. How long does a party chair have to fill the ballot vacancy?**

A. The chair has 30-days to fill a ballot vacancy from the date the CAN-46 form is filed and following the procedures in IC 3-13-1, generally. The CAN-49 & CAN-12 must be filed by noon, three days after the appointment is made.

## VR CORNER

A new variation of the VRG-6 will be available to law enforcement agencies beginning July 1, 2019. State law changes will require a law enforcement agency to ask if a person would like to register to vote when applying for a handgun permit.

The form number for this new VRG-6 is 56699, and is being added to SVRS as a NVRA tracking number. The process is substantially similar to the VRG-6. You will from time-to-time receive declinations and completed VRG-6 applications from law enforcement agencies.

NOTE: The VRG-6 is NOT a publicly available form as it is tailored specifically to the state agencies required to use it. It is not a form county VR office should make available; instead, use the VRG-7, VRG-11, or federal VR form for walk-in traffic.