USER MANUAL

Voter Registration System

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REVISION SHEET

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2 KY VOTER REGISTRATION SYSTEM OVERVIEW

2.1 HOW IT LOOKS AND WORKS

2.1.1 VRS IS A WINDOWS BASED SYSTEM

The KY Voter Registration System, or "VRS", is a windows application that has been loaded onto an approved state computer by the Commonwealth Office of Technology, or "COT". Once VRS is loaded onto a computer, there will be a new icon on the desktop that will be used to start the program when needed.

It is not a web-based application, so it is not running in a browser, such as Internet Explorer, however, some of the System's features are very browser-like.

When started, you will notice that the System looks like a window within a window. The VRS has been designed to have multiple windows running within the main window of the application at the same time. This is a feature of the System that will allow Users to set up their work area to suit their own needs and computer equipment.

This is how VRS looks when it is running on your computer.

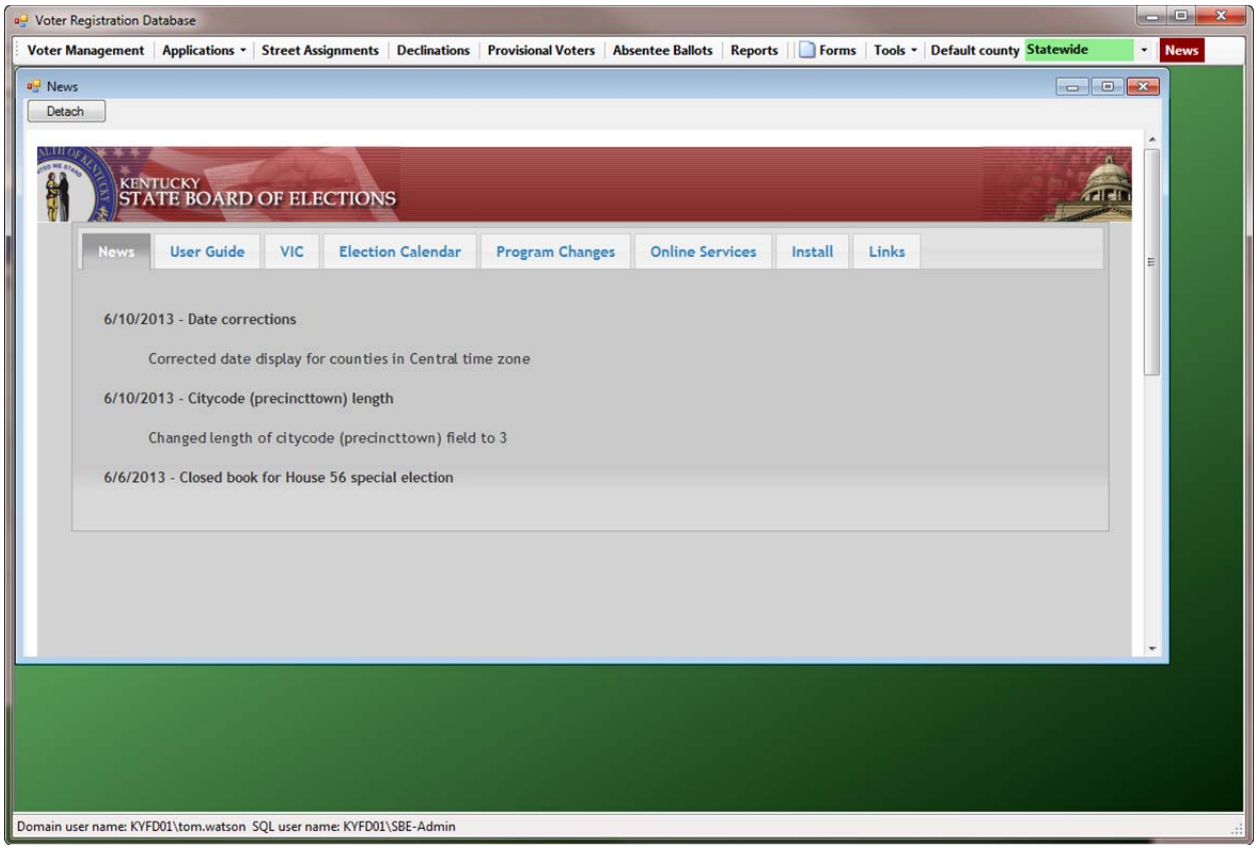


Figure 2.1

2.1.2 HOW THE WINDOWS WORK WITHIN VRS

Just like an application running in a web browser, you will find that you can control the windows in this System just like you are used to doing. They can be resized, moved around, and even stacked up on top of each other. The only difference is that they will stay within the main application window which is the one that says "Voter Registration Database" in the upper left corner. This window will always have a menu running across the top of it.

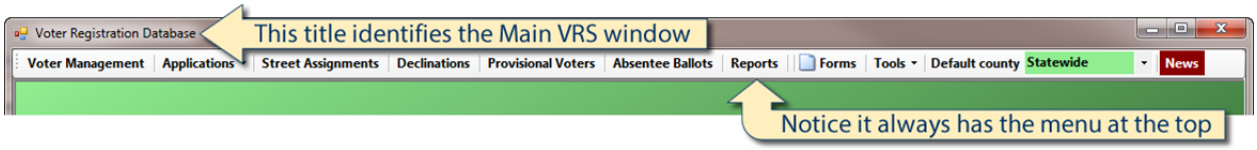


Figure 2.2

In the next illustration you can see that we've moved the "News" window from the top left starting position to the middle of the screen. You move a window by clicking and holding the left mouse button in the title bar at the top of the window.

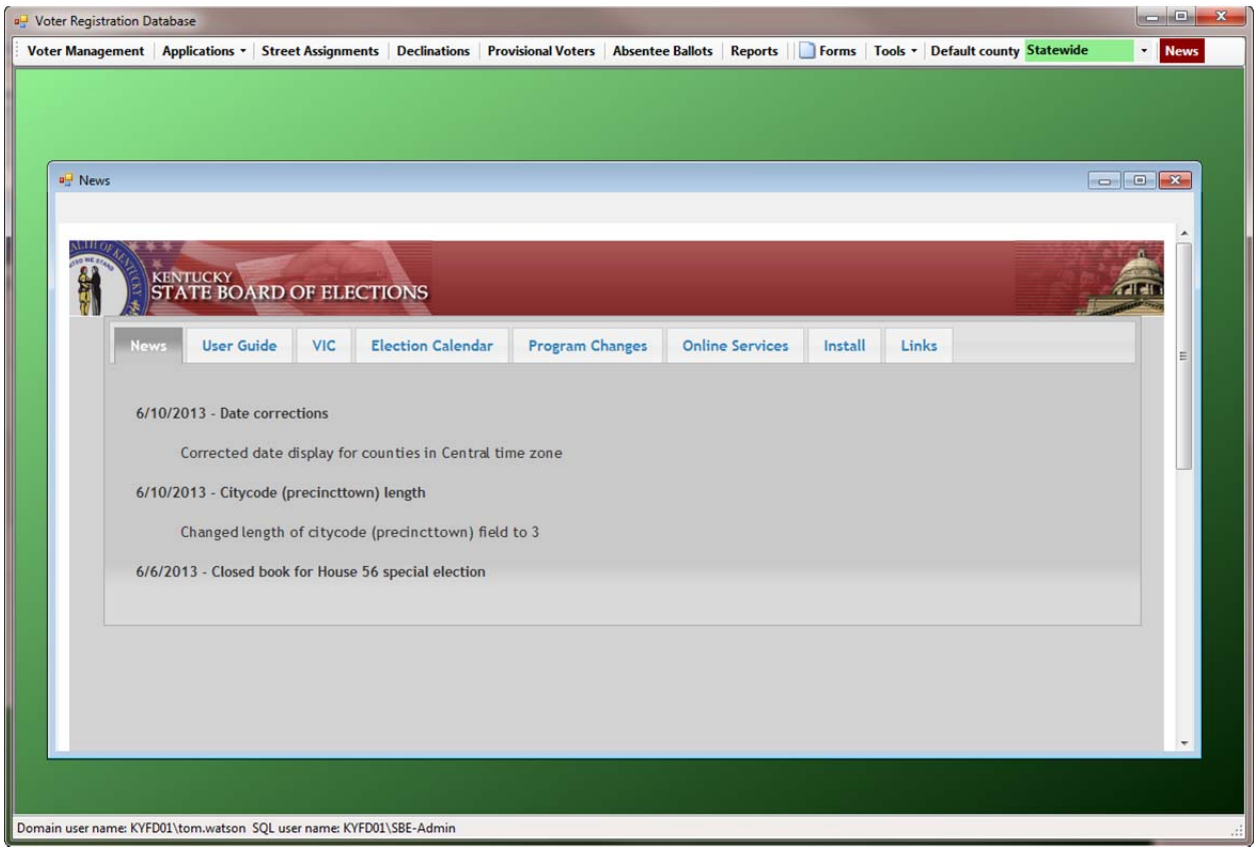


Figure 2.3

2.1.3 STACKING WINDOWS WITHIN VRS

Since you can have multiple windows open within VRS, you will often find that you have windows stacked on top of other windows. In the screenshot below you can see that the "Voter Management" window is open on top of the "News" window.

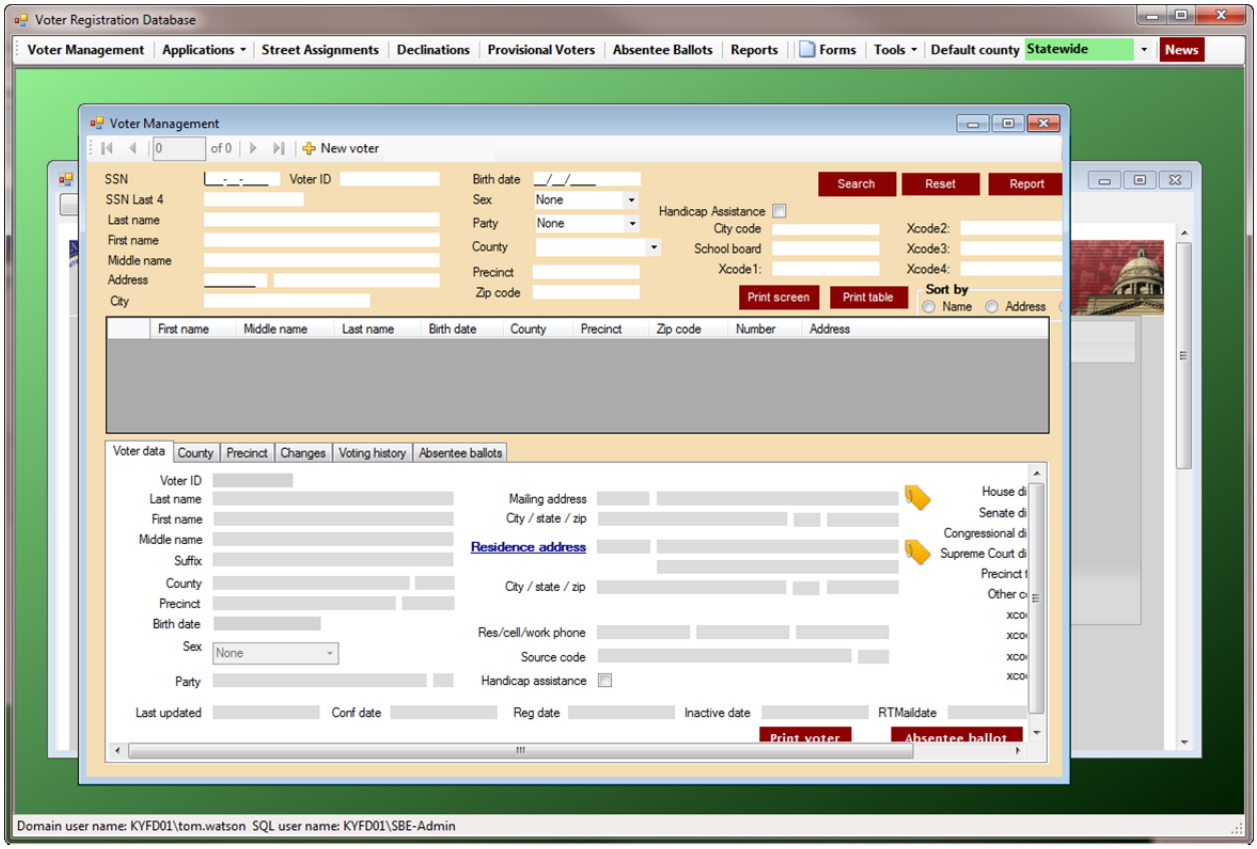


Figure 2.4

2.1.4 CHANGING WINDOW STACKING ORDER

By clicking anywhere on the window beneath another window you can bring that window to the front of the stack. Here we've clicked on "News" and it is now on top of "Voter Management".

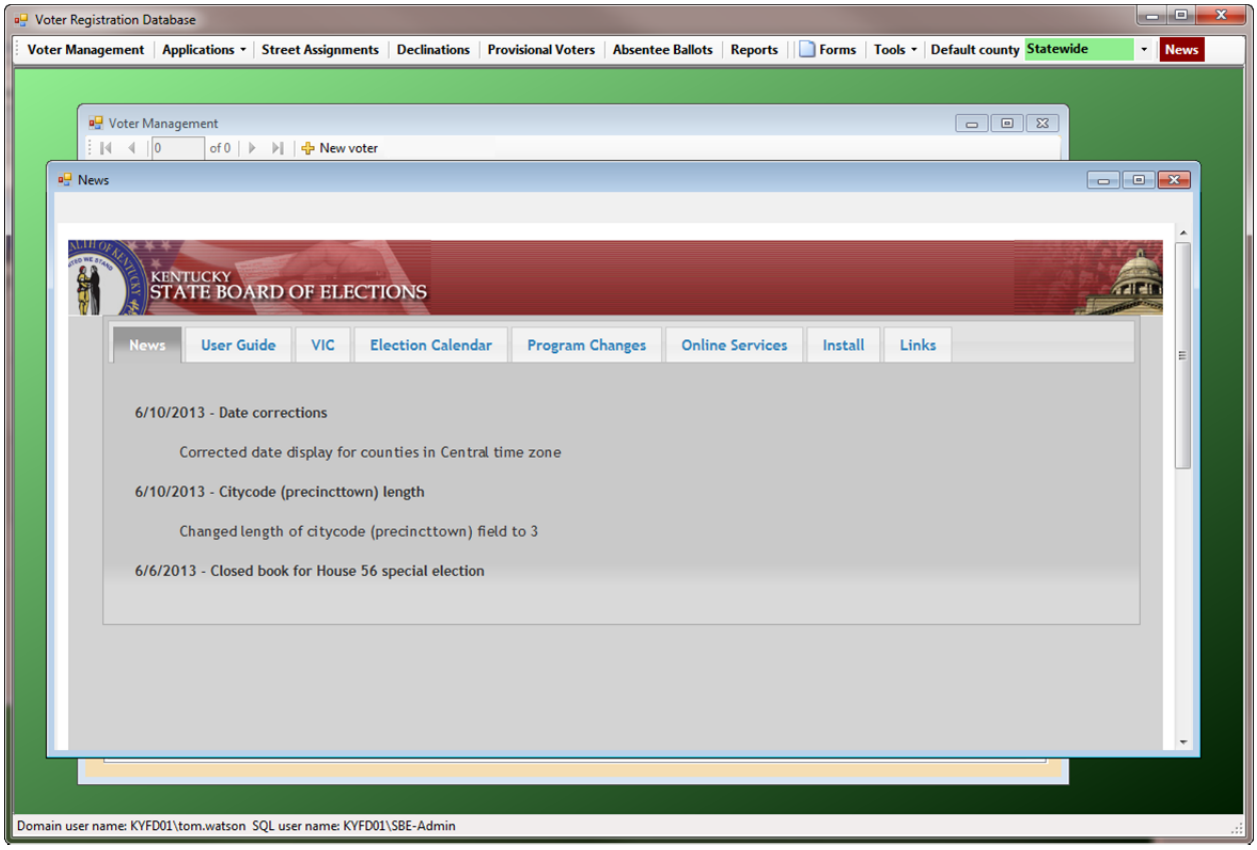


Figure 2.5

2.1.5 CLOSING A WINDOW

You can close any of the windows that you have opened at any time. Simply click on the red X in the upper right corner of the window you want to close. If you close the wrong one, you can always open it right back up.

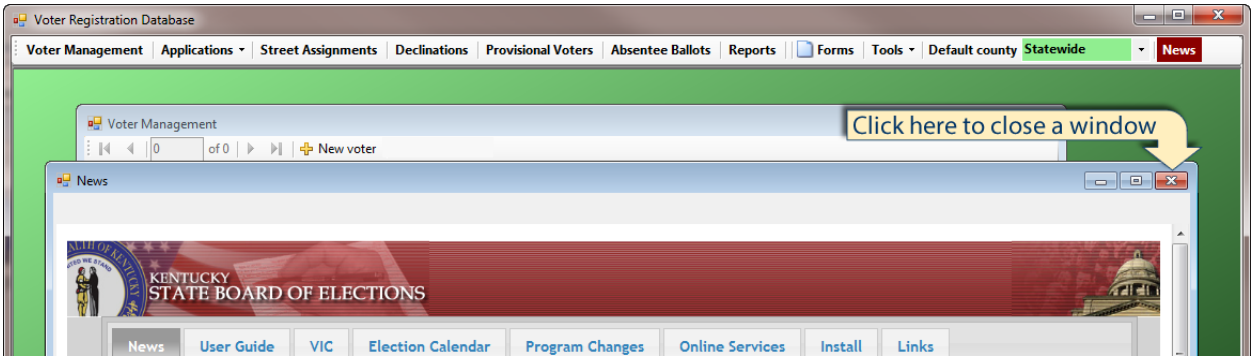


Figure 2.6

2.1.6 RESIZING VRS ON YOUR DESKTOP

Since VRS runs on your desktop, the whole System can be resized to fit your needs. Here we can see the whole VRS application sized to fit in the middle of a desktop screen.

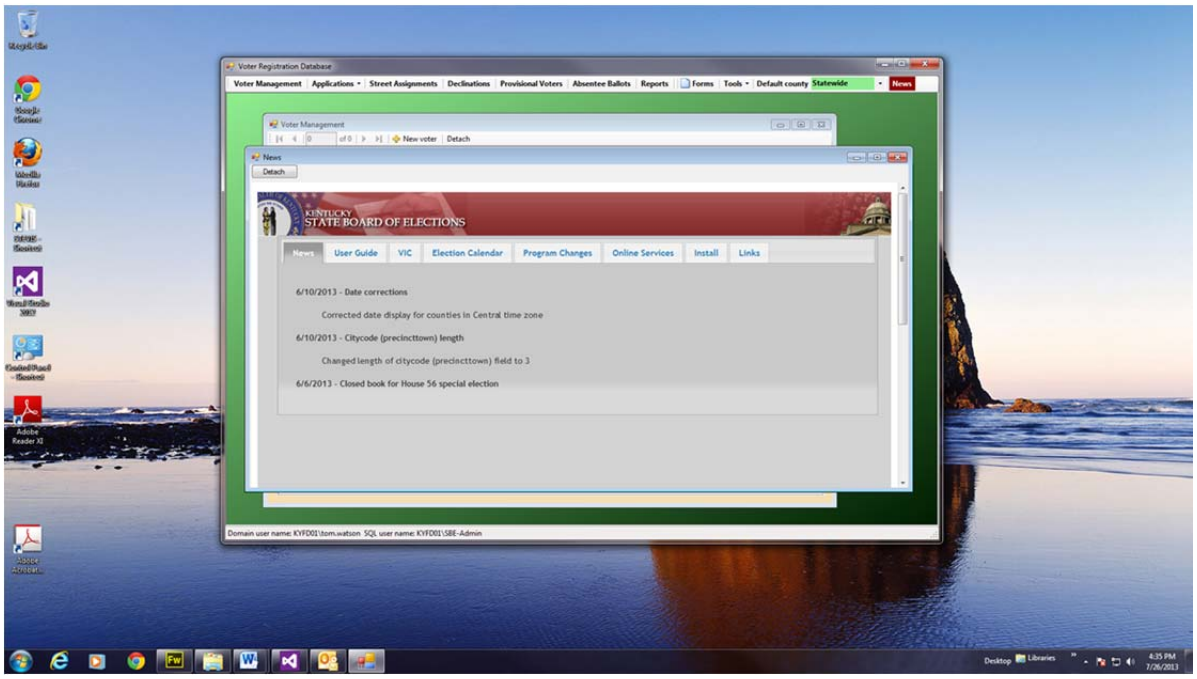


Figure 2.7

2.1.7 VRS INTERNAL WINDOWS

It is important to note that if VRS is closed, all windows inside will also close. So, if we move one of the windows to the side, it does not go beyond the boundary of the VRS window it is inside.

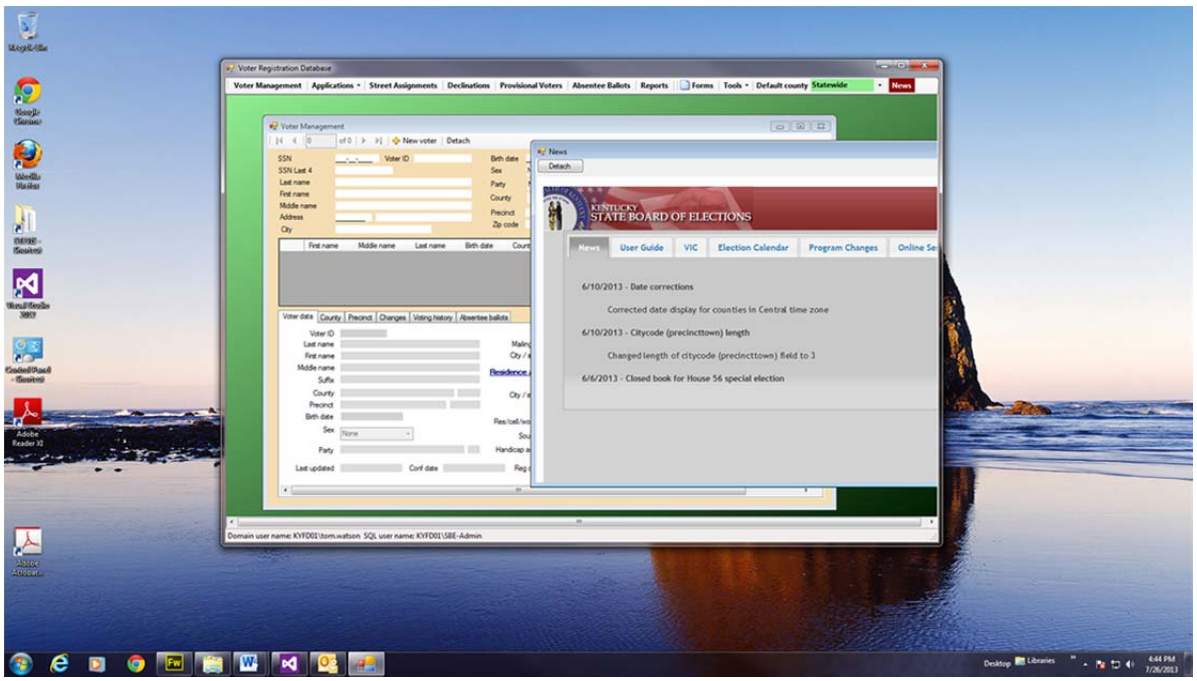


Figure 2.8

2.1.8 CLOSING THE VRS SYSTEM

Below you can see that there are now three windows open within the System. By closing the main application window you will be closing all of them. In other words, you can close individual windows any time you want, but it isn't necessary in order to exit the System. When you are finished working with VRS, just close it.

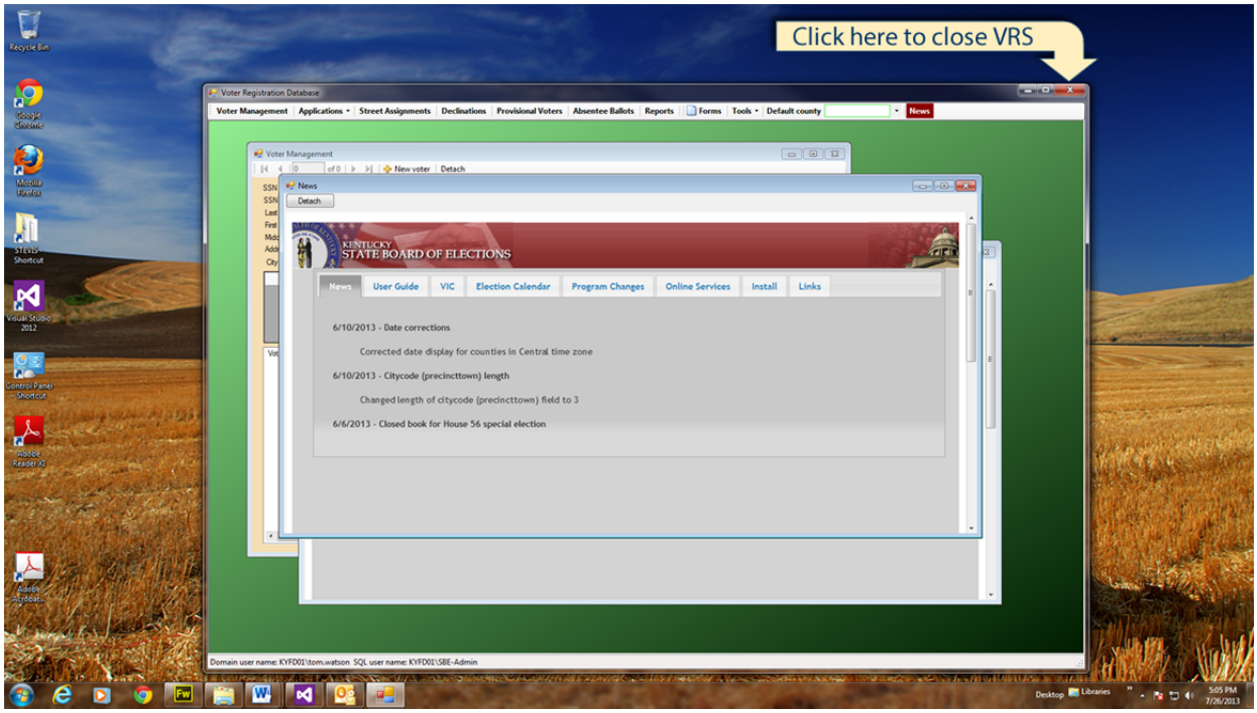


Figure 2.9

2.1.9 IMPORTANT NOTE ON CLOSING VRS

Always keep in mind that there is no "Logout" for the System. If you are signed into a computer workstation and leave it unattended, someone else could use the VRS with your credentials. Make sure you close the application and lock your machine if you are away from it.

3 SYSTEM SECURITY

3.1 VOTER REGISTRATION

Voter registration should be conducted with the strictest application of the laws contained in KRS Chapter 116. These laws include voter registration, registration agencies, processing registration applications, and standards of timely forwarding and receipt of applications.

3.2 SOCIAL SECURITY NUMBERS AND SOURCE CODES

Voters trust the county clerks' offices with their personal information and securing that information is extremely important. Social security numbers, including bar codes on precinct signature rosters, and source codes that identify voter registration agencies are not public record and should be redacted before public dissemination.

3.3 ACCESS TO VOTER REGISTRATION SYSTEM

3.3.1 USER REQUIREMENTS

All users of the 2013 KY Voter Registration System must have the following:

1. **COMPUTERS** —
    a. within the statewide networks or physically located in a county clerk office; and
    b. running .NET 4.0; and
    c. providing the State Board of Elections with data from each computer by running the application at this link http://app.sos.ky.gov/news/downloads/compinfo.exe.
2. **USER IDENTIFICATION** — issued by the Commonwealth Office of Technology (COT). These IDs are usually in the following format: KYFD01\firstname.lastname *[example►KYFD01\Steve.Spisak]*

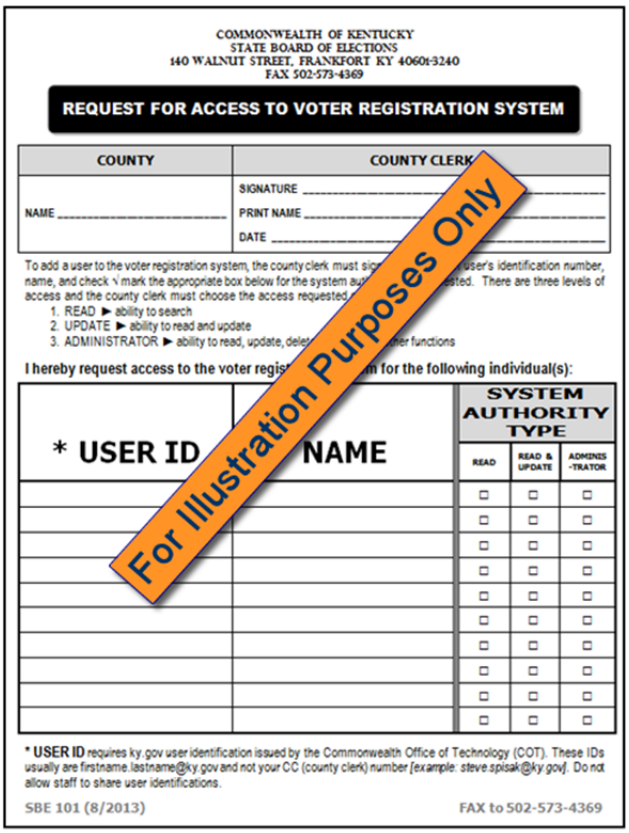
    (NOTE: This ID is NOT your CC number. Do NOT allow staff to share user identifications.)
3. **AUTHORITY** — assigned by the State Board of Elections after submission of completed form SBE 101 *Request for Access to Voter Registration System (8/2013)* signed and dated by county clerk.
    PASSWORD — established by the user or county administrator.

3.3.2 SYSTEM AUTHORITY TYPES

There are three system authority types:

- READ – ability to search only; and
- UPATE – ability to read and update; and
- ADMINISTRATOR – ability to read, update, delete, and multiple extra functions.

3.3.3 OBTAINING AND MAINTAINING SYSTEM ACCESS (FORMS)



COMMONWEALTH OF KENTUCKY
STATE BOARD OF ELECTIONS
140 WALNUT STREET, FRANKFORT KY 40601-3240
FAX 502-573-4369

REQUEST FOR ACCESS TO VOTER REGISTRATION SYSTEM

COUNTY	COUNTY CLERK
NAME _____	SIGNATURE _____ PRINT NAME _____ DATE _____

To add a user to the voter registration system, the county clerk must sig user's identification number, name, and check √ mark the appropriate box below for the system au sted. There are three levels of access and the county clerk must choose the access requested.

1. READ ► ability to search
2. UPDATE ► ability to read and update
3. ADMINISTRATOR ► ability to read, update, delet er functions

I hereby request access to the voter regis m for the following individual(s):

* USER ID	NAME	SYSTEM AUTHORITY TYPE		
		READ	READ & UPDATE	ADMINIS -TRATOR
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐

* **USER ID** requires ky.gov user identification issued by the Commonwealth Office of Technology (COT). These IDs usually are firstname.lastname@ky.gov and not your CC (county clerk) number [example: steve.spisak@ky.gov]. Do not allow staff to share user identifications.

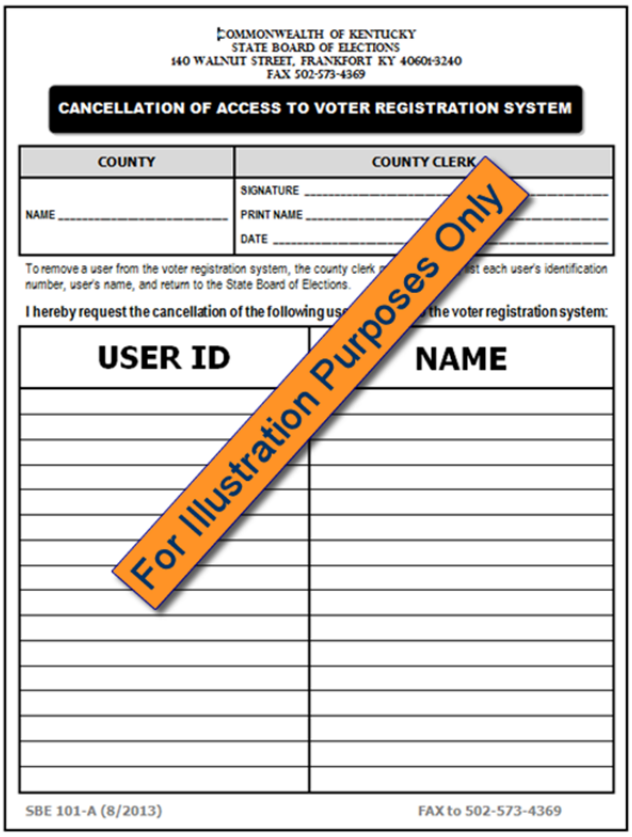
SBE 101 (8/2013) FAX to 502-573-4369

For Illustration Purposes Only

To **obtain user access** and set authority level, the county clerk must complete, sign, and date form SBE 101 *Request for Access to Voter Registration System (8/2013)* and send to the State Board of Elections.

Figure 3.1

To **remove user access** from the voter registration system, the county clerk must complete, sign, and date form SBE 101-A *Cancellation of Access from Voter Registration System (8/2013)* and send to the State Board of Elections.



COMMONWEALTH OF KENTUCKY
STATE BOARD OF ELECTIONS
140 WALNUT STREET, FRANKFORT KY 40601-3240
FAX 502-573-4369

CANCELLATION OF ACCESS TO VOTER REGISTRATION SYSTEM

COUNTY	COUNTY CLERK
NAME _____	SIGNATURE _____ PRINT NAME _____ DATE _____

To remove a user from the voter registration system, the county clerk st each user's identification number, user's name, and return to the State Board of Elections.

I hereby request the cancellation of the following us the voter registration system:

USER ID	NAME

SBE 101-A (8/2013) FAX to 502-573-4369

For Illustration Purposes Only

Figure 3.2

3.3.4 USER ACCESS FORMS AVAILABLE WITHIN VRS

Both Form SBE 101 and SBE 101-A can be found within the System. Simply click on the “Forms” tab at the top of the System.

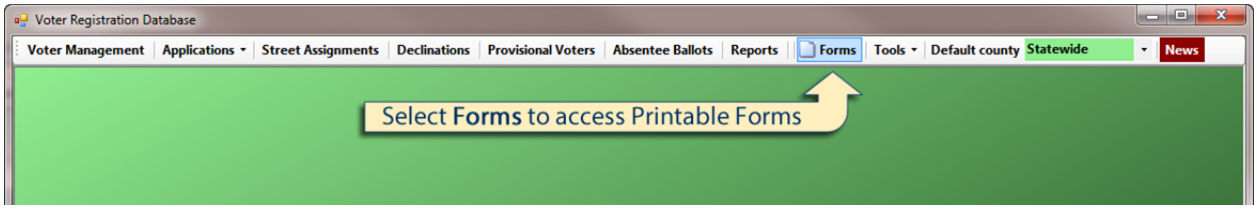


Figure 3.3

3.3.5 FORMS TAB WINDOW

A new window will open providing access to a variety of printable forms. The Form you have selected will open in a separate window as a PDF file that you can then edit and print as needed.

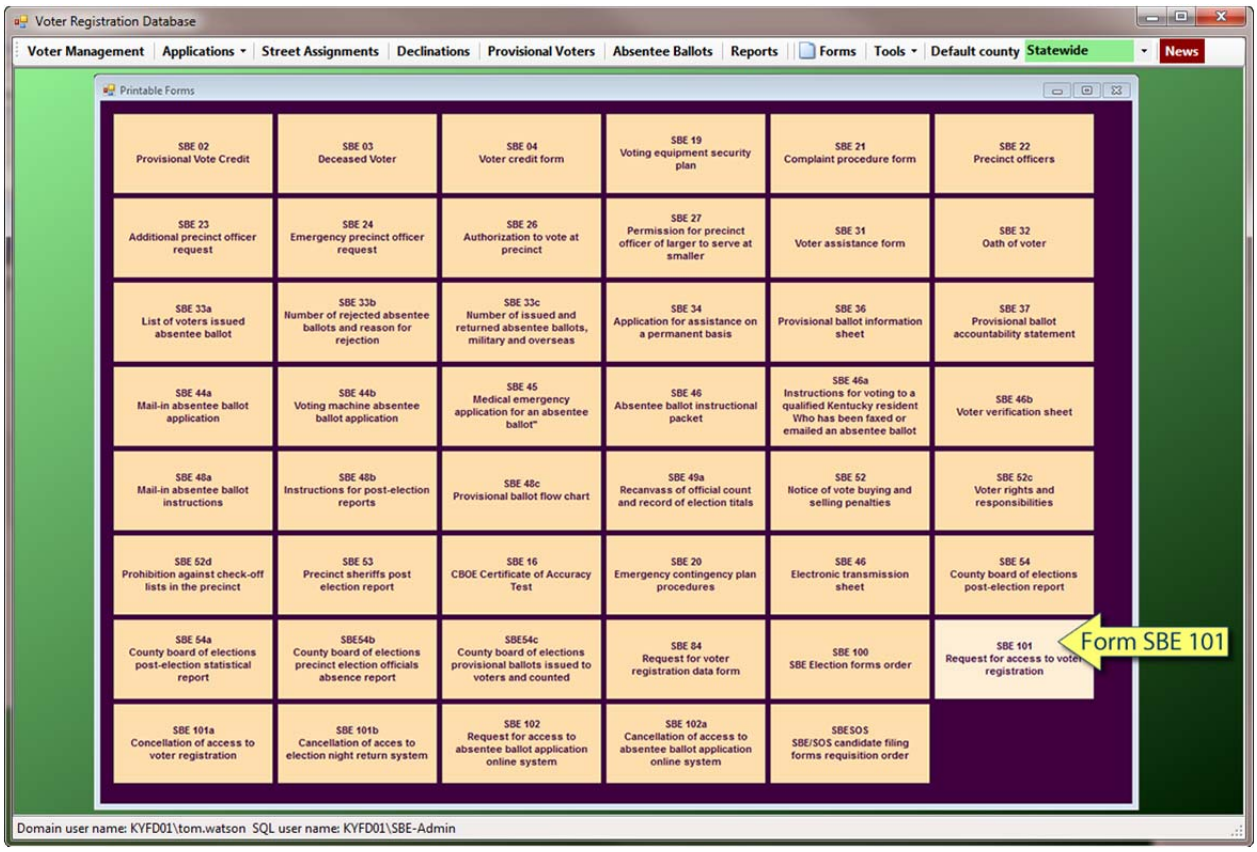


Figure 3.4

3.3.6 TRACKING USER ACCOUNTS

The State Board of Elections monitors the identities of 2013 KY Voter Registration System users. Counties also will have the ability the track their users by going to the "Tools" menu at the top of the application and clicking it once to reveal the submenu. Then select "View Logins" as shown below.

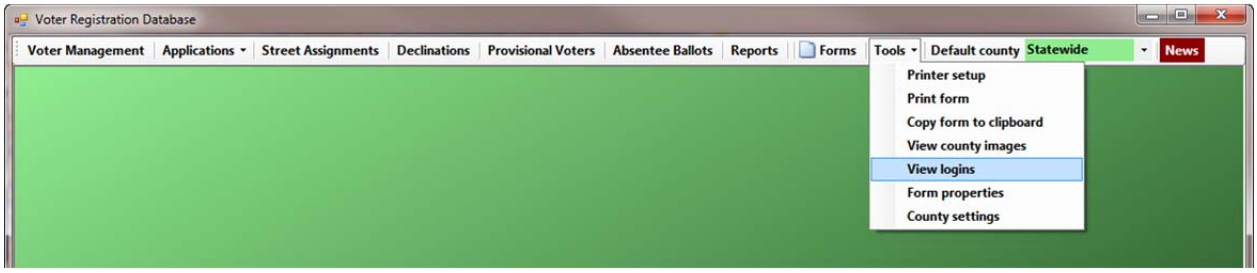


Figure 3.5

A new screen will appear, as seen below, that will list all of the User accounts registered for your County. There is only one User account shown below because there is only one User in this particular System.

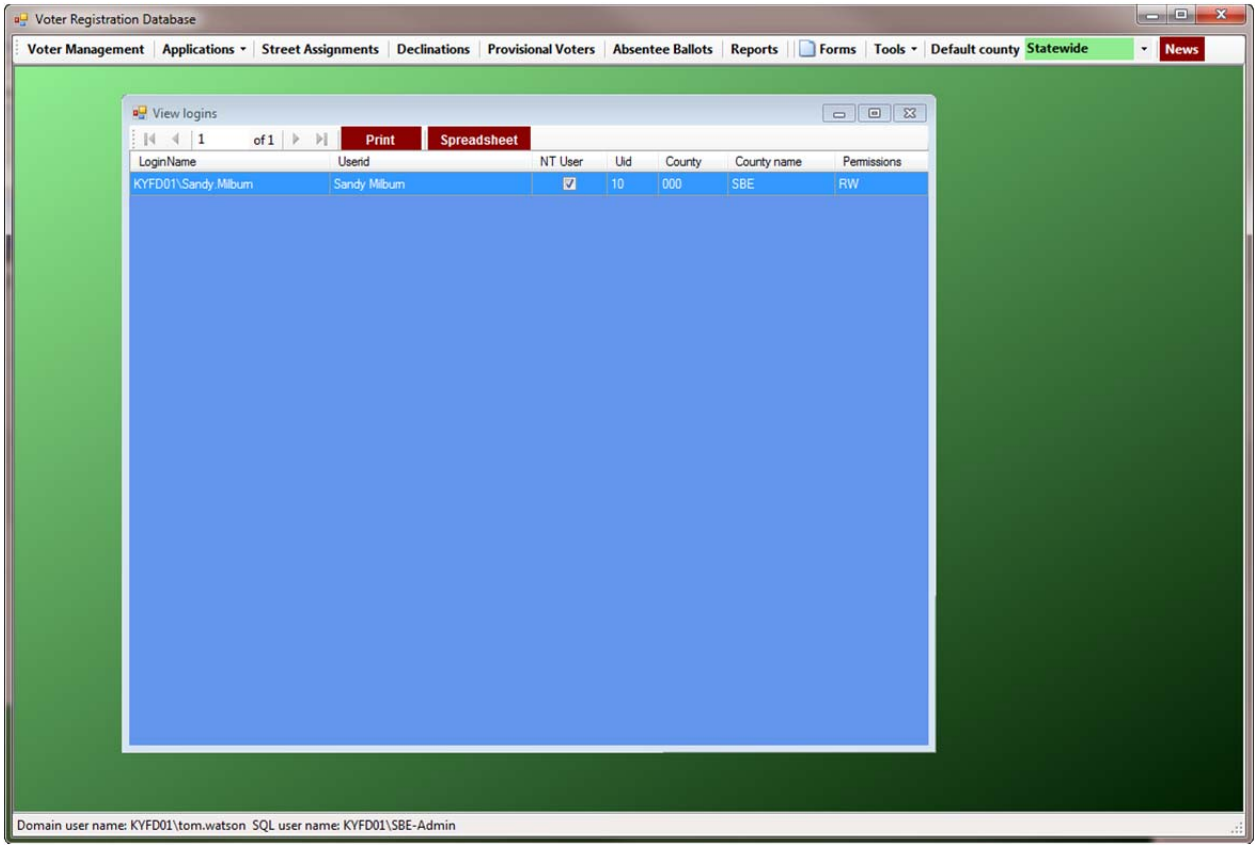


Figure 3.6

4 LOGGING INTO VOTER REGISTRATION SYSTEM

Assuming that all of the security requirements detailed in Section 2 have been met, the System will be accessed by double clicking on a new shortcut on your desktop labeled "**Voter Registration**". This will launch the program and you will see the "News" window as the default opening view. You will not have to log-in at this point as the System will use the same log-in account that you used to log into your computer.

The "News" section will contain messages from the State Board of Elections concerning the system and scheduled maintenance. Notice that there will be other sections available as they are developed in the future.

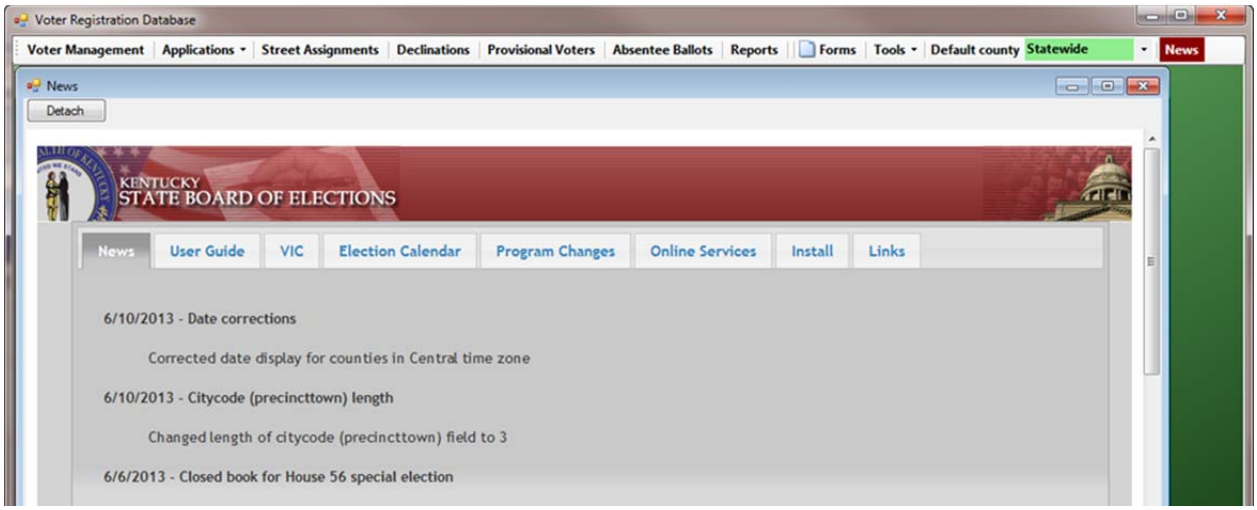


Figure 4.1

Need to Know!

Computers

- Within the statewide networks or physically located in a county clerk office; and Running .NET 4.0; and
- Provide SBE data by running the app at this link http://app.sos.ky.gov/news/downloads/compinfo.exe.

User Identification

- These IDs are usually in the following format: KYFD01\firstname.lastname
- This ID is NOT your CC number. Do NOT allow staff to share user identifications.

Authority

- Assigned by the State Board of Elections after submission of completed form SBE 101 *Request for Access to Voter Registration System (8/2013)* signed and dated by county clerk.

Password

- Established by the user or county administrator.

Figure 4.2

5 VOTER MANAGEMENT

The Voter Management screen could be considered the heart of the VRS. From this powerful window you can search the voter database, view the results and, more importantly, *manage* individual voter records. To open the Voter Management screen, click "Voter Management".

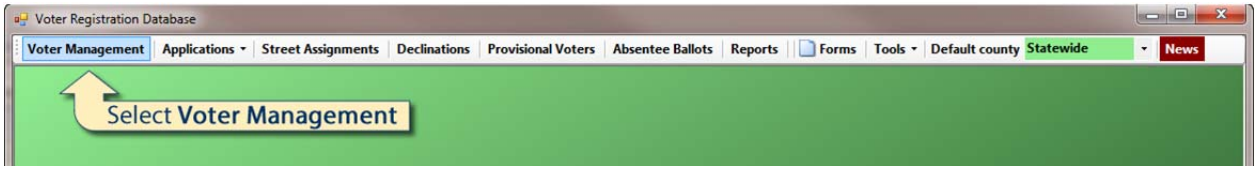


Figure 5.1

You will then see the following window open up within the VRS main window.

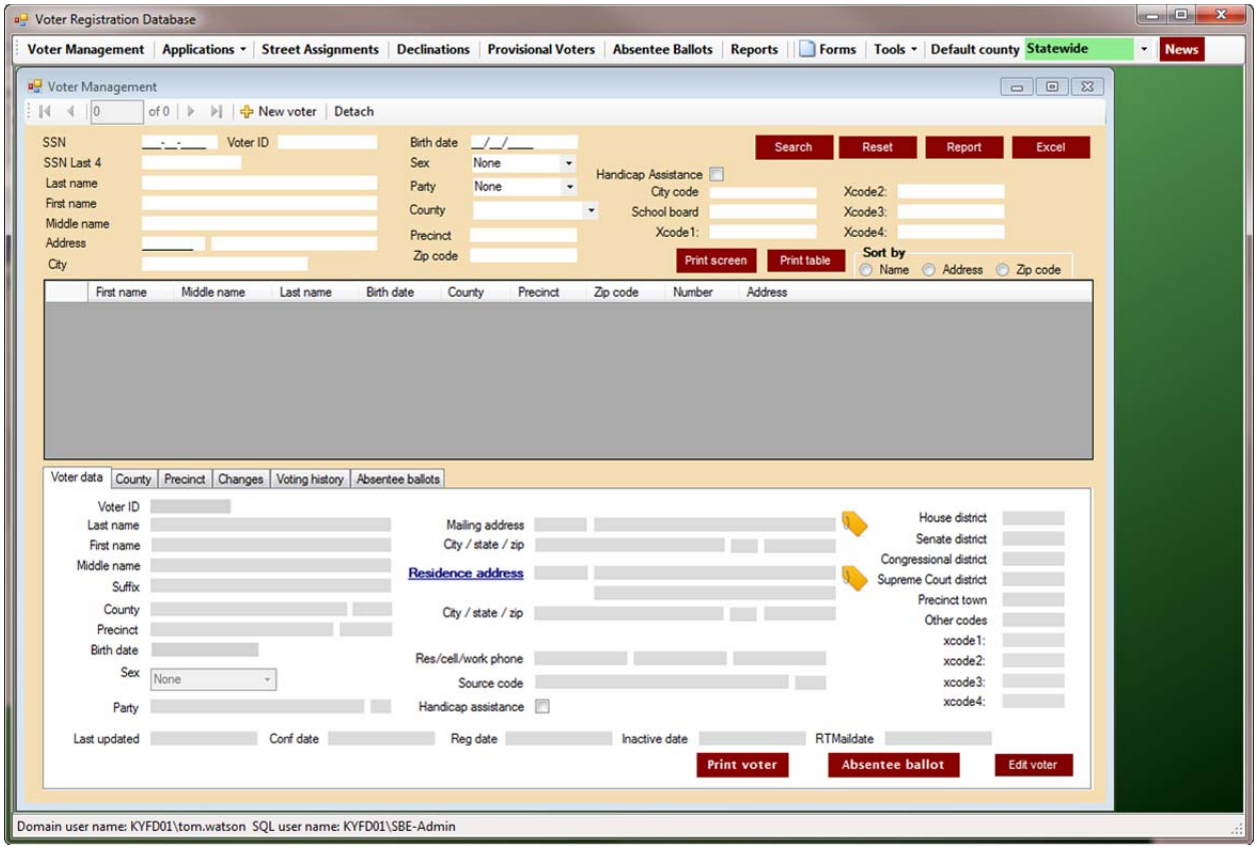


Figure 5.2

Need to Know!

Changes made to voter records are permanet.

- This is not just a search and view tool. Any changes made in this window will be saved to the Voter Registration Database.

Figure 5.3

5.1 THE SEARCH FUNCTION

5.1.1 PERMANENT VOTER ID

A permanent voter ID number has been assigned to all registered voters currently in the voter registration system, and a permanent voter ID will be assigned to all future registrants.

5.1.2 DATA FIELDS

Using this window, you can search for a specific voter or you can search for groups of voters based on many different data fields.

The search function is available for any of the following fields (or combination of fields):

- Social security number
- Last four digits of social security number
- Last name
- First name
- Middle name
- Address
- City
- Voter ID
- Birth date
- Sex
- Party
- County (statewide or by county)
- Precinct
- Zip code
- Handicap assistance
- City code
- School board code
- Four additional codes

5.1.3 SEARCH RESULTS OVERVIEW

The voter data returned by your search can be used in a variety of ways. You can create Reports using the results or the data can be exported to an Excel spreadsheet or even printed as needed. You can also access individual voter records in order to make updates or access functions such as “Absentee Ballots” and “Voting History.”

5.1.4 USING THE SEARCH FUNCTION

To use the Search function you simply choose which field or fields you want to use to narrow your results and type the data you want to match into the proper field(s).

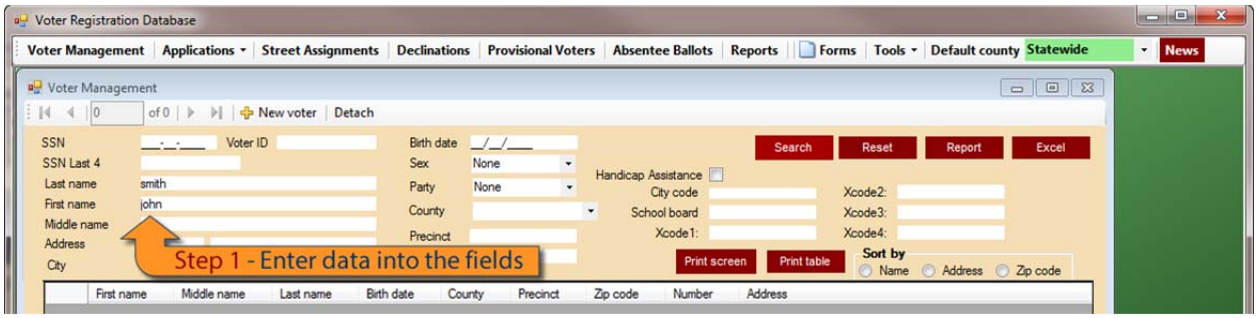


Figure 5.4

Next, choose whether you want to search statewide or only in a specific county by using the "County" dropdown list.

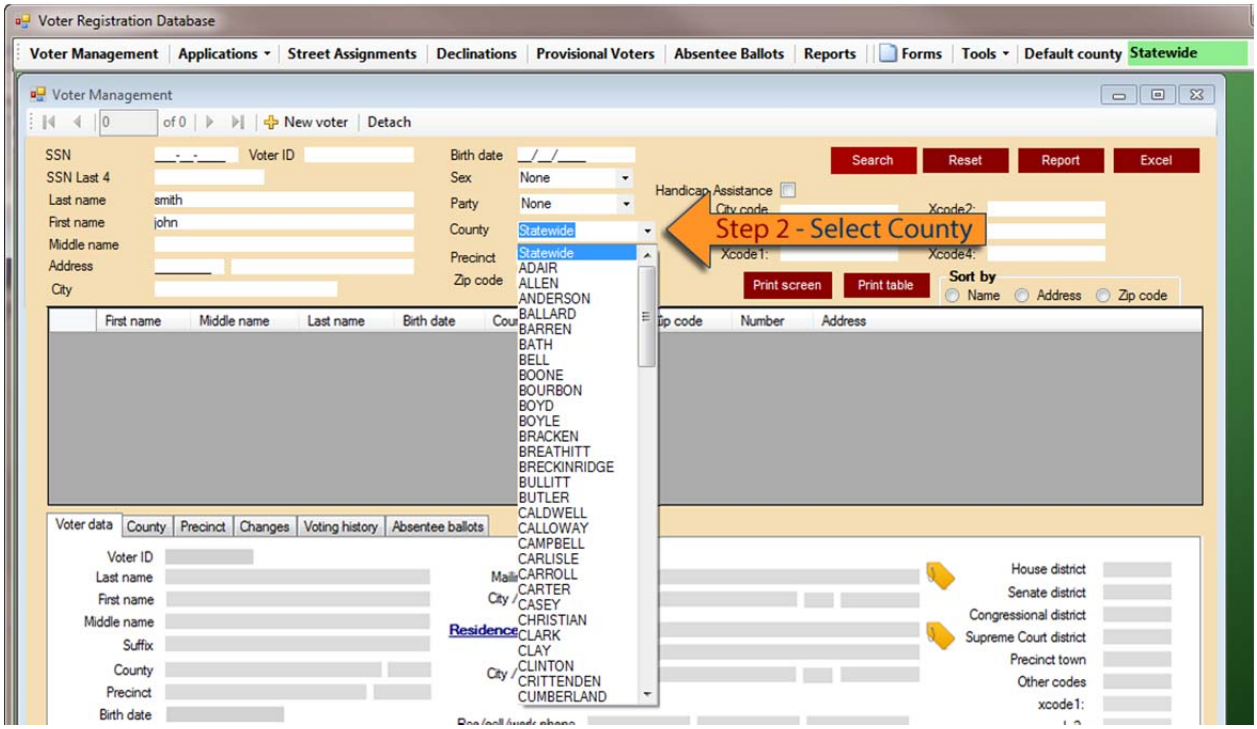


Figure 5.5

After you have filled in the data fields you are going to use to search, then simply click "Search" and the results will appear.

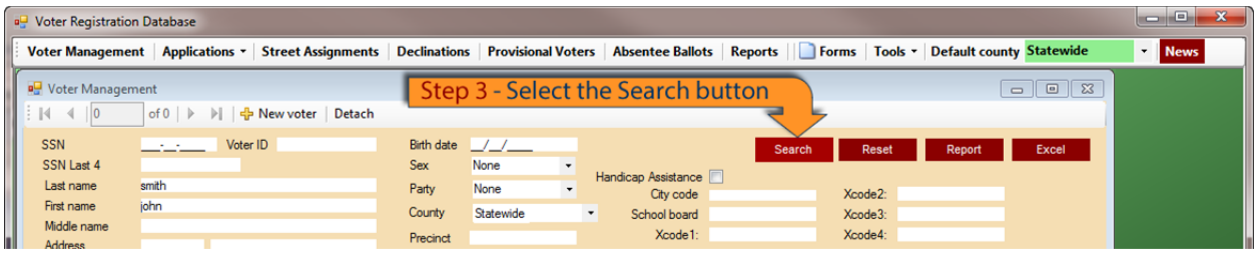


Figure 5.6

5.2 WORKING WITH THE VOTER RECORDS

Look in the upper left corner, you can see that the statewide search example we are using for "John Smith" resulted in 472 matches. You will also see that there is now a list of records in the middle of the window. This list of results is scrollable using the scroll bar to the right of the list.

Also notice that the first "John Smith" in the list is pre-selected and highlighted in blue. This "selected" record is the one that is shown in detail (directly beneath the list of all the records) under the tab called "Voter Data".

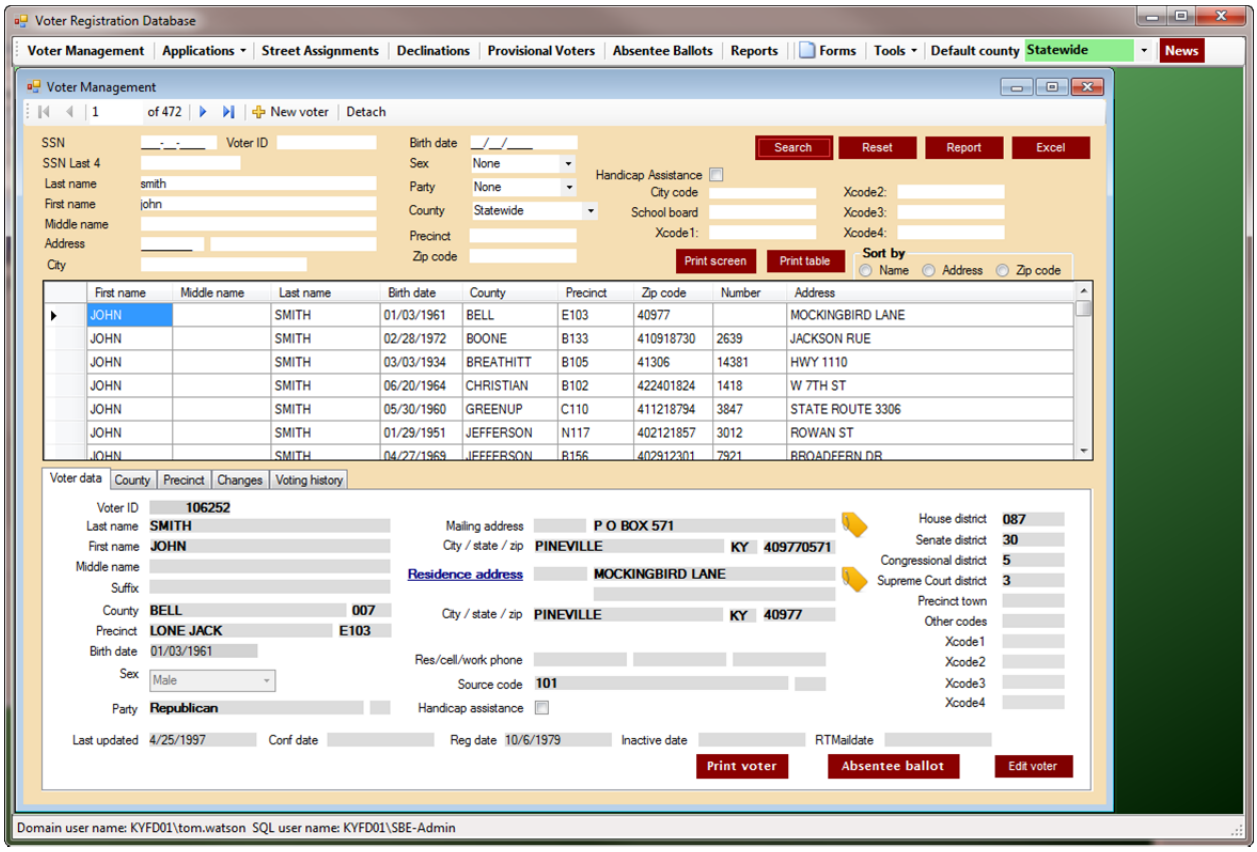


Figure 5.7

You can sort the results list by any of the columns by clicking on the heading of the field you want to sort by. Here we are going to sort on the "County" field.

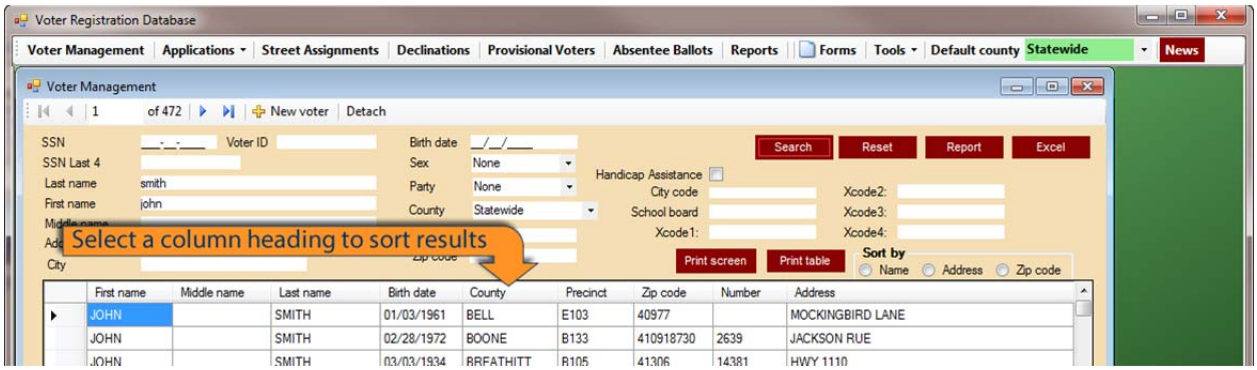


Figure 5.8

5.2.1 SORTED RESULTS

After sorting by the "County" field, you can see that there are still 472 total records but they are now listed alphabetically by county.

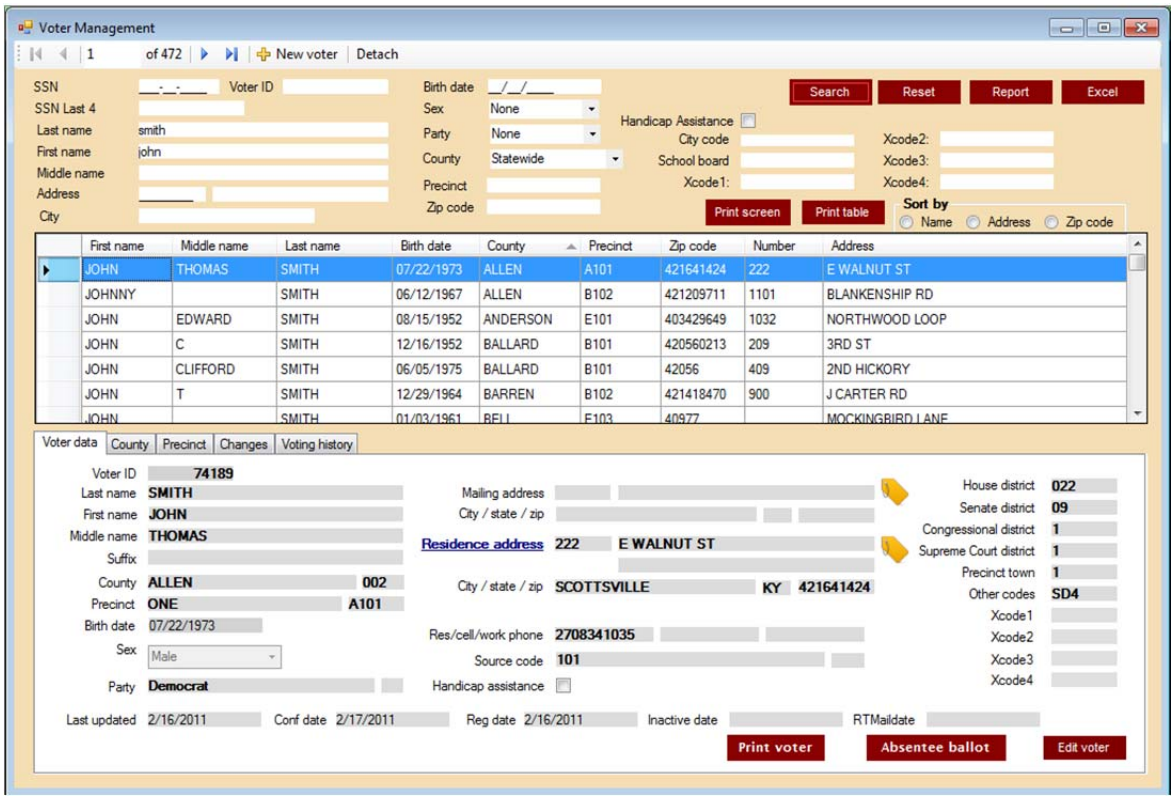


Figure 5.9

5.2.2 SELECTING INDIVIDUAL VOTERS

To view the records of a particular voter, click on the black arrow to the left of the highlighted name and the results for that individual will appear in the "Voter data" tab below.

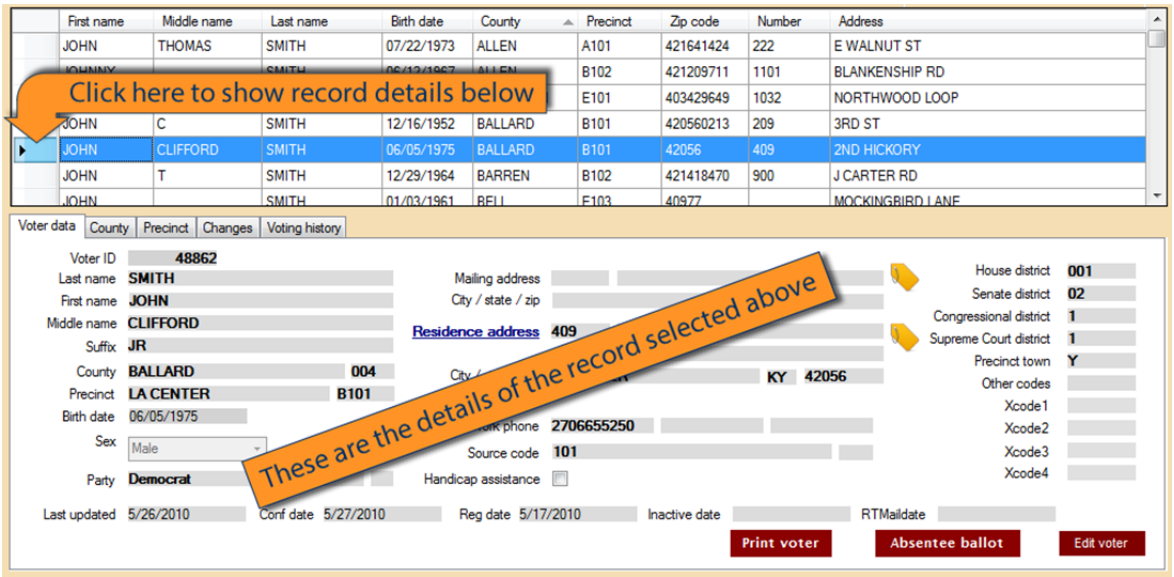


Figure 5.10

5.2.3 VOTER DATA TAB DETAILS

The voter data tab provides a listing of registrant's last name, first name, middle name, suffix, county name and number, precinct name and number, birth date, party, mailing address, residential address, residential/cell/work telephone numbers, source code, handicap assistance, house district, senate district, congressional district, supreme court district, town code, other code, last update, conf date, registration date, inactive date, and return mail date.

The yellow tag icon allows you to print labels if you have a DYMO label writer. The blue highlighted "Residence address" is linked to Google maps and driving directions are available if the addresses are recognizable to Google Maps.

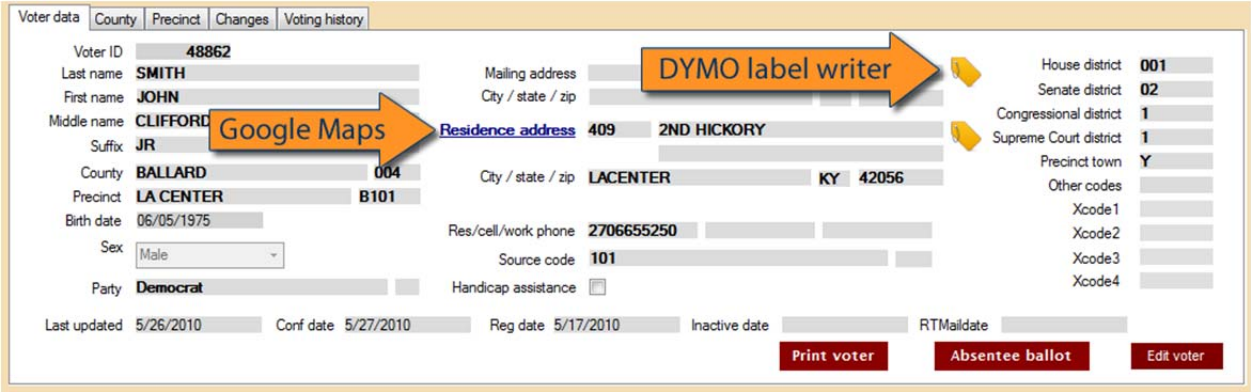


Figure 5.11

This is a sample of the maps provided if driving directions are available.

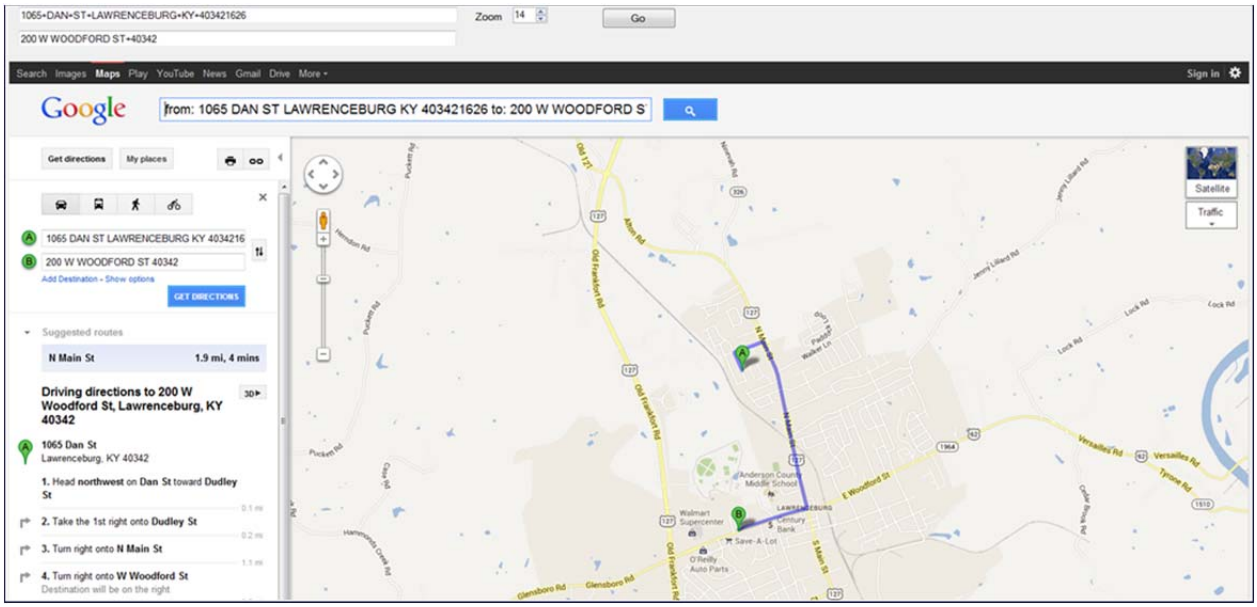


Figure 5.12

5.2.4 COUNTY TAB DETAILS

The county tab provides a listing of county name, county clerk's name, address, city, telephone number, e-mail address, and website. The dates of the next Primary, General, and Special elections are also displayed.

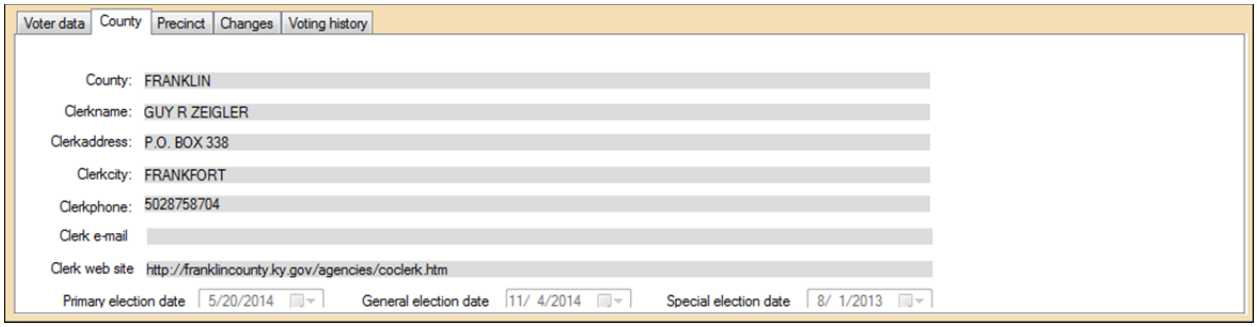


Figure 5.13

5.2.5 PRECINCT TAB DETAILS

The precinct tab provides a listing of precinct code, precinct name, polling location building name, polling location address, and polling location zip code. If voter registration books are closed for that precinct, the "Books closed" box will be marked.

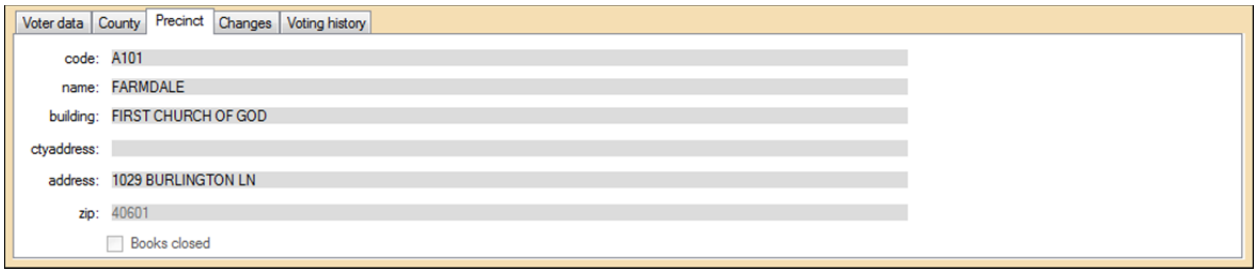
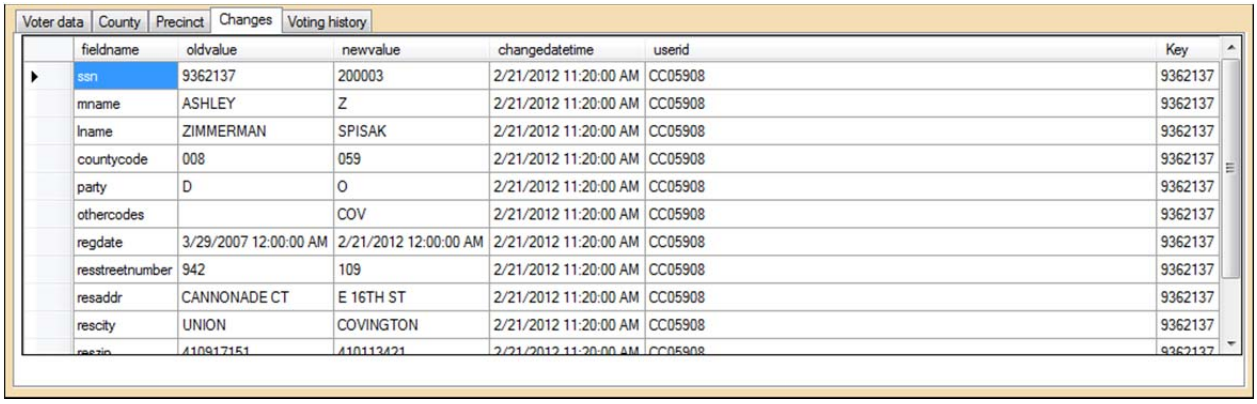


Figure 5.14

5.2.6 CHANGES TAB DETAILS

The changes tab provides a listing of all the changes made to the voter registration record, including the date and who made the changes. Note: the userid's listed below are from the mainframe voter registration system and userid's from this System will be listed as kyfd01\firstname.lastname.



fieldname	oldvalue	newvalue	changedatetime	userid	Key
ssn	9362137	200003	2/21/2012 11:20:00 AM	CC05908	9362137
mname	ASHLEY	Z	2/21/2012 11:20:00 AM	CC05908	9362137
lname	ZIMMERMAN	SPISAK	2/21/2012 11:20:00 AM	CC05908	9362137
countycode	008	059	2/21/2012 11:20:00 AM	CC05908	9362137
party	D	O	2/21/2012 11:20:00 AM	CC05908	9362137
othercodes		COV	2/21/2012 11:20:00 AM	CC05908	9362137
regdate	3/29/2007 12:00:00 AM	2/21/2012 12:00:00 AM	2/21/2012 11:20:00 AM	CC05908	9362137
resstreetnumber	942	109	2/21/2012 11:20:00 AM	CC05908	9362137
resaddr	CANNONADE CT	E 16TH ST	2/21/2012 11:20:00 AM	CC05908	9362137
rescity	UNION	COVINGTON	2/21/2012 11:20:00 AM	CC05908	9362137
reszip	410917151	410113421	2/21/2012 11:20:00 AM	CC05908	9362137

Figure 5.15

5.2.7 VOTING HISTORY TAB DETAILS

The voting history tab provides a five-year voting history. Voter credit is not given for Special elections.

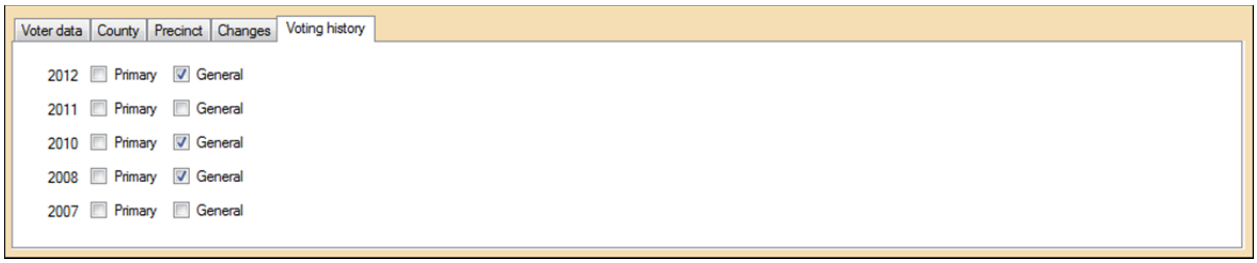


Figure 5.16

5.2.8 RESET BUTTON

The reset button clears the search fields but does not clear the results and details specific to an individual from your previous search.

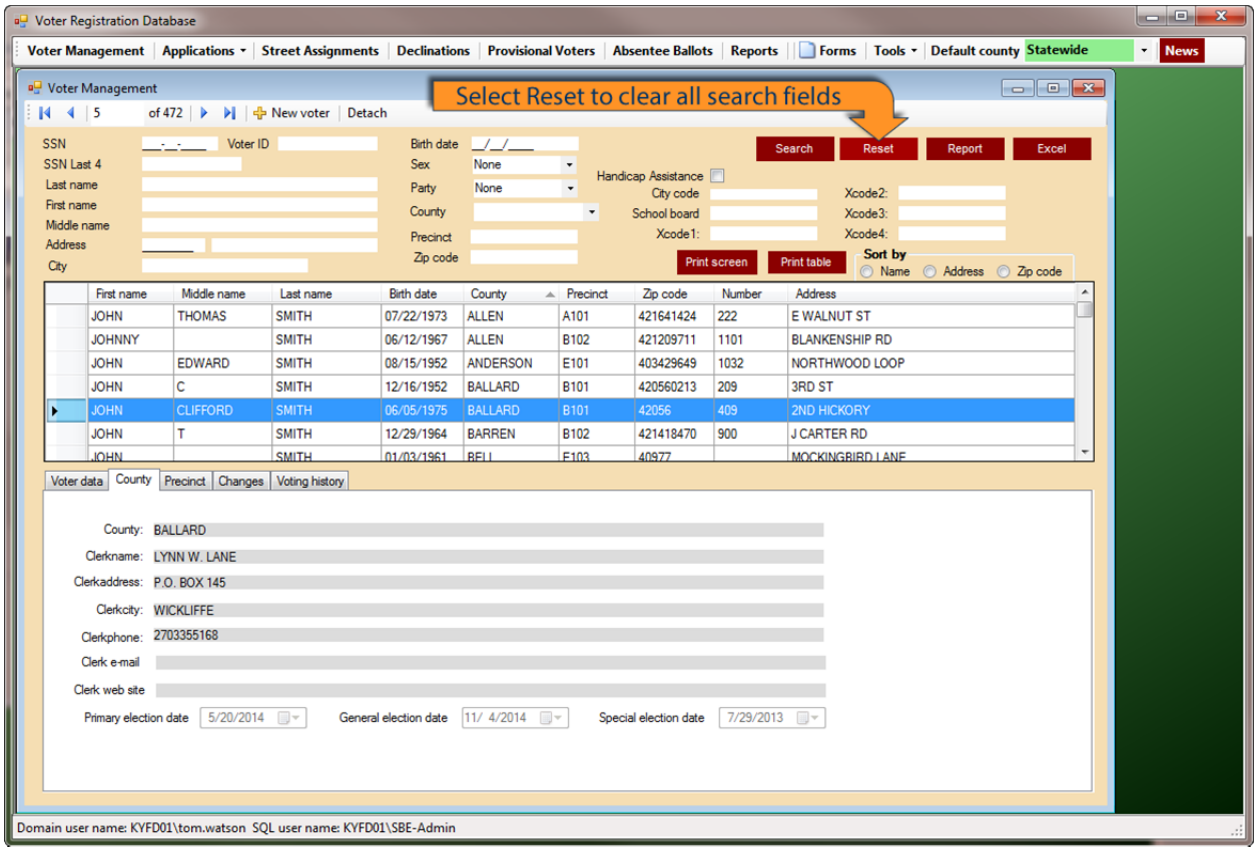


Figure 5.17

5.2.9 REPORT BUTTON

The report button allows you to view and print the results of a search. The report lists the date, Commonwealth of Kentucky, State Board of Elections, number of pages, party affiliation, sex, age code, last name, first and middle name, address, zip code, and five-year voting history.

Figure 5.18

5.2.10 REPORT BUTTON RESULTS

When selected, the Report will open in a window on top of the System window. This window, unlike the "Voter Management" window, is external to the system.

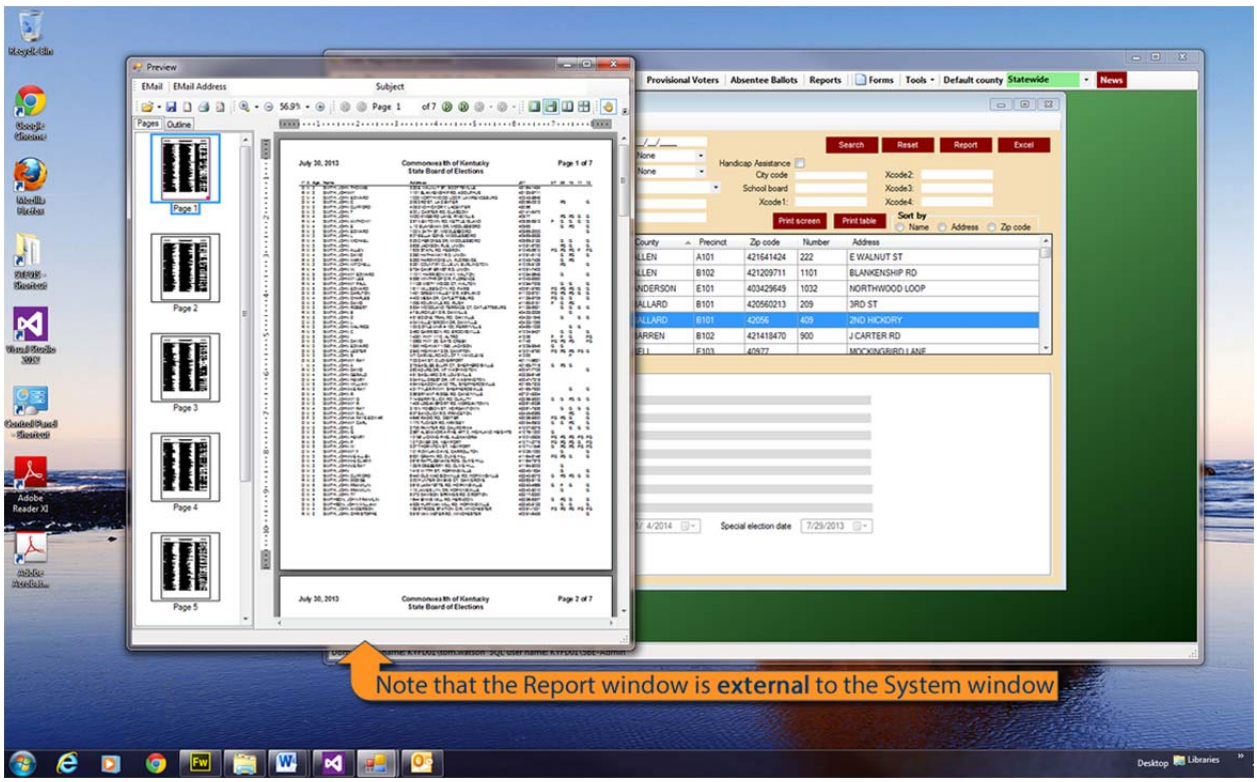


Figure 5.19

5.2.11 REPORT RESULTS WINDOW

The Report window includes many useful features that can be accessed in the menu at the top of the window. You can resize the entire Report window and magnify the preview of the report within as needed. Notice also that there is a menu of preview pages on the left for navigation.

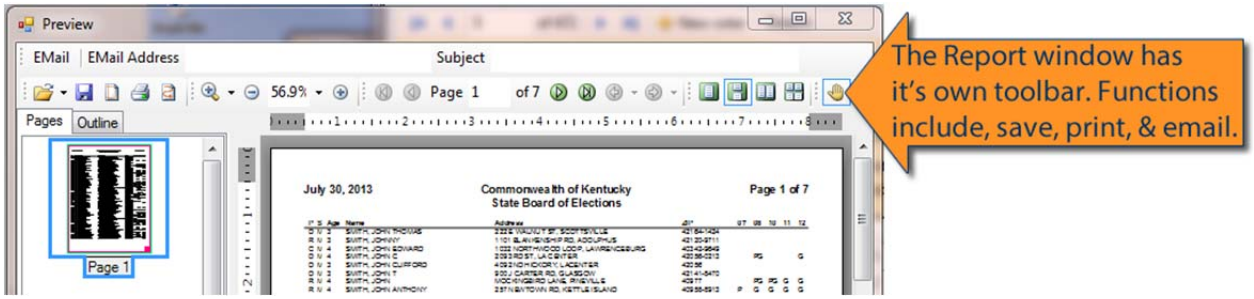


Figure 5.20

5.2.12 EXCEL BUTTON

The excel button allows you to import the report data into an excel file.

Figure 5.21

5.2.13 PRINT SCREEN

The print screen button allows you to print a screen shot of your search.

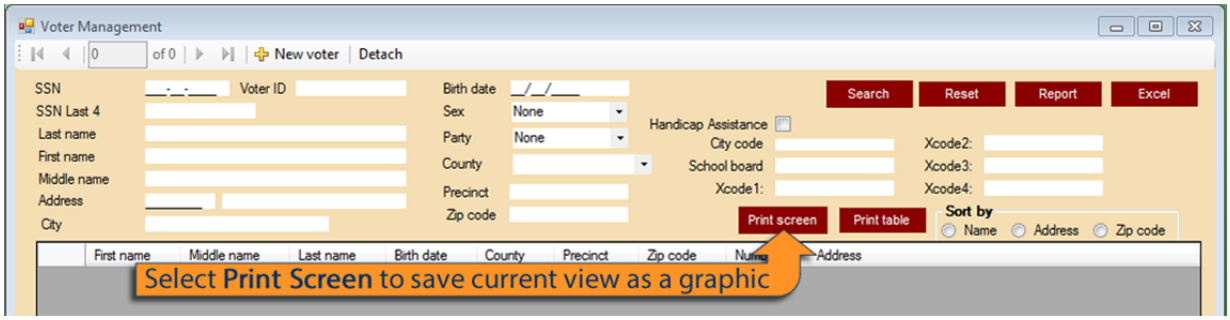


Figure 5.22

5.2.14 PRINT SCREEN RESULTS

The screenshot will open in an external window on top of the System window.

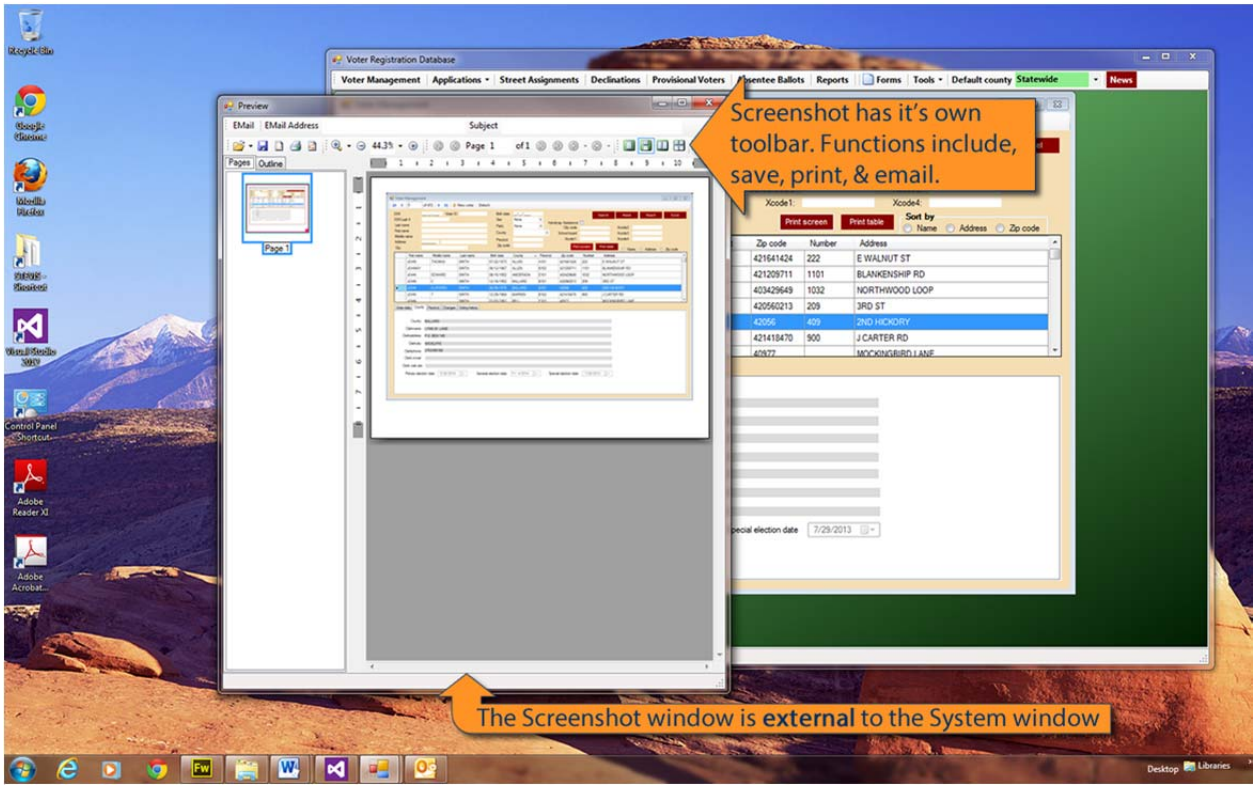


Figure 5.23

5.2.15 PRINT TABLE

The "Print table" button allows you to print the results of your search as a table-formatted document. You can choose to name, or title, the document if you like, or you can just produce the document without name or title.

The report provides a list of voters from your search formatted into columns by first name, middle name, last name, birth date, county, precinct code, zip code, address - street or road number and street name.

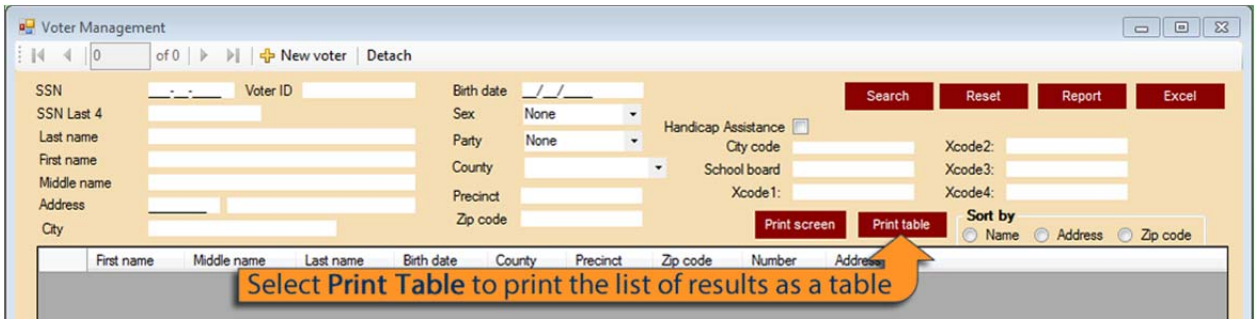


Figure 5.24

5.2.16 PRINT TABLE TITLE OPTION

If you choose to have your report named, or titled, simply type the name or title of report in the field provided. If you choose to not have your report named or titled, hit enter or "Cancel" and your report will appear.

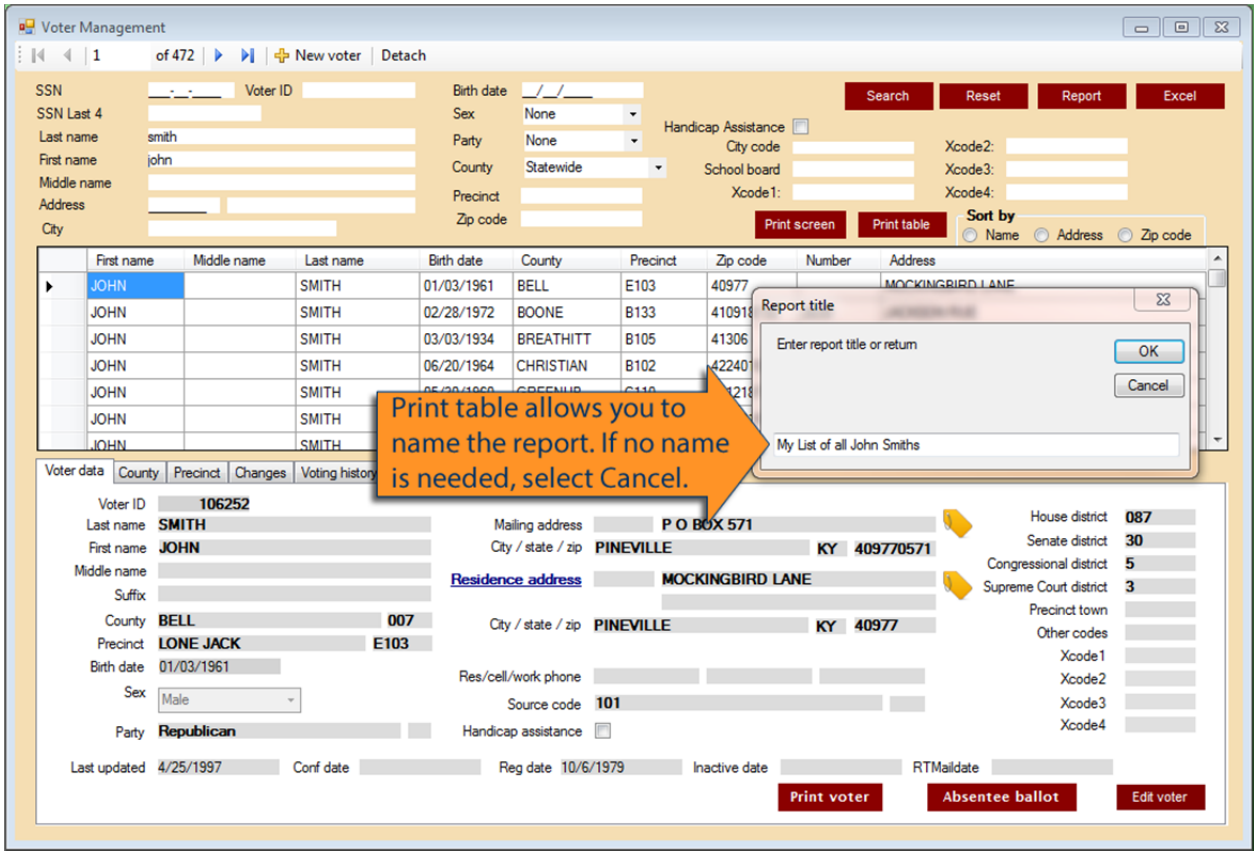


Figure 5.25

5.2.17 PRINT TABLE RESULTS

Your "Print table" results will appear in an external window that has the same control options as we've already seen in both "Report" and "Print Screen". Notice the column format of the table.

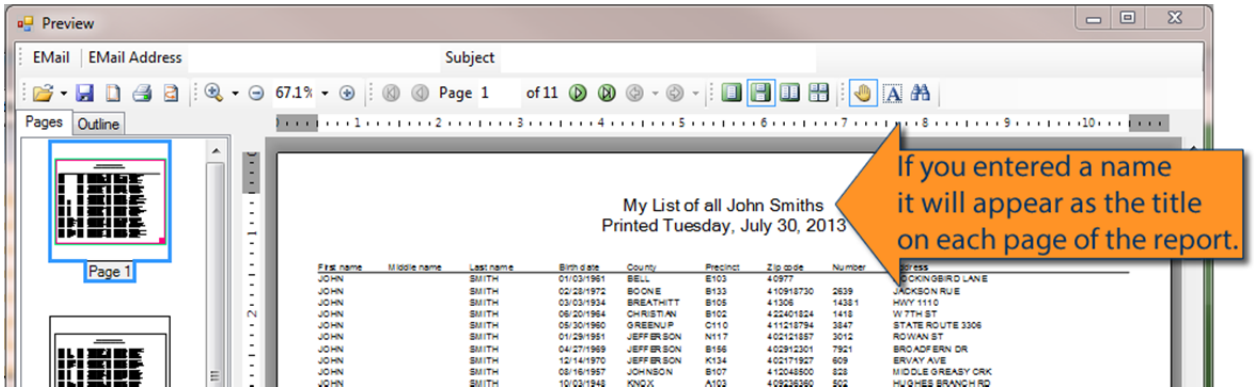


Figure 5.26

5.3 EDIT VOTER

5.3.1 EDIT VOTER OVERVIEW

The “Edit Voter” window can be used to process physical voter registration applications or update an existing voter record. In this window you can edit the voter’s data fields, including correcting name change, social security number, address, party affiliation, precinct, and various code fields. You may also Add or Delete voters from this window. The “Edit Voter” window can be accessed through the “Voter Management” window or by selecting it from the “Applications” menu at the top of the System window.

5.3.2 EDIT OR ADD VOTER FROM WITHIN VOTER MANAGEMENT

Edit Existing Voter Record

Once you have selected the voter whose record you want to access, select the “Edit Voter” button at the bottom of the screen and the “Edit Voter” window will appear already populated with the selected user’s data.

Add New Voter Record

If you need to add a new voter record, just select “New Voter” from the top of the screen and an empty “Edit Voter” screen will appear for you to fill with the voter’s data.

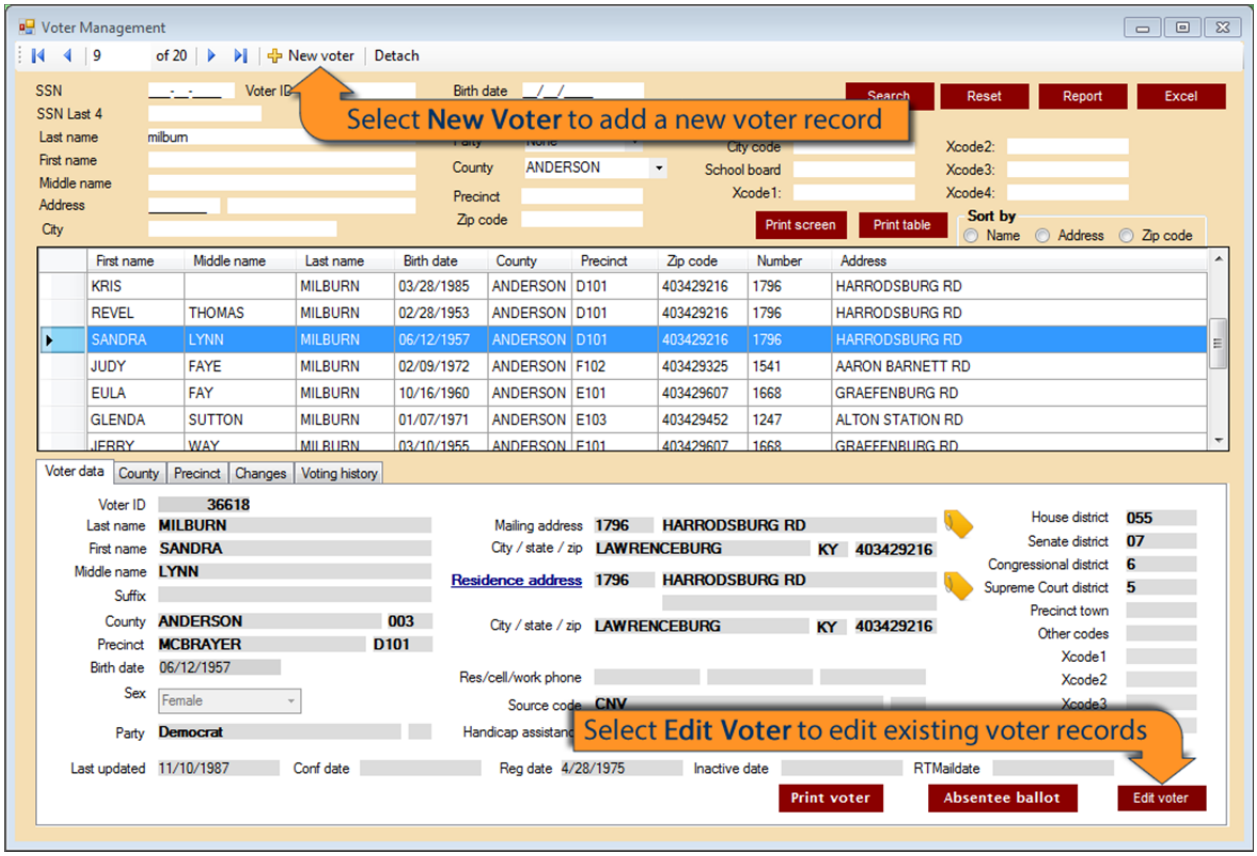


Figure 5.27

5.3.3 USING THE EDIT VOTER WINDOW

If you wish to save while continuing to work within the record--

Click on the “Save” button and continue working.

If you wish to stop working within this record, and you have not selected “Save”--

Click on the “Cancel/exit” button and no changes will be saved.

Once you have completed updating the data--

Click on the “Save/exit” button to continue to the next registration.

If you wish to remove the registrant’s record--

Click on the “Delete voter” button after selecting the reason for the deletion.

Note: changes can only be made in the green highlighted fields.

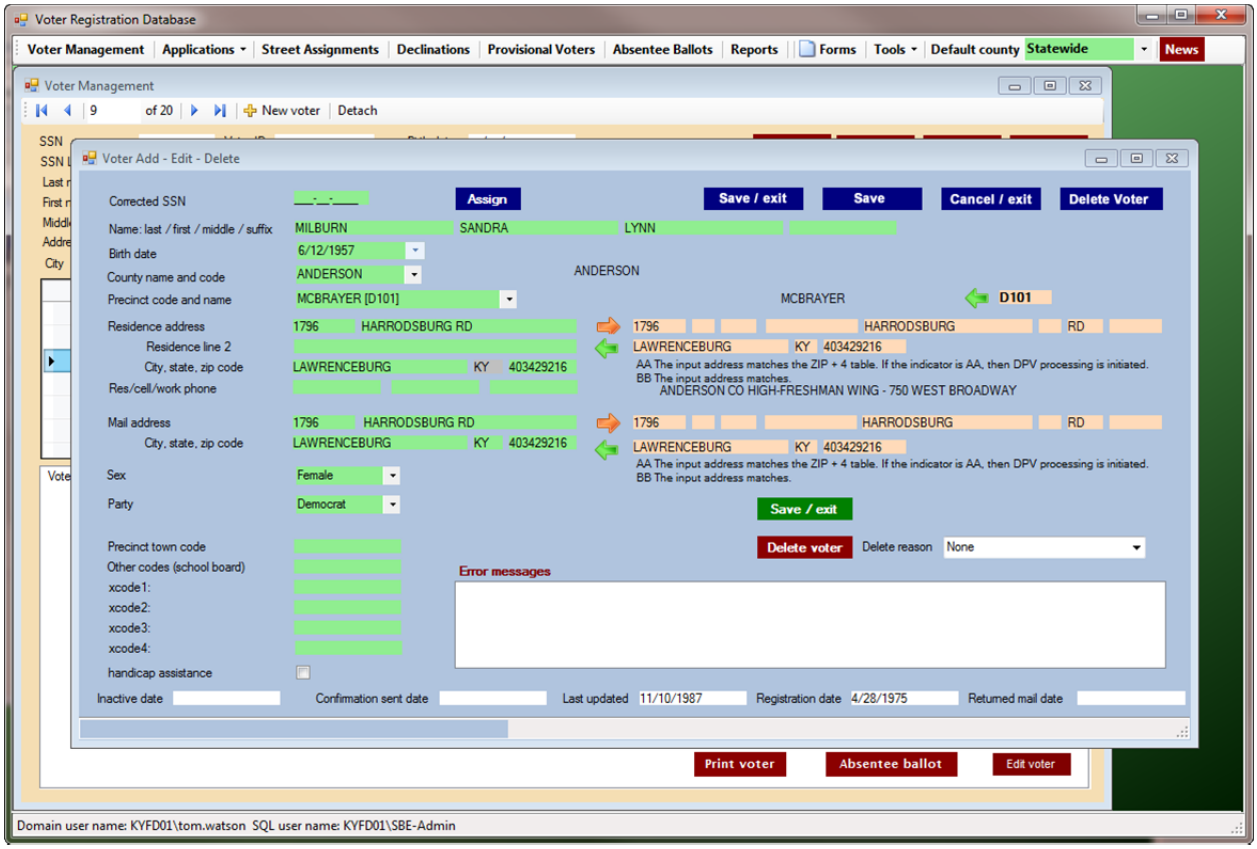


Figure 5.28

5.3.4 USING THE NEW VOTER WINDOW

Once you have completed updating the data fields, click on the "Save/exit" button to continue to the next registration. If no social security number is given by the registrant, the system will assign a unique sequential number to the registrant by clicking on the "Assign" button.

Note: changes can only be made in the green highlighted fields.

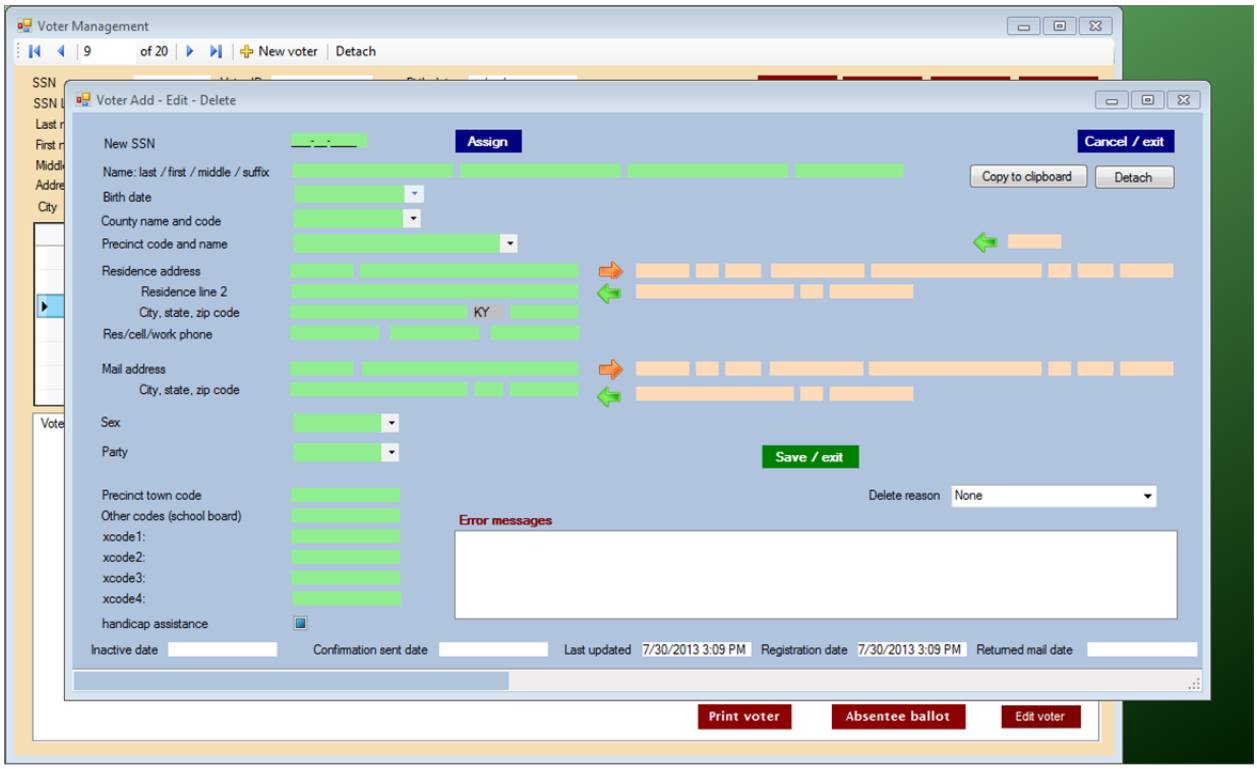


Figure 5.29

6 VOTER APPLICATIONS

6.1 HOW TO MANAGE VOTER APPLICATIONS

6.1.1 STAY UP TO DATE

Online applications and physical voter registration applications should be processed in a timely manner on a regular schedule. The online application screen in the voter registration system provides you with a list of all online applications for your county and should be used in coordination with the daily application reports.

6.1.2 DAILY TASKS

Each morning you should receive and print a "voter registration daily application report of online transactions from driver's license and human resources." If you do not receive this report or you have printer issues, please call the State Board of Elections IT staff to report your non-receipt. Each county clerk's office must develop a daily procedure for processing applications.

6.1.3 REGISTRATION DEADLINES

Pursuant to KRS 116.045(2) registration is closed 28 days prior to any election. Before each primary, general, or special election, the voter registration books are closed. Voter registration books being closed mean that you cannot process or change any pending voter registration applications. Process all voter registration applications prior to the voter registration books closing date.

6.1.4 AVOID DUPLICATE REGISTRATIONS

Best practices would be to check all individuals on the "online applications" screen with the voter registration system to confirm they are not already registered using a name or date of birth search. The voter registration system will NOT allow the same SSN to be entered, but a voter may have supplied an incorrect SSN or registered with an assigned number in the past and already be registered.

6.2 USING VRS TO PROCESS APPLICATIONS

6.2.1 TWO BASIC TYPES OF APPLICATIONS

Need to Know!

Online Applications

- Online applications are those that you receive electronically, from the Division of Drivers' License and social service agencies.

Physical Applications

- Physical applications are paper voter registration cards and for the most part, walk-in customers.

Figure 6.1

6.2.2 APPLICATIONS TAB DETAILS

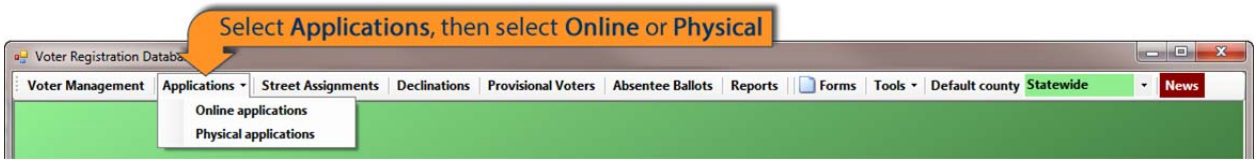


Figure 6.2

6.3 ONLINE APPLICATIONS

6.3.1 TYPES OF ONLINE APPLICATIONS

Voter registration applications taken from Driver's License (control number/source code **101**) or Human Resources (control numbers/source codes **304** Medicaid, **314** K-TAP, **324** Food Stamps) appear on the online applications screen. The control numbers/source codes for these agencies are used to report the sources of registration to the federal Election Assistance Commission (EAC) and are for county clerk office use only and never disclosed to the public. These are the electronic pending applications needing to be processed and will be accompanied by a paper copy. These electronic pending applications include the following types:

- New application
- Residential address change within the county
- Transfer from another county
- Mailing address change
- Name change
- Name and address change
- Name and mailing address change

6.3.2 WORKING WITH ONLINE APPLICATIONS

Select "Applications" then either "Online applications" or "Physical applications".

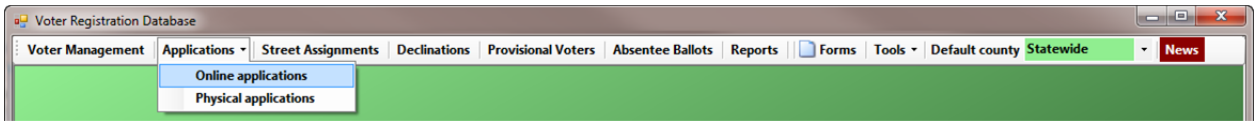


Figure 6.3

6.3.3 USING THE ONLINE APPLICATION

After you select online applications, the Applications window will appear within the System window.

This screen provides a list of all online applications for your county and is used in coordination with the daily application report.

Note: The SSNs will appear on your screen but have been redacted for the purposes of this manual.

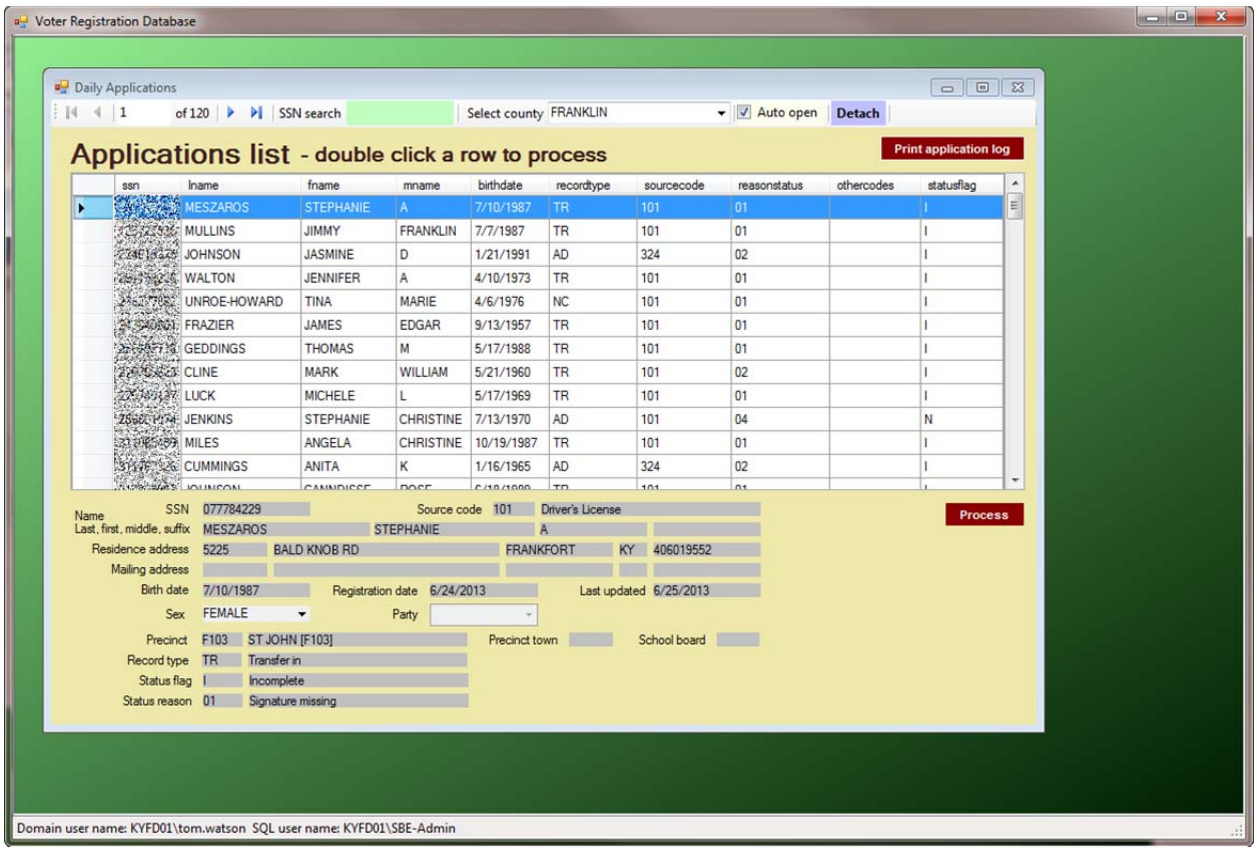


Figure 6.4

6.3.4 PROCESSING ONLINE APPLICATIONS

To begin processing online applications simply double click the row you wish to process. This will open a window very similar to the "Edit Voter" window.

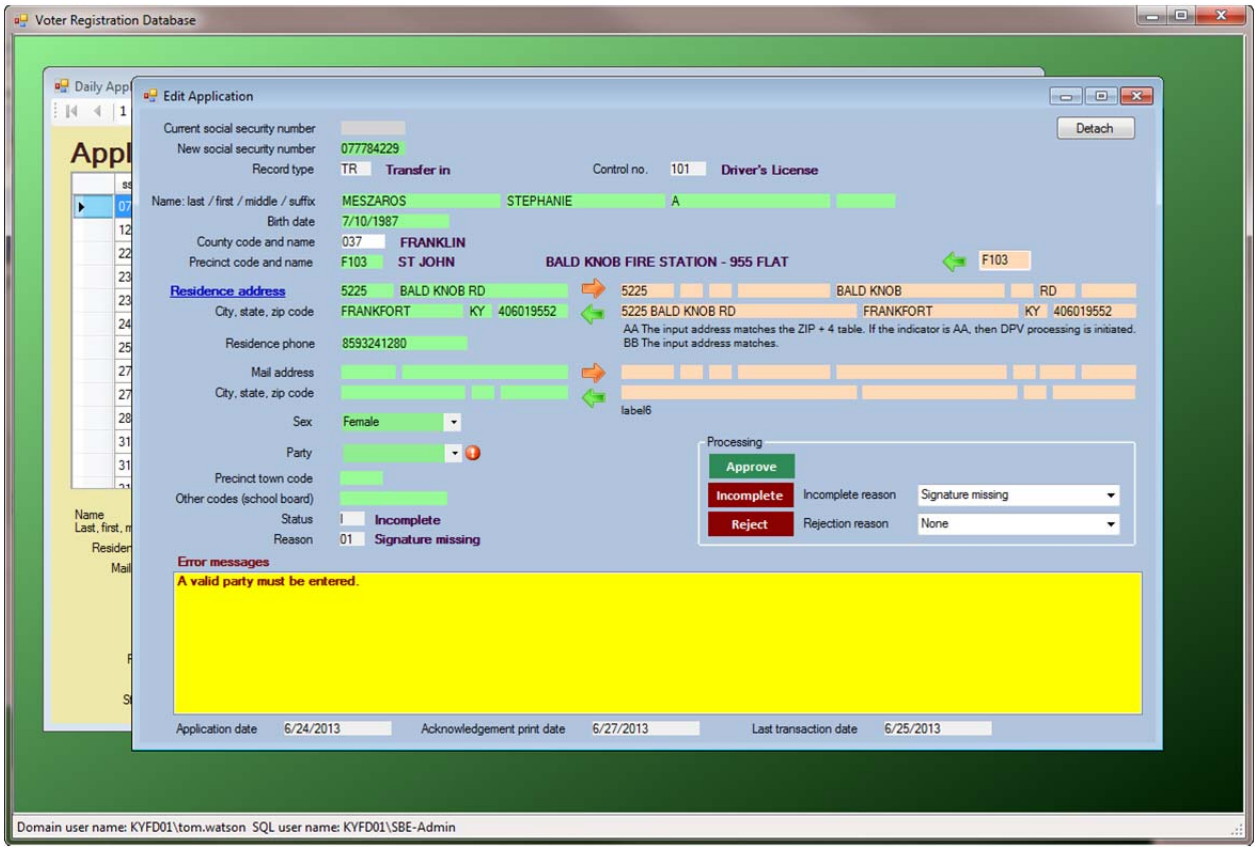


Figure 6.5

6.3.5 HOW TO PROCESS AN ONLINE APPLICATION

All applications must be reviewed and processed by choosing one of the following three options:

1. Approve
2. Incomplete
3. Reject

The status of the application can be determined on the "Applications list" at the status flag column as follows:

1. N – not reviewed
2. A - approved
3. I – incomplete
4. R – rejected

6.3.6 APPROVAL OF APPLICATION

If all information is reviewed and found complete in the application, click the "Approve" button to finalize the process.

6.3.7 INCOMPLETE APPLICATION

The incomplete status means that the application has been reviewed and it is missing information or missing a signed voter registration card. The incomplete status will remain on the application screen until the application is approved or rejected. The incomplete data will be addressed in the yellow "error messages" box by listing the insufficient information. To make the application incomplete, click the "Incomplete" button and choose the reason for making the application incomplete from the drop-down list as follows:

1. Signature missing
2. Application card missing
3. Unable to assign precinct
4. No party affiliation
   a. Attempt to contact the individual to discover party preference.
   b. If unable to reach the individual after reasonable amount of time, enter party preference as "Other".
   c. If application is received near the voter registration book closing deadline, process as "Other".

If an application is marked incomplete and is not updated in 60 days, the System will delete the application. You will get a message on your daily activity report informing you that the application was deleted.

6.3.8 REJECTION OF APPLICATION

The rejection status means that the application has been reviewed and it is missing vital information and cannot be processed. To reject the application, click the "Reject" button and choose the reason for rejecting the application from the drop-down list as follows:

1. At request of voter
2. Duplicate registration
3. Declined
4. Moved out of state

6.4 PHYSICAL APPLICATIONS

6.4.1 WORKING WITH PHYSICAL APPLICATIONS

When an individual comes into your office to register to vote or to make a change to their voter registration, they will sign a new registration card. To process those cards, click on Applications and select "Physical applications."

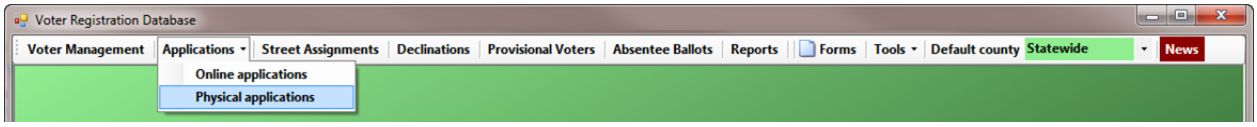


Figure 6.6

After you select "Physical Applications", the "Physical Applications" window will appear within the System window. You may notice that this window is identical to the "Voter Management" window in functionality. In fact, you may enter or edit physical applications using either window.

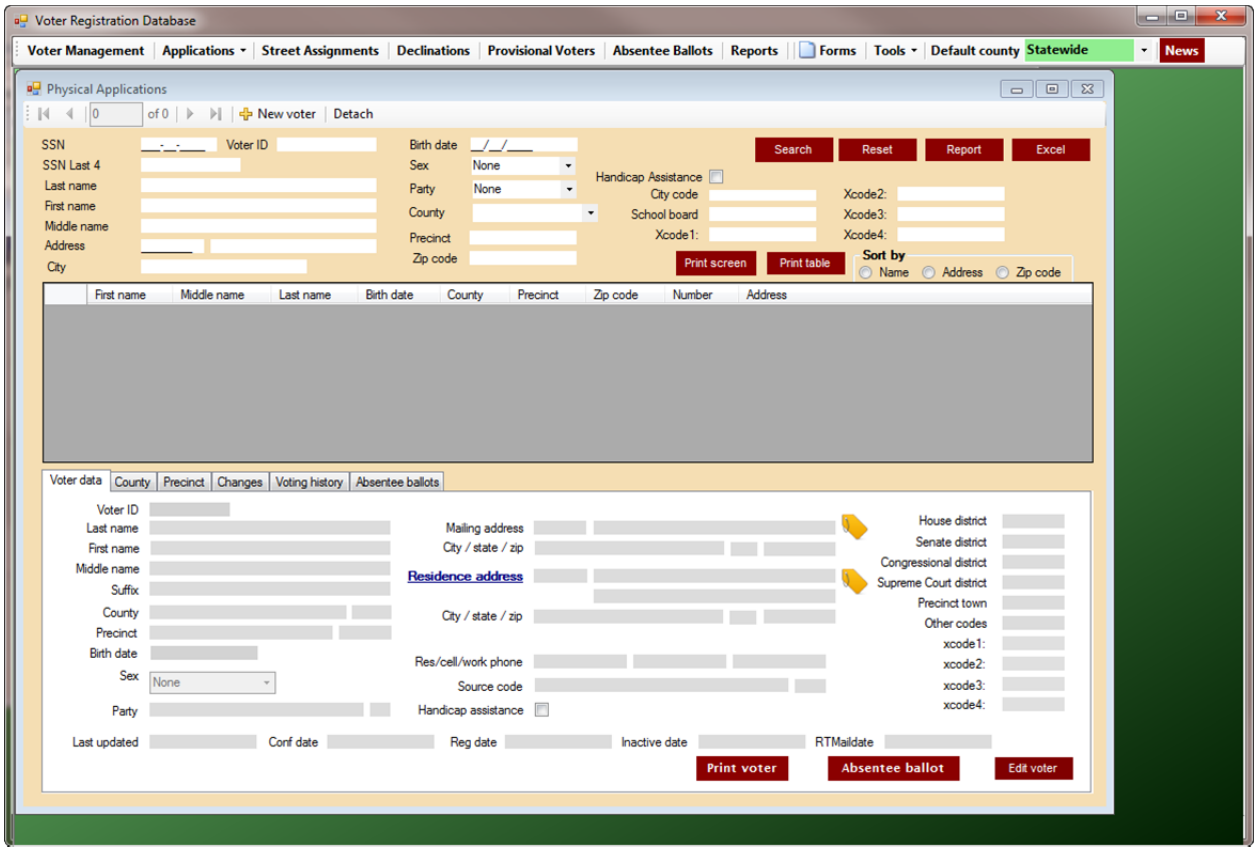


Figure 6.7

6.4.2 CHANGING AN EXISTING VOTER'S REGISTRATION

If you are processing a change to an existing voter registration (change in name, address, and/or party), enter the voter's SSN in the SSN field and hit enter on your keyboard or click on Search.

Need to Know!

Finding a Voter without a SSN

- If the voter did not provide a SSN, you can search by entering any of the voter's information from the card that you would like to use. If you search by last name, first name, and date of birth, for example, you likely will find the correct registrant every time.

Figure 6.8

6.4.3 SEARCHING BY SOCIAL SECURITY NUMBER

Typically, you will enter the SSN from the registration card and click on Search (the SSN will appear on your screen but has been redacted for the purpose of this manual).

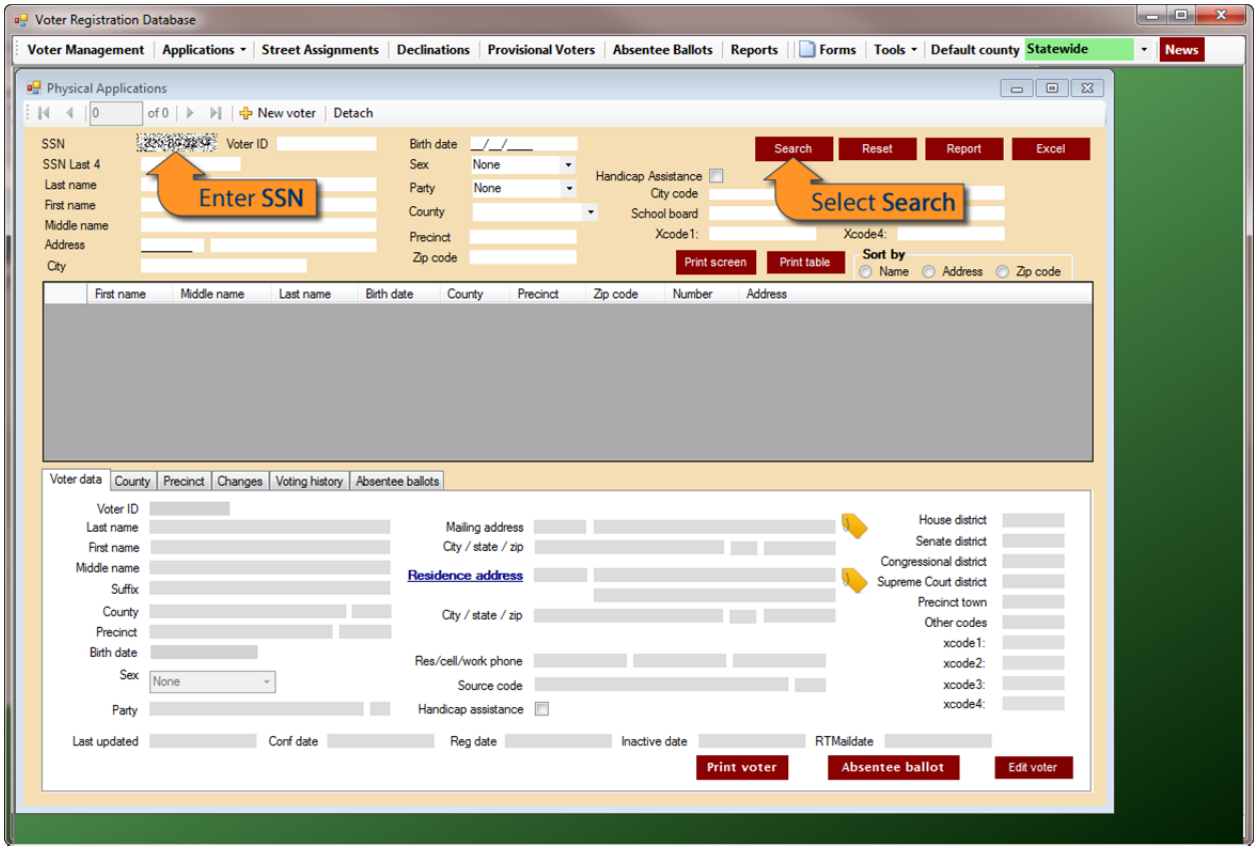


Figure 6.9

6.4.4 SSN SEARCH RESULTS

After you click Search, the voter's record will appear. Select "Edit voter" to update the record.

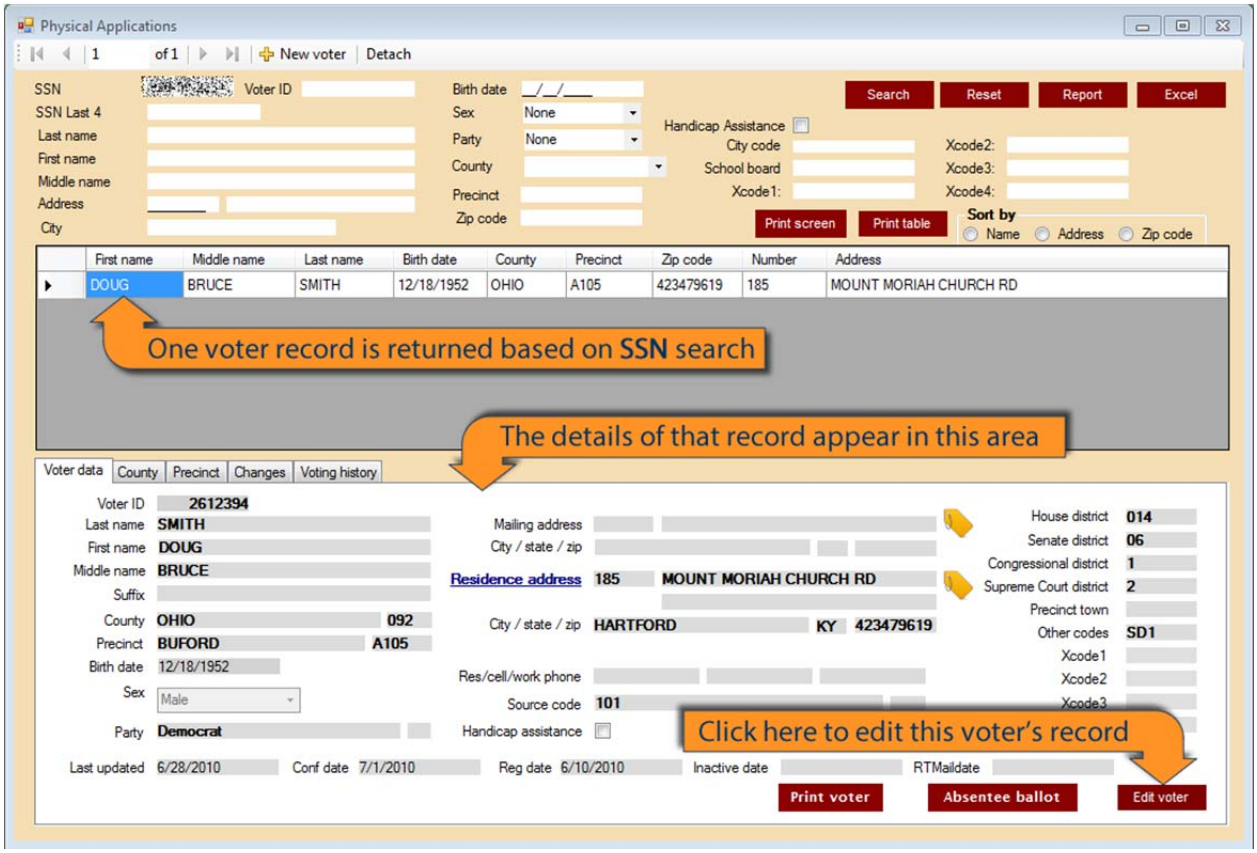


Figure 6.10

6.4.5 EDITING AN EXISTING VOTER RECORD

After you click “Edit voter”, you will see this screen.

The green fields on the screen will display the voter’s current information. You may change the information in any of the green fields as reflected on the new registration card, such as an address change. Once you have visually verified your changes, click on “Save/exit” to return to the Physical applications search page.

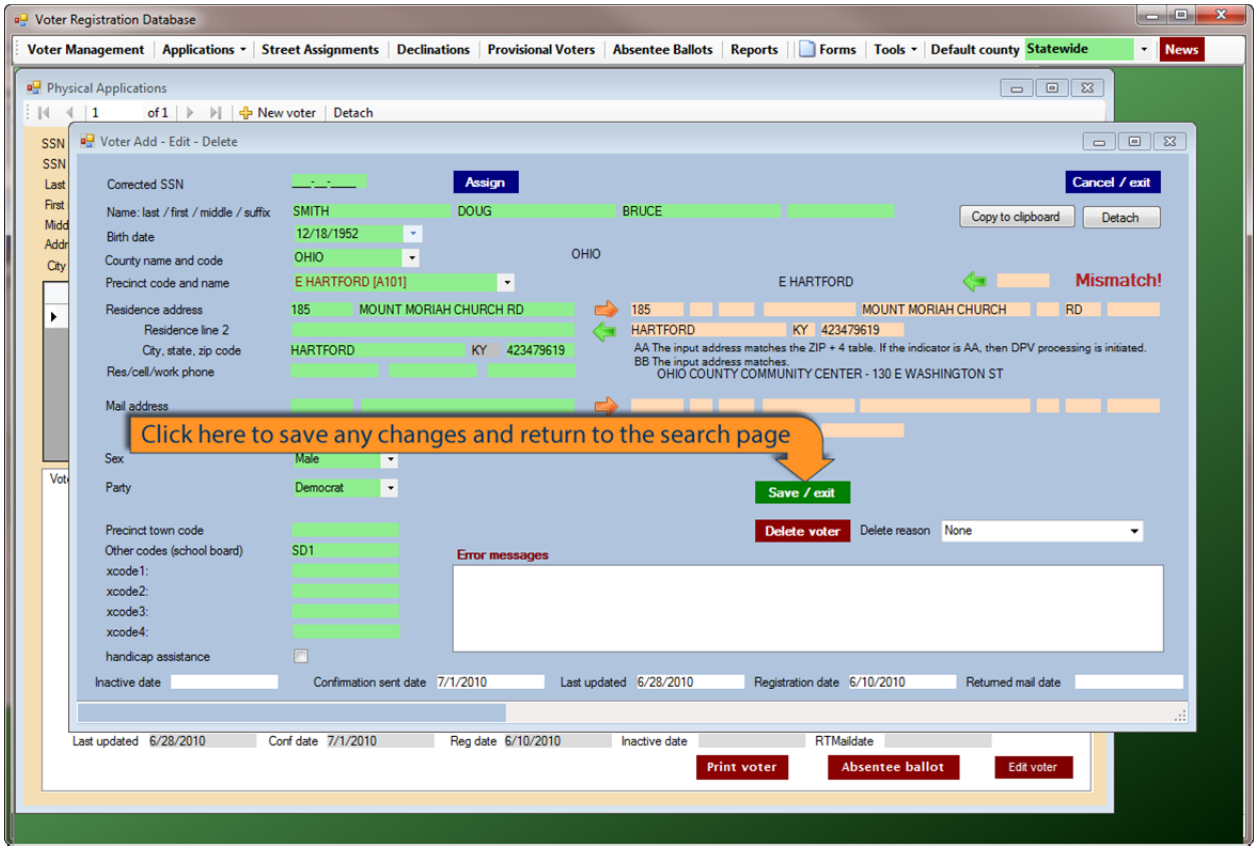


Figure 6.11

6.5 ADDING A NEW VOTER'S REGISTRATION

6.5.1 PROCESSING A NEW VOTER

If you are processing a voter registration card for a new voter, click on the "Applications" tab and select "Physical applications".

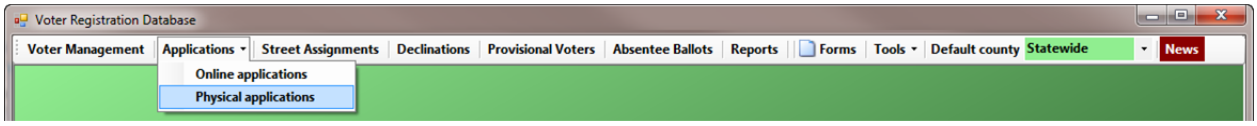


Figure 6.12

6.5.2 PHYSICAL APPLICATIONS RESULT

After you select "Physical applications", you will see this screen. To add a new voter record, click on "New voter".

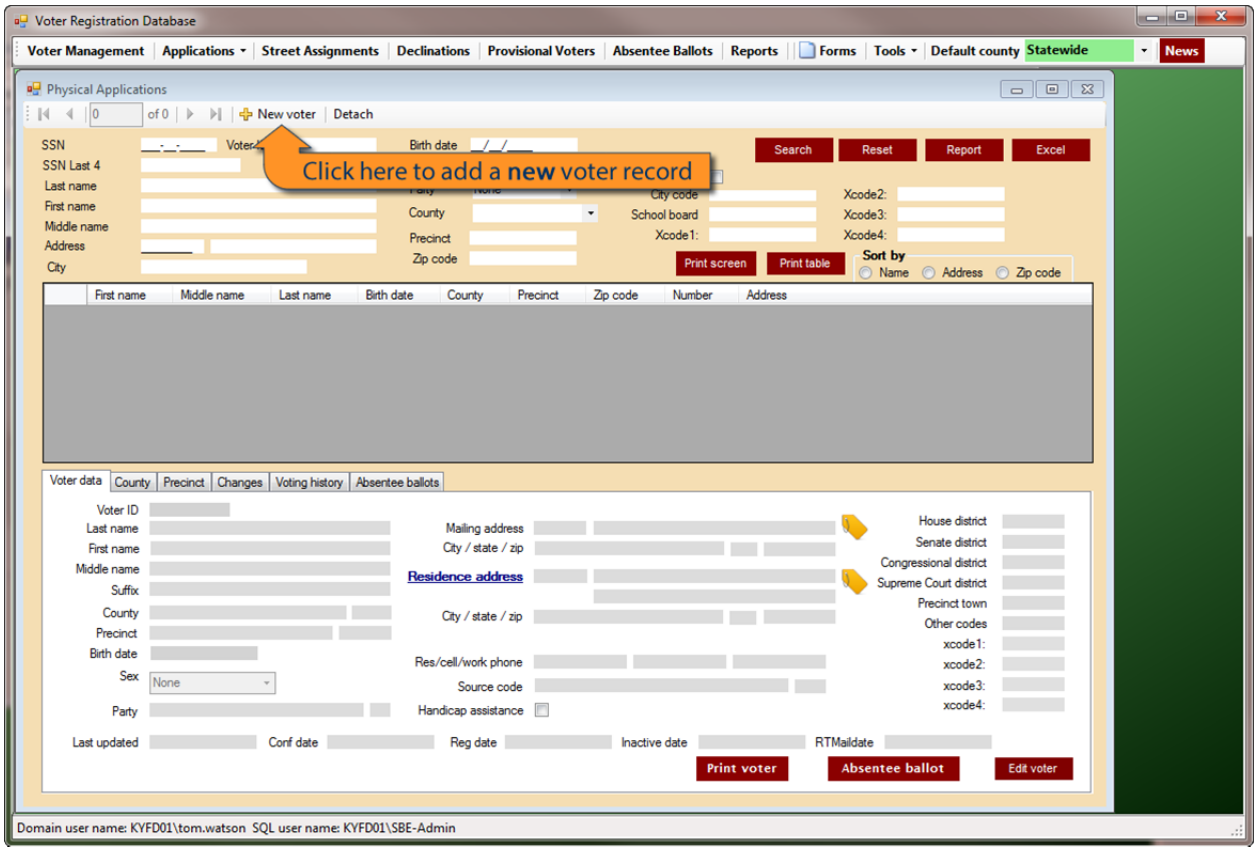


Figure 6.13

6.5.3 WORKING WITH THE NEW VOTER WINDOW

Enter all of the new voter's information into the green fields. Once you have filled in all of the registration information, you have the option to compare the address you have entered against the national 911 address file.

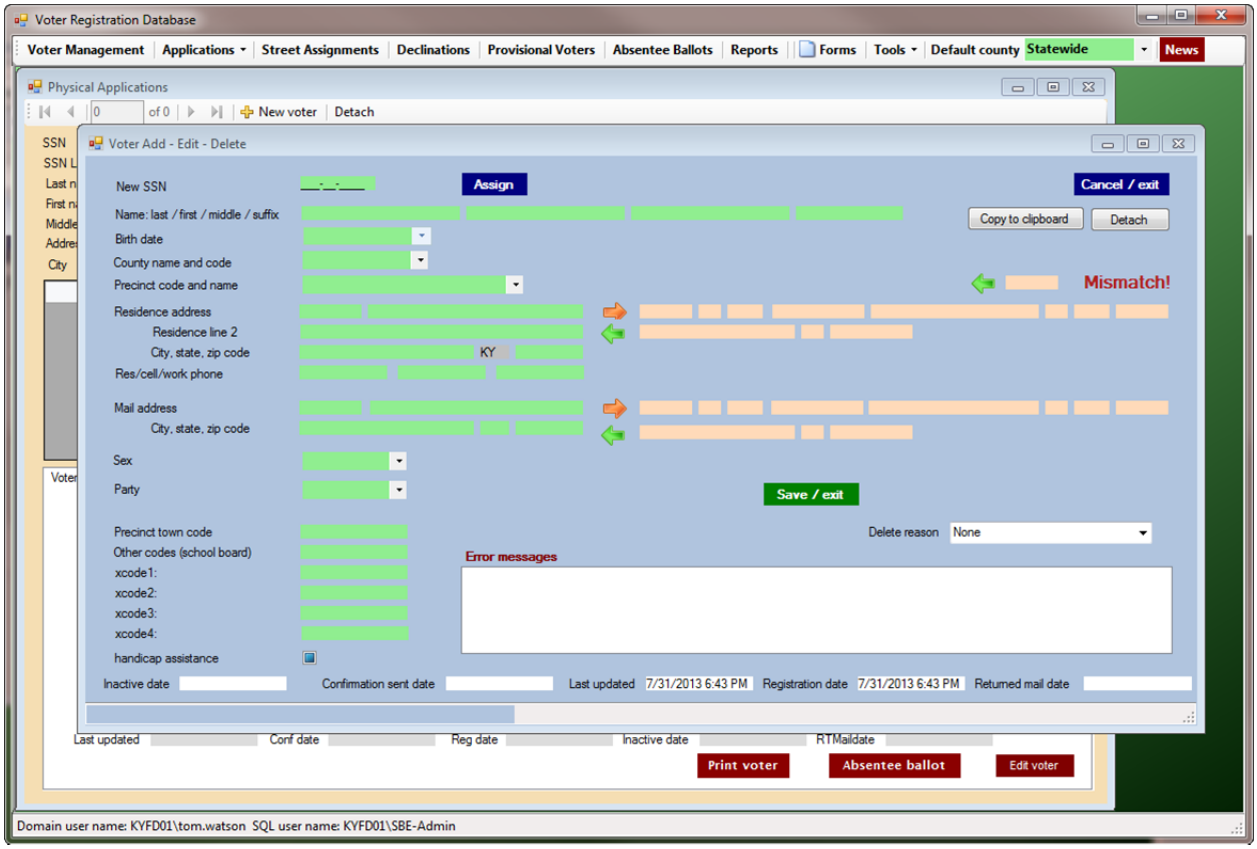


Figure 6.14

6.5.4 COMPARING ADDRESSES TO 911 REGISTRY

To run the comparison, click on the orange arrow that corresponds with Residence address or Mail address. The orange fields will populate with suggested address information.

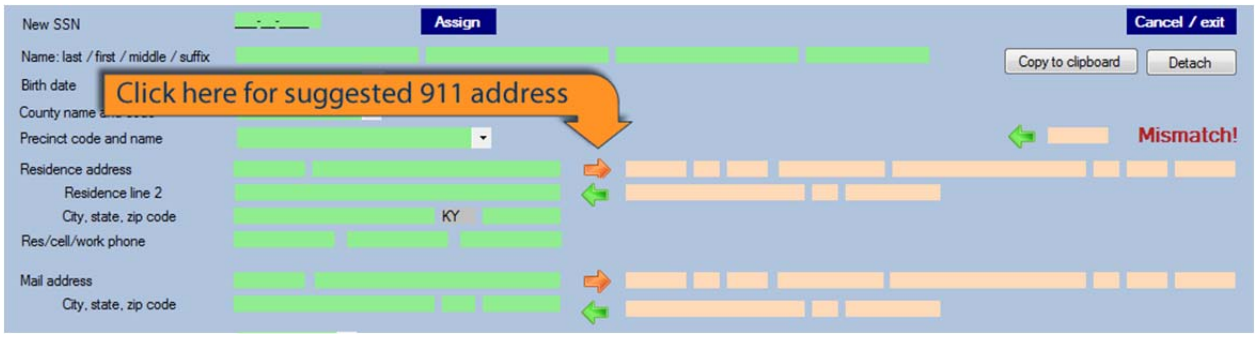


Figure 6.15

6.5.5 ACCEPTING THE 911 ADDRESS

If you click on the green arrow the data will be replaced with data from the orange fields. If you do not want to change the information in the green fields simply ignore the suggestion.

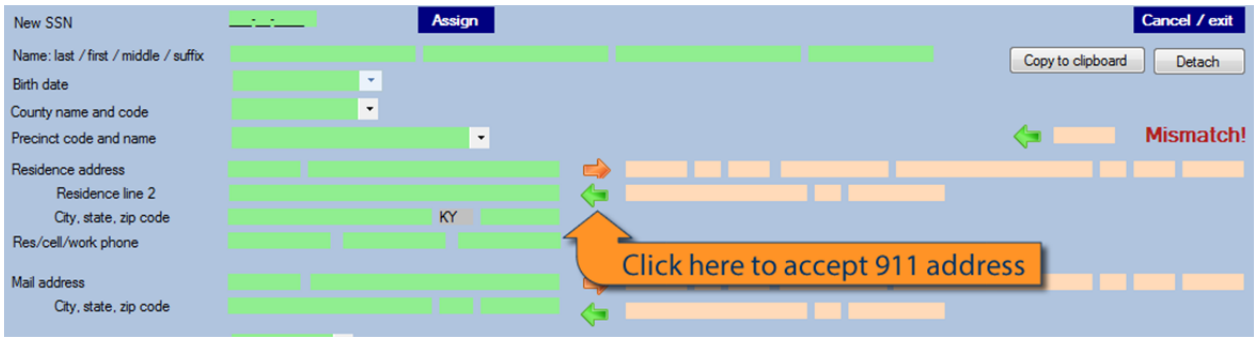


Figure 6.16

6.5.6 SUGGESTED PRECINCT AND SAVING CHANGED ADDRESSES

Depending on the completeness of your county's street tables, you may see a suggested precinct in the "Precinct code and name" field. Click on the green arrow on the right side to accept the suggested precinct, or simply ignore the suggested precinct.

Once you are ready to save the information in the green fields, click "Save/exit" to return to the Physical application screen.

While you are entering data, if for some reason you want to delete what you have started, click "Cancel/exit" button to delete the data and return to the Physical application screen.

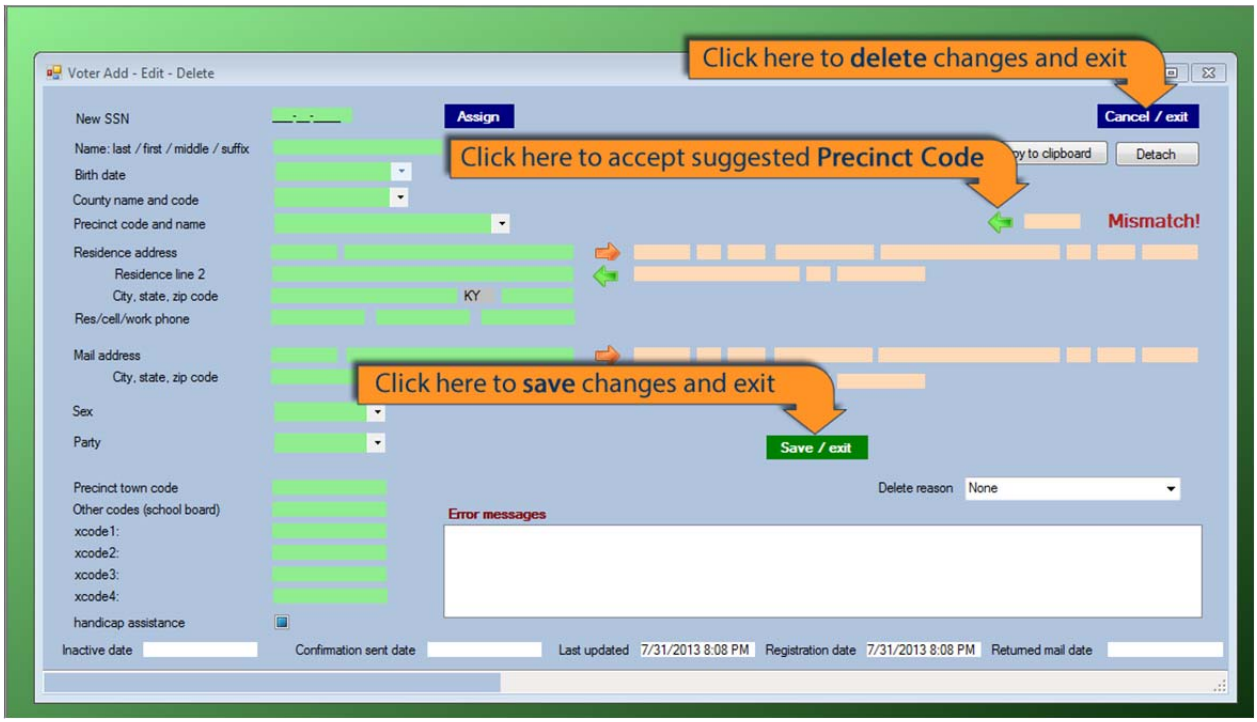


Figure 6.17

7 STREET ASSIGNMENTS

In order for the voter registration system to automatically assign precincts, the street assignment table (street names and range of house numbers) MUST match the 911 national address file as suggested in the orange field.

All street table assignments from the mainframe voter registration database will be transferred to this voter registration system. If your county has no street table assignments in the mainframe voter registration database, you should begin assigning addresses in this registration system.

7.1 THE STREET ASSIGNMENTS WINDOW

7.1.1 WORKING WITH STREET ASSIGNMENTS

Click on “Street Assignments” at the top of the main System window to get started updating your street assignment table.

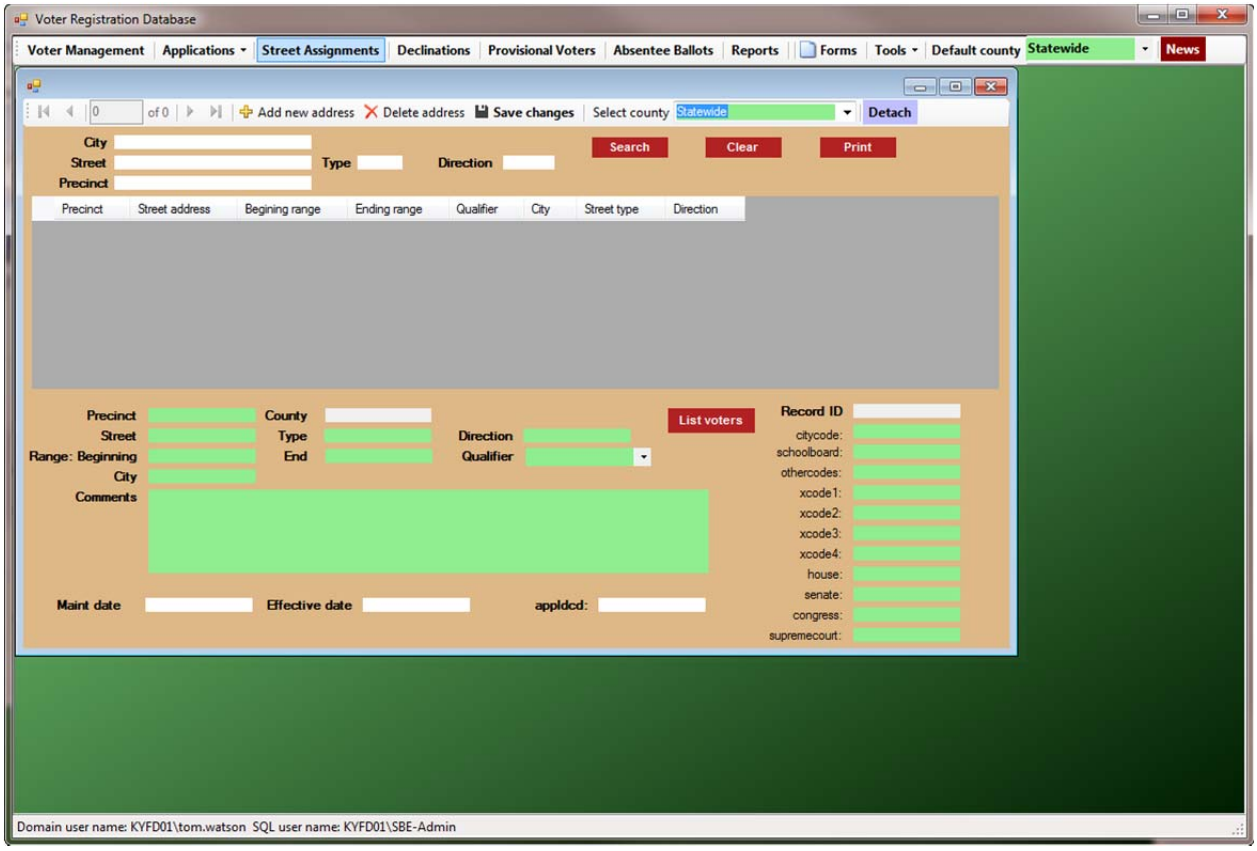


Figure 7.1

7.2 SEARCH EXISTING ADDRESSES

Before you begin adding addresses and editing or deleting existing addresses, you should search your county's existing addresses to see what updates, if any, are needed.

A narrowed search can be seen below. Immediately you know that there are 1,124 streets and house ranges within the selected county because you can see the number of records the search returned by looking in the upper left corner.

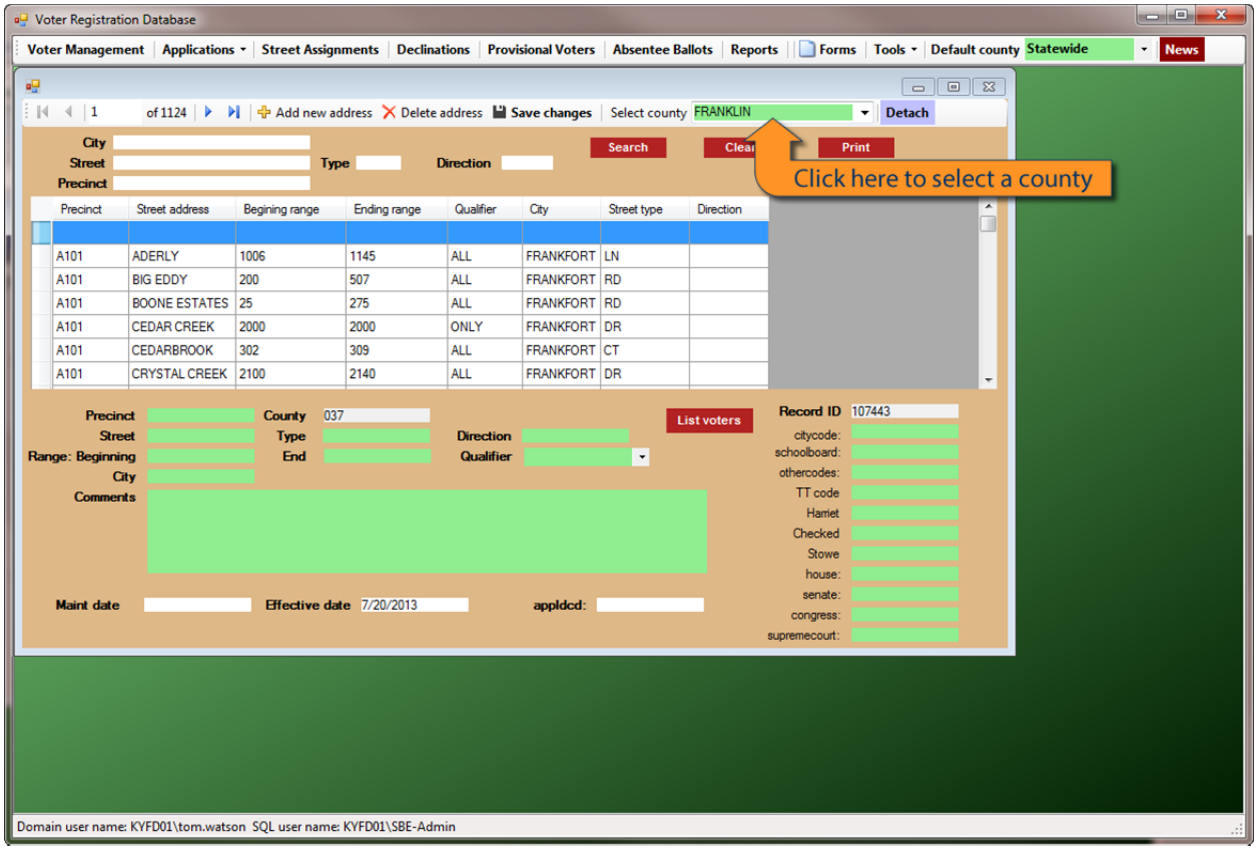


Figure 7.2

7.3 VIEWING OR PRINTING ALL PRECINCTS IN A COUNTY

If you choose to view or print a complete listing of the addresses for ALL precincts in your county, you click the "Print" button.

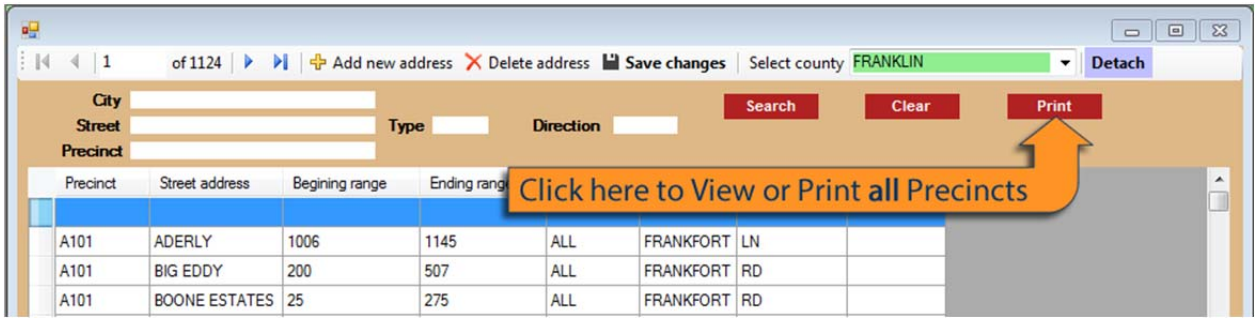
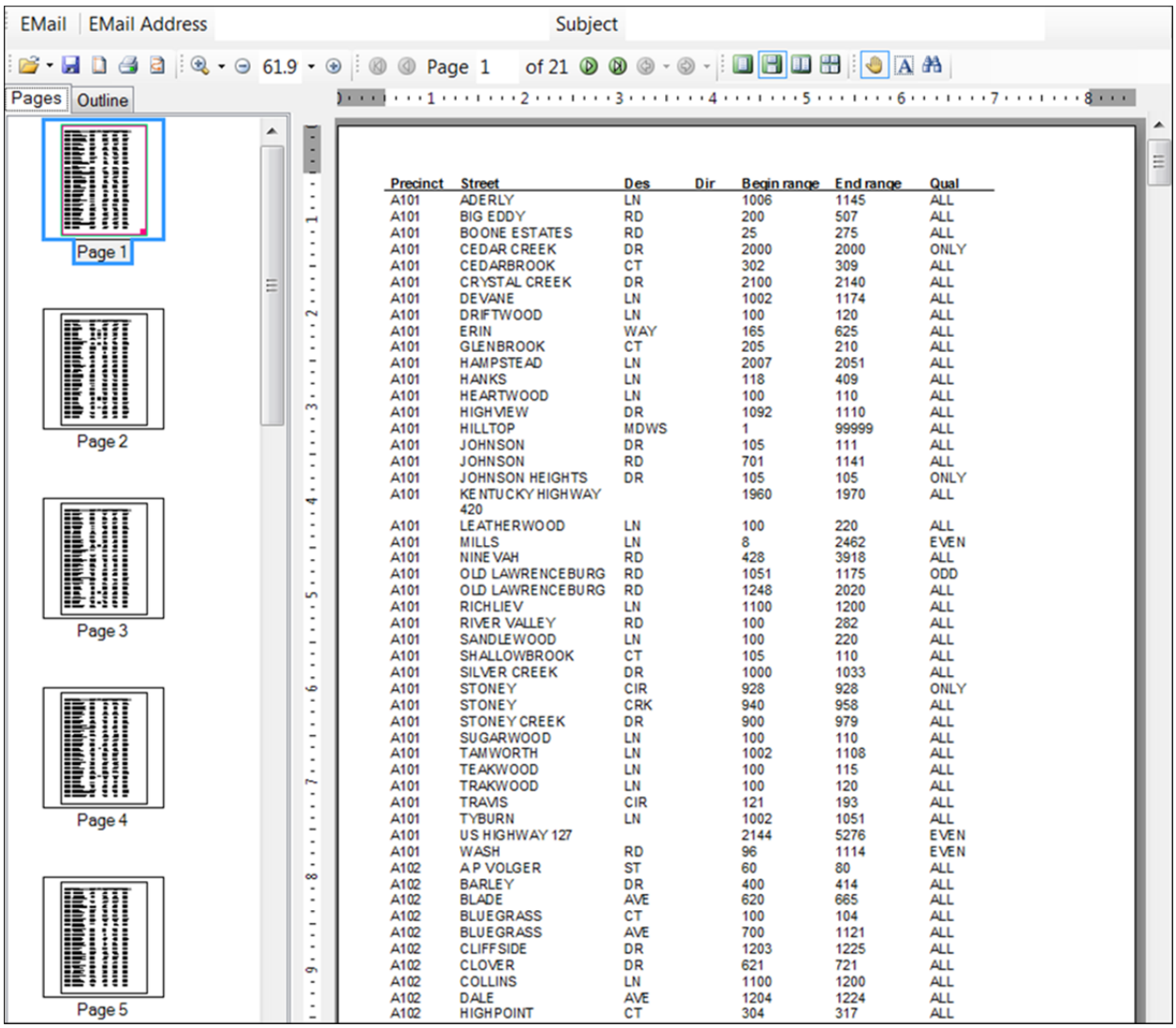


Figure 7.3

7.3.1 PRECINCT PRINT LIST RESULTS

Your “Print” results will appear in an external window that has the same control options as we’ve already seen in both “Report” and “Print Screen”.

The list will include your precinct code, street name, street designation (lane LN, road RD, drive DR, court CT, street ST, avenue AVE, boulevard BLVD, or circle CIR), directional indicator (north N, south S, east E, west W, northeast NE, southwest SW, etc), beginning and ending range of house numbers (1006 to 1145), and qualifier (indicates ALL, EVEN, ODD, or ONLY for a single house).



Precinct	Street	Des	Dir	Begin range	End range	Qual
A101	ADERLY	LN		1006	1145	ALL
A101	BIG EDDY	RD		200	507	ALL
A101	BOONE ESTATES	RD		25	275	ALL
A101	CEDAR CREEK	DR		2000	2000	ONLY
A101	CEDARBROOK	CT		302	309	ALL
A101	CRYSTAL CREEK	DR		2100	2140	ALL
A101	DEVANE	LN		1002	1174	ALL
A101	DRIFTWOOD	LN		100	120	ALL
A101	ERIN	WAY		165	625	ALL
A101	GLENBROOK	CT		205	210	ALL
A101	HAMPSTEAD	LN		2007	2051	ALL
A101	HANKS	LN		118	409	ALL
A101	HEARTWOOD	LN		100	110	ALL
A101	HIGHVIEW	DR		1092	1110	ALL
A101	HILLTOP	MDWS		1	99999	ALL
A101	JOHNSON	DR		105	111	ALL
A101	JOHNSON	RD		701	1141	ALL
A101	JOHNSON HEIGHTS	DR		105	105	ONLY
A101	KENTUCKY HIGHWAY 420			1960	1970	ALL
A101	LEATHERWOOD	LN		100	220	ALL
A101	MILLS	LN		8	2462	EVEN
A101	NINEVAH	RD		428	3918	ALL
A101	OLD LAWRENCEBURG	RD		1051	1175	ODD
A101	OLD LAWRENCEBURG	RD		1248	2020	ALL
A101	RICHLIEV	LN		1100	1200	ALL
A101	RIVER VALLEY	RD		100	282	ALL
A101	SANDLEWOOD	LN		100	220	ALL
A101	SHALLOWBROOK	CT		105	110	ALL
A101	SILVER CREEK	DR		1000	1033	ALL
A101	STONEY	CIR		928	928	ONLY
A101	STONEY	CRK		940	958	ALL
A101	STONEY CREEK	DR		900	979	ALL
A101	SUGARWOOD	LN		100	110	ALL
A101	TAMWORTH	LN		1002	1108	ALL
A101	TEAKWOOD	LN		100	115	ALL
A101	TRAKWOOD	LN		100	120	ALL
A101	TRAVIS	CIR		121	193	ALL
A101	TYBURN	LN		1002	1051	ALL
A101	US HIGHWAY 127			2144	5276	EVEN
A101	WASH	RD		96	1114	EVEN
A102	A P VOLGER	ST		60	80	ALL
A102	BARLEY	DR		400	414	ALL
A102	BLADE	AVE		620	665	ALL
A102	BLUEGRASS	CT		100	104	ALL
A102	BLUEGRASS	AVE		700	1121	ALL
A102	CLIFFSIDE	DR		1203	1225	ALL
A102	CLOVER	DR		621	721	ALL
A102	COLLINS	LN		1100	1200	ALL
A102	DALE	AVE		1204	1224	ALL
A102	HIGHPOINT	CT		304	317	ALL

Figure 7.4

7.4 SEARCHING FOR ALL VOTERS IN A PRECINCT

As you scroll through the list of streets in each precinct, the blue highlight follows to identify each street. The red "list voters" button provides a list of all voters within the selected precinct.

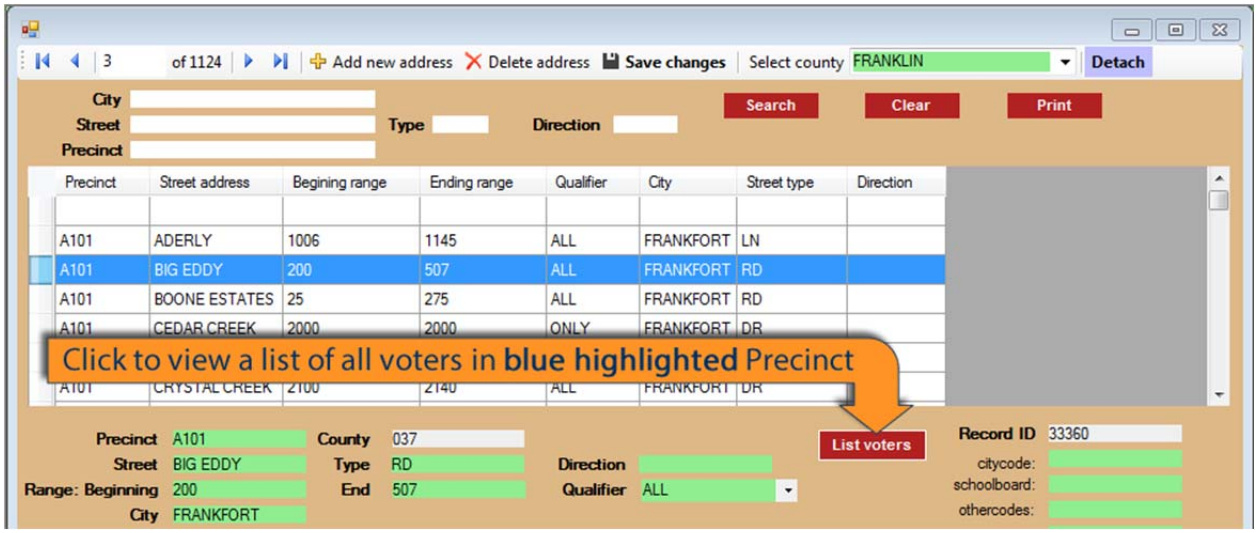


Figure 7.5

7.4.1 LIST VOTERS SEARCH RESULTS

The search reveals all 66 voters on Big Eddy Rd, in precinct code A101, in Franklin County.

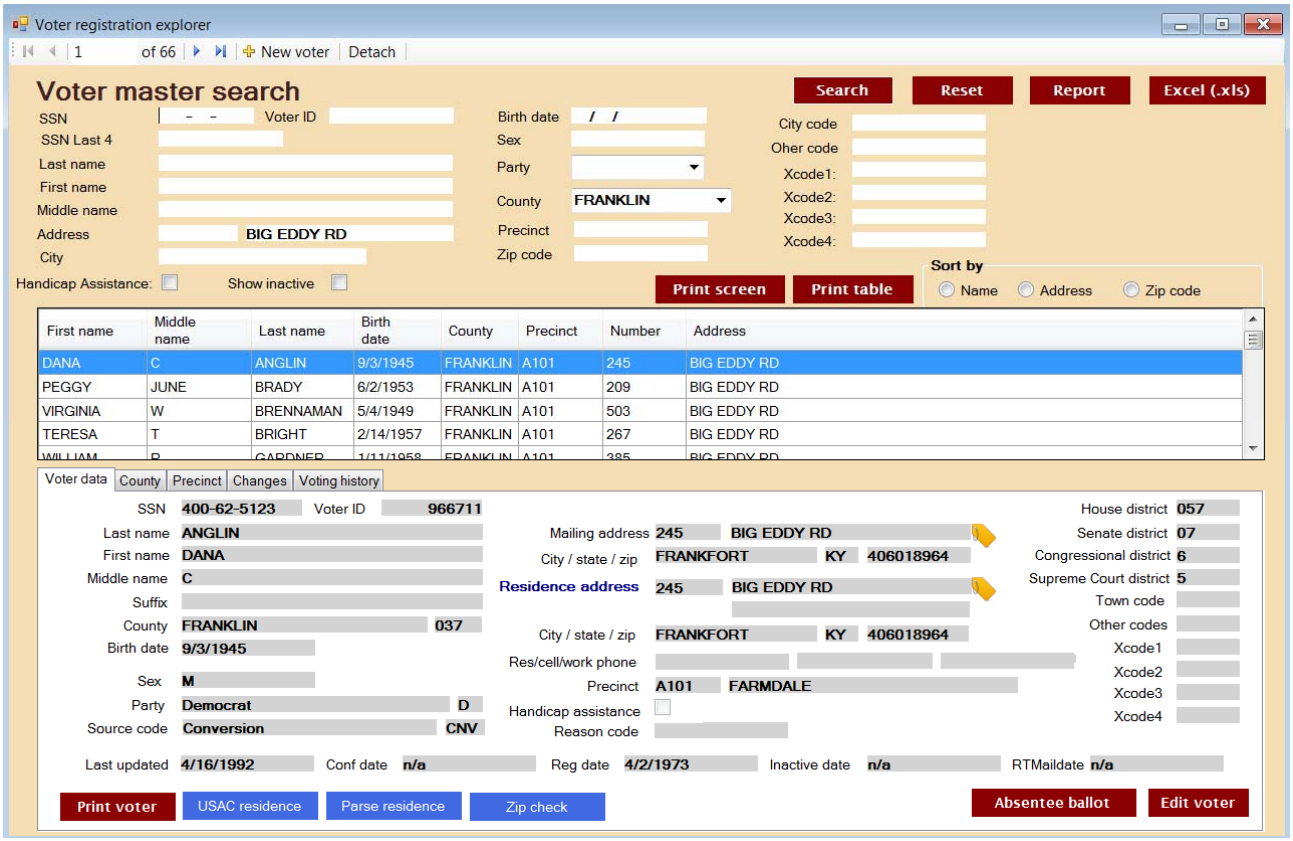


Figure 7.6

7.5 SEARCH SINGLE ADDRESS

After searching on a single county, you can further narrow your search to a single street or road by using the “Street” field and clicking the “Search” button. You can also search on “precinct code”.

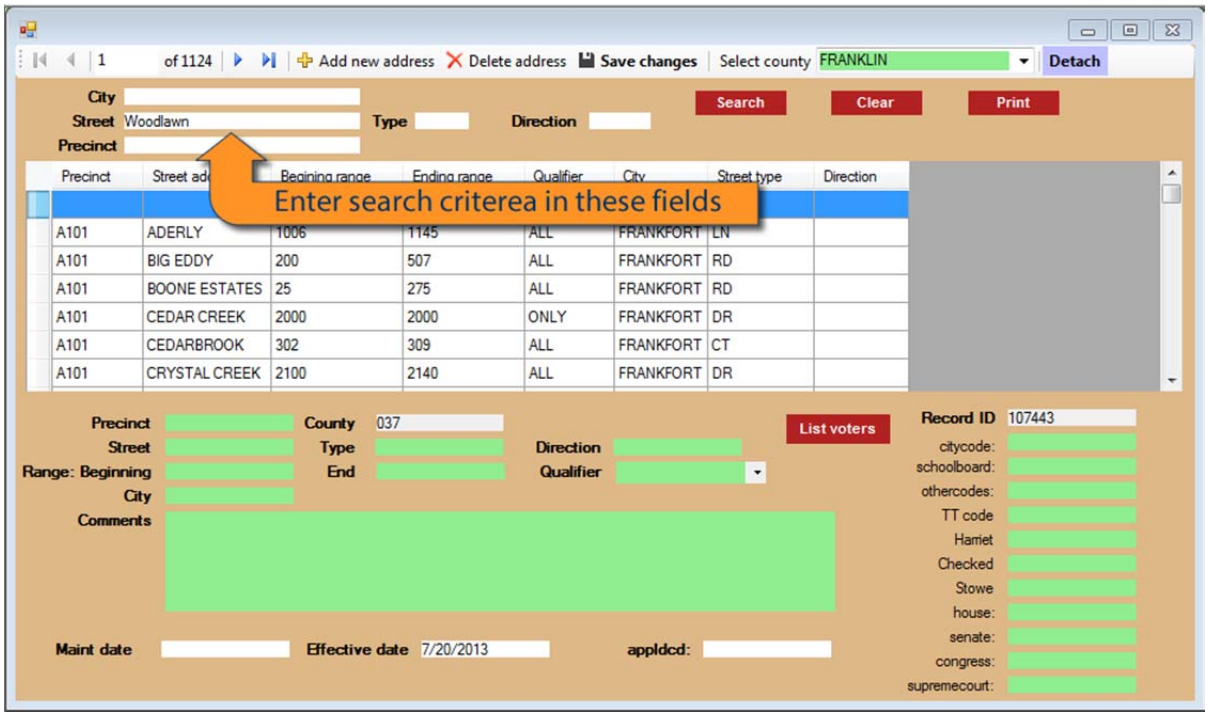


Figure 7.7

7.5.1 STREET SEARCH RESULTS

The results will include all records containing the street name you searched for.

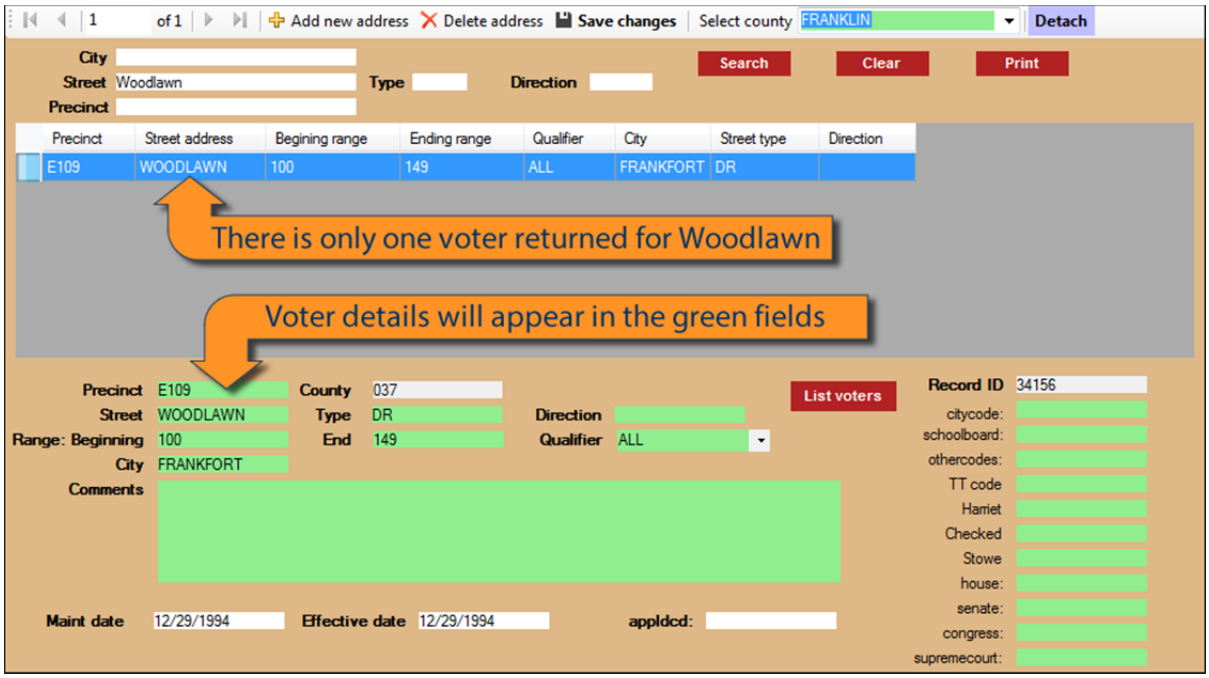


Figure 7.8

7.5.2 PERFORMING MULTIPLE SEARCHES

When you are ready for the next search click “clear” and the search white fields will go blank for your next entry, while the green results fields remain populated from the previous search.

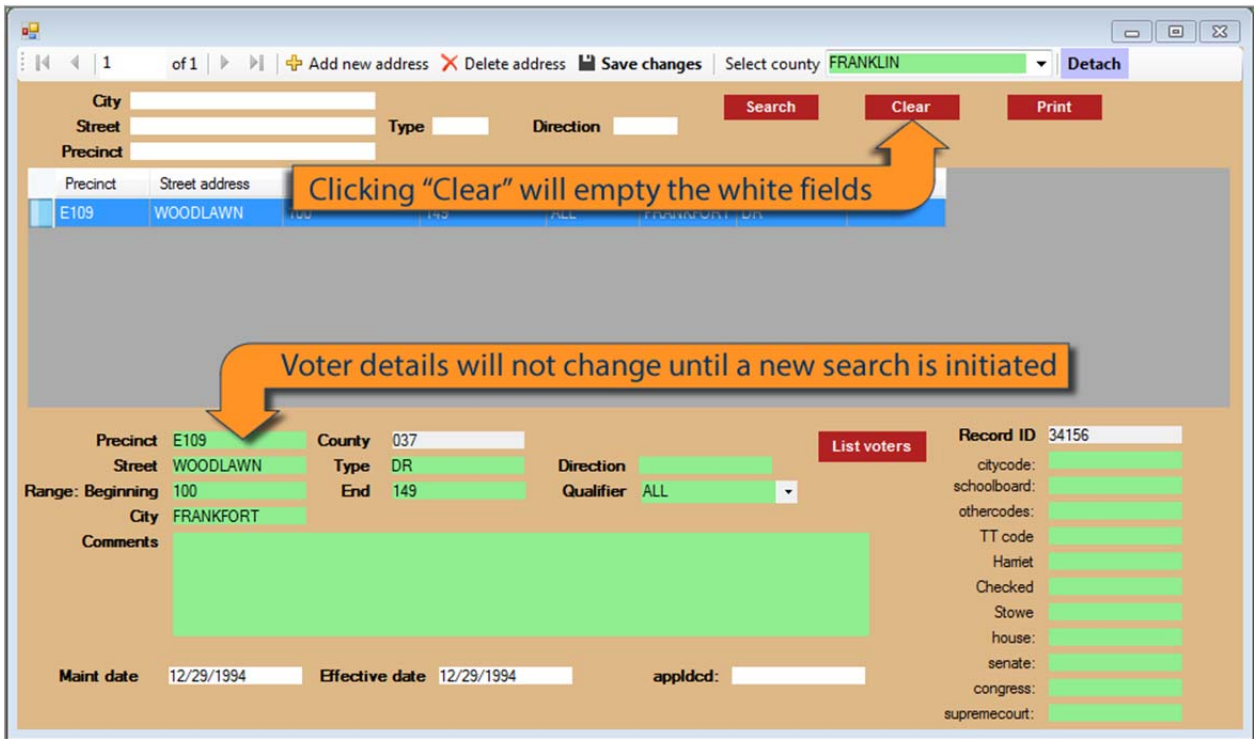


Figure 7.9

7.6 ADD STREET AND RANGE OF HOUSE NUMBERS

If your county has no existing street table or you determine a street is not in your existing street table, it is time to add the street and range of house numbers to the street table.

7.6.1 ADDING A NEW STREET TO THE STREET TABLE

In the “Street Assignments” window, click on the “Add new address” button.

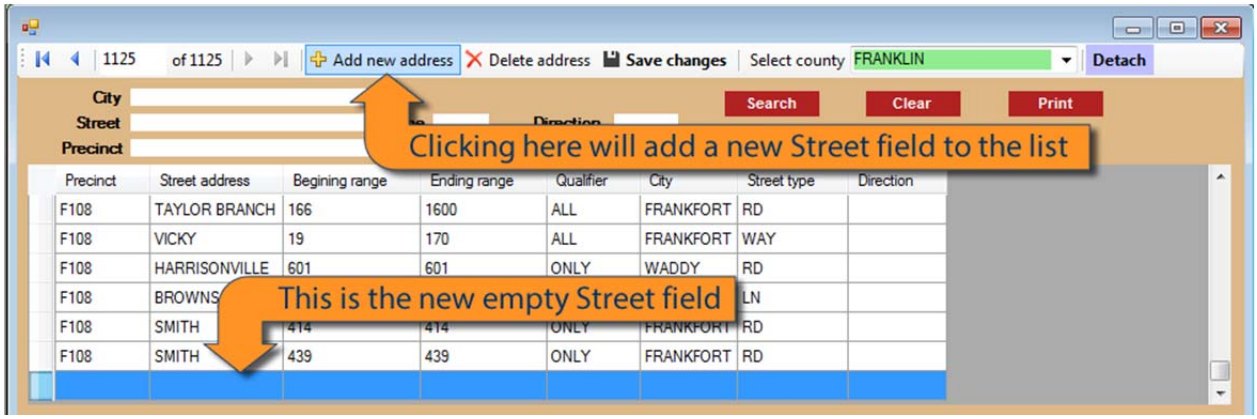


Figure 7.10

7.6.2 ENTERING THE NEW STREET DATA

You begin entering the NEW street data into the green fields and when finished, click “Save changes” to save the street in the street table.

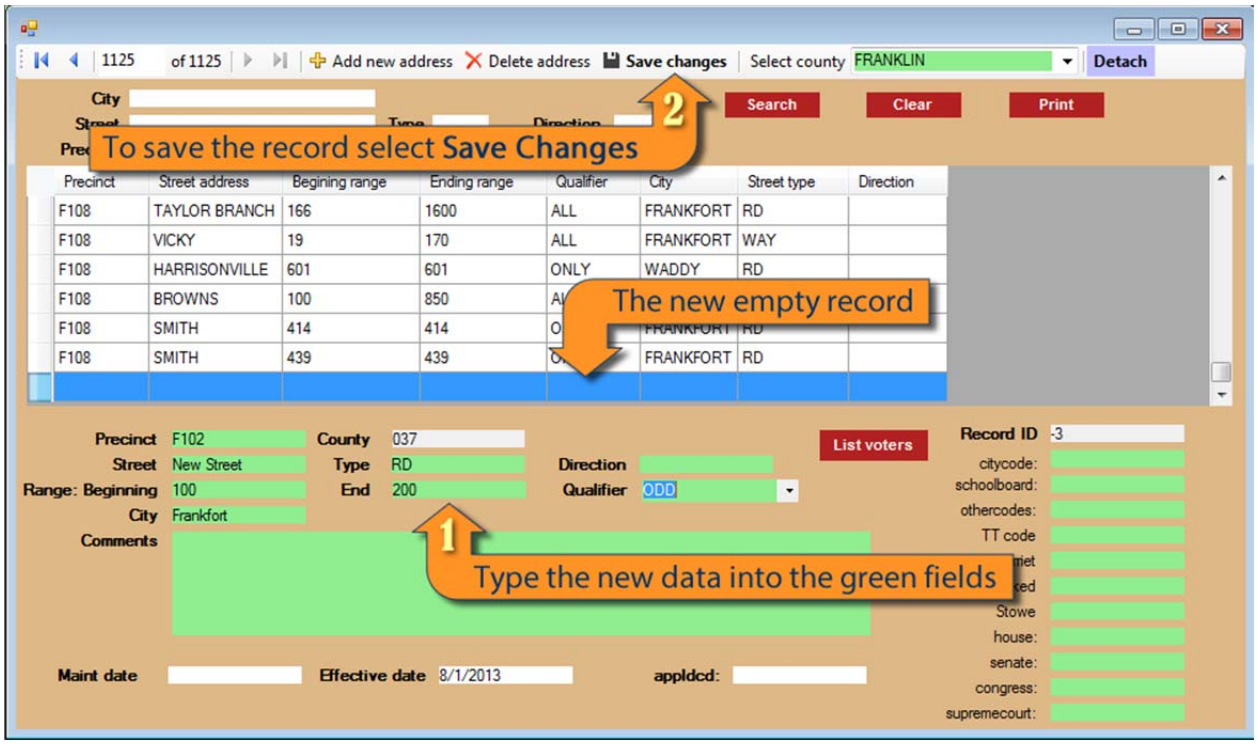


Figure 7.11

7.6.3 SAVE CHANGES RESULT

Now you can see your new street record has been added to the list.

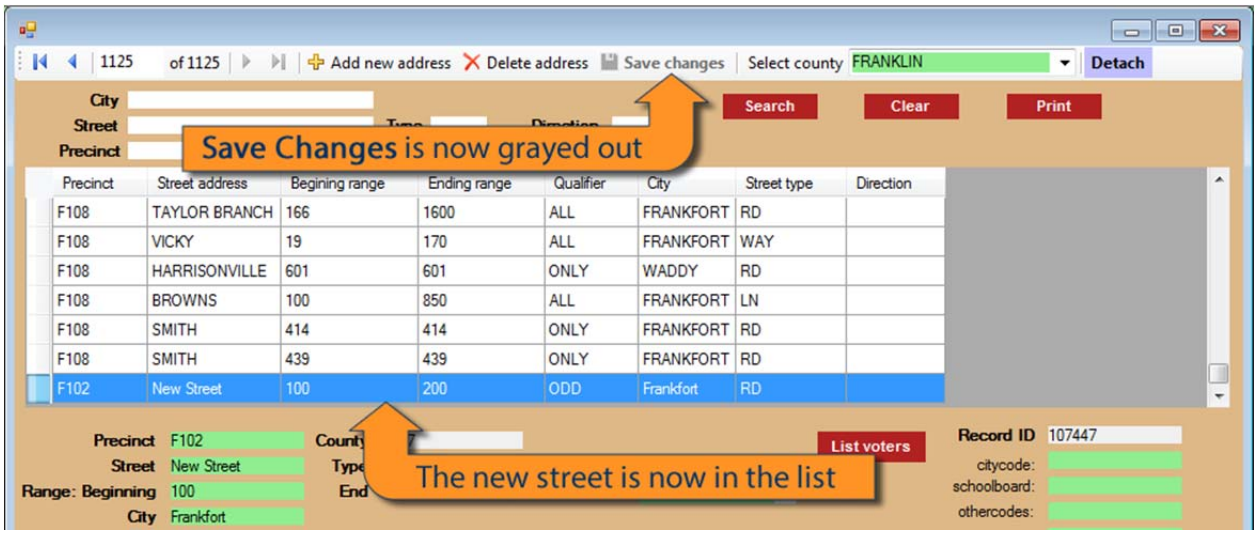


Figure 7.12

8 DECLINATIONS

8.1 WORKING WITH DECLINATIONS

8.1.1 WHAT ARE DECLINATONS?

All individuals declining to make application to register to vote from

1. Driver's License (101 control number/source code); or
2. Kentucky Cabinet for Health and Family Services through
   a. Medicaid (304 control number/source code); and
   b. Kentucky Transitional Assistance Program (K-TAP) (314 control number/source code); and
   c. Supplemental Nutrition Assistance Program (SNAP) formerly Food Stamps (324 control number/source code)

must sign a Declination statement and that individual's name, SSN, birth date, county, date of declination, and control number/source code will be electronically sent to the county clerk by way of this System.

8.1.2 DECLINATIONS FROM DRIVER'S LICENSE

The circuit clerk must provide the county clerk with all Declinations through Driver's License, bearing control number/source code 101, as follows:

1. Electronically by way of this System; and
2. Hard copy of Declination statement signed by the individual declining to register to vote.

8.1.3 DECLINATIONS FROM KY CABINET FOR HEALTH AND FAMILY SERVICES

The Kentucky Cabinet for Health and Family Services must provide the county clerk with all Declinations received through Medicaid-304 control number/source code, Kentucky Transitional Assistance Program (K-TAP)-314 control number/source code, and Supplemental Nutrition Assistance Program (SNAP)-324 control number/source code as follows:

1. Electronically by way of this System, with the signed hard copy of the Declination statement being retained by the agency.

8.2 THE DECLINATION WINDOW

Click on the “Declinations” button at the top of the VRS main window.

Figure 8.1

8.2.1 SEARCHING FOR DECLINATIONS BY COUNTY

Searching for declinations by county is as simple as selecting the county and clicking on the “Search” button. Results will be returned in the gray area.

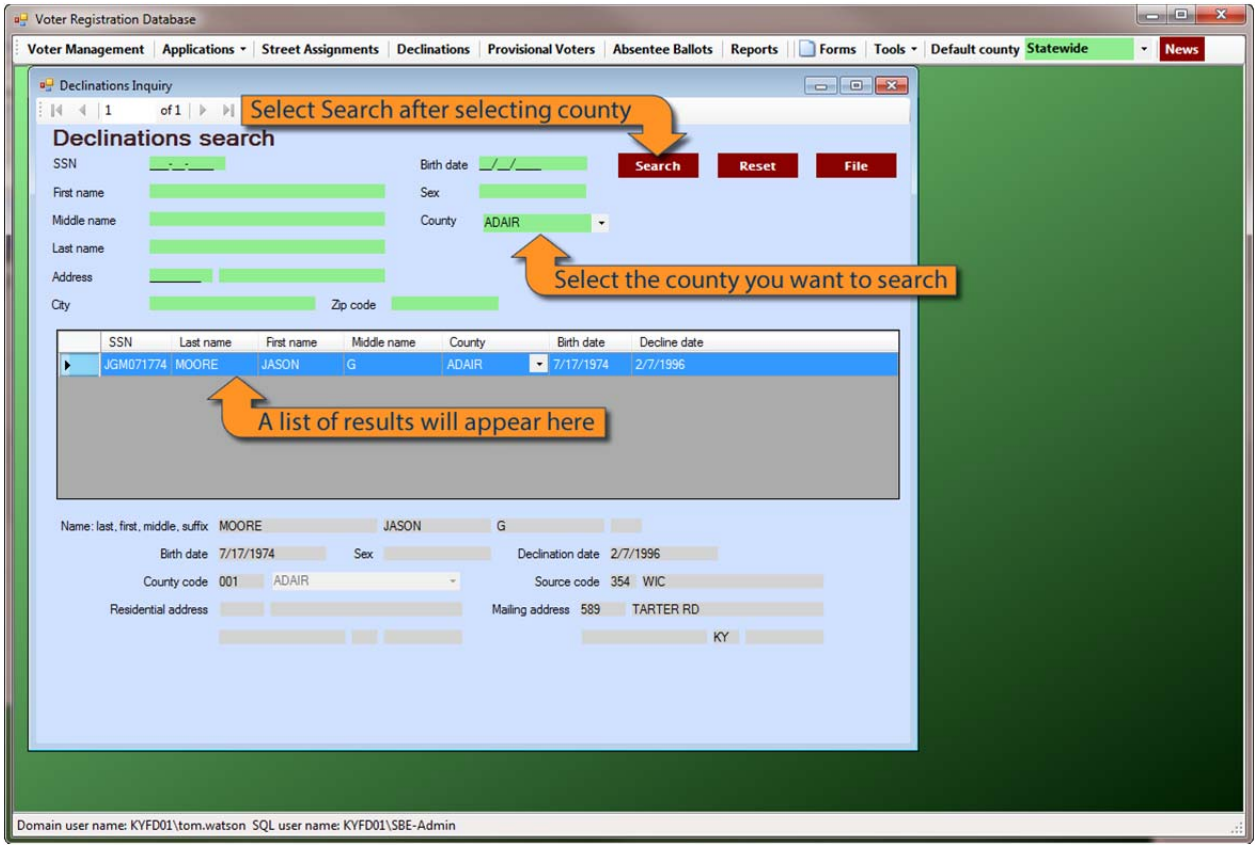


Figure 8.2

9 PROVISIONAL VOTERS

9.1 MANAGING PROVISIONAL VOTERS

Provisional ballots were created in the Help America Vote Act of 2002 to ensure all voters have the opportunity to cast a ballot. A provisional ballot is a ballot cast in an election for federal offices by an individual who resides in the precinct or who confirms by affidavit (sworn statement) that he/she lives in the precinct, but whose eligibility to vote is in question or is not determinable on Election Day. Provisional ballots protect the rights of any potential voter.

A provisional ballot will only include candidates seeking federal offices such as President, Vice President, United States Senator and United States Representative and will be used only in Primary, General or Special elections in which candidates are seeking a federal office.

After all provisional ballots are returned to the county clerk's office at the end of Election Day for the county board of elections to determine if each individual is eligible to vote in the election, and if eligible, the provisional ballot will be counted.

9.1.1 REPORTING NOT COUNTED PROVISION BALLOTS

After the county board of elections has completed its investigation of each provisional ballot and marked the face of the provisional ballot outer envelope appropriately to its findings, the county clerk must photocopy the face of each outer envelope for future access to convey to the voter whether or not the provisional ballot was counted, and if not counted, the reason why, and immediately enter the information in this System.

9.1.2 THE PROVISIONAL VOTERS WINDOW

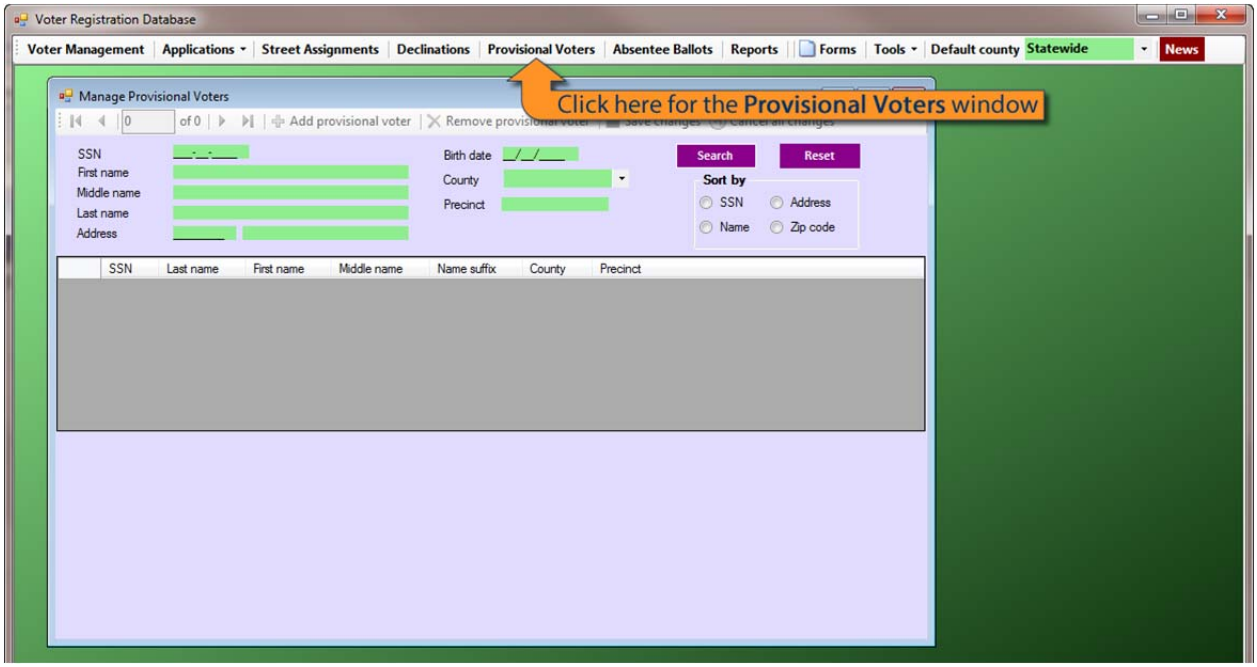


Figure 9.1

10 ABSENTEE BALLOTS

10.1 MANAGING ABSENTEE BALLOT APPLICATIONS

10.1.1 WORKING WITH ABSENTEE BALLOT S

All individuals eligible to vote absentee must request and complete an application for absentee voting and return the completed application to the county clerk. The following application forms will be populated when you identify the registered voter in this System requesting the application:

1. Mail-In Absentee Ballot Application SBE 44A, and
2. Voting Machine Absentee Ballot Application SBE 44B; and
3. Medical Emergency Application for an Absentee Ballot SBE 45

10.1.2 THE ABSENTEE BALLOTS WINDOW

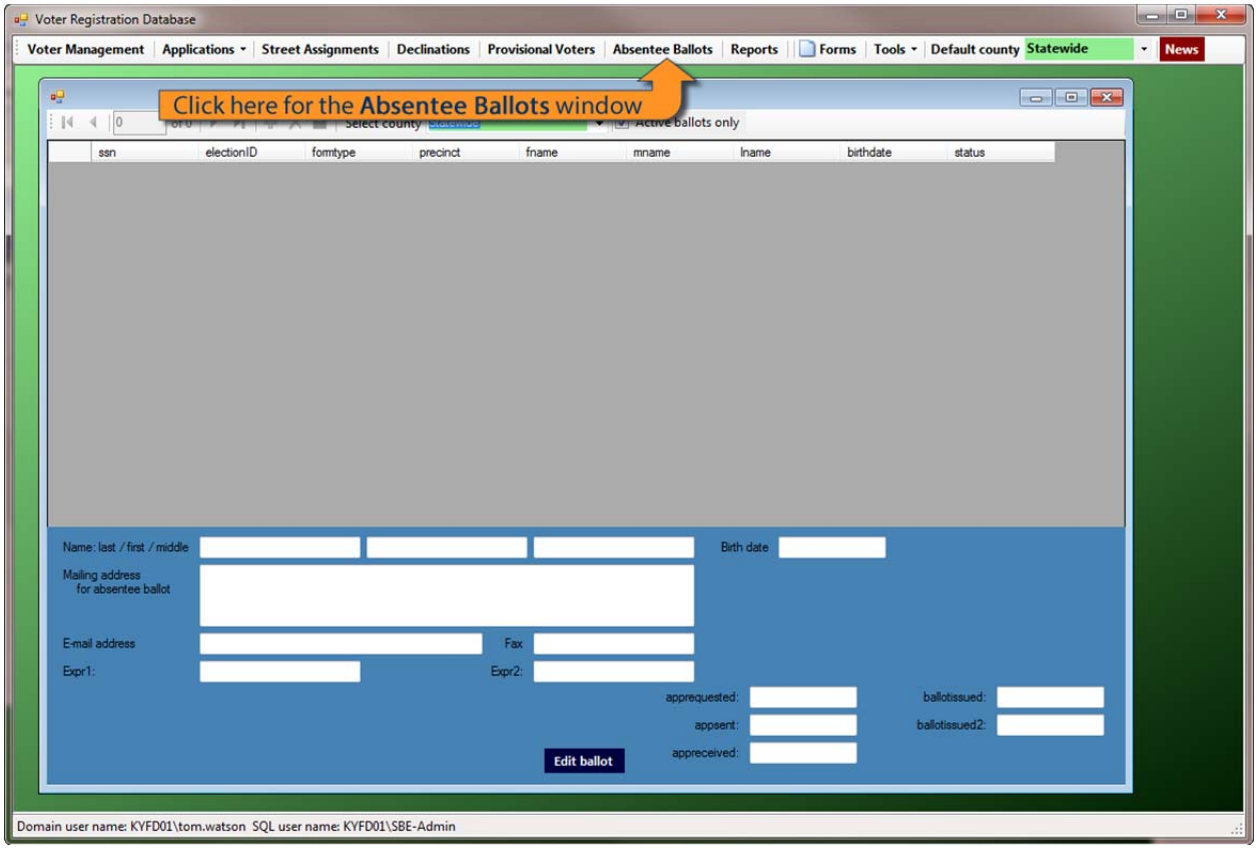


Figure 10.1

10.1.3 WHO IS ELIGIBLE FOR MAIL-IN ABSENTEE BALLOT?

Individuals are eligible for a mail-in absentee ballot for the following reasons:

1. Age, disability, or illness; and
2. Military personnel, their dependents, and overseas citizens; and
3. Military personnel confined to a military base on Election Day; and
4. Students who temporarily reside outside of the county; and
5. Temporarily residing outside KY, but eligible to vote in KY, including vacationers; and
6. Incarcerated, but not yet been convicted of the crime; and
7. Residence moved to different state while registration books are closed in new state for President/Vice President only and General Election only; and
8. Employment requires voter to be absent from the county all hours and days absentee voting by machine is conducted.

10.1.4 WHO IS ELIGIBLE FOR WALK-IN ABSENTEE BALLOT?

Individuals are eligible for a walk-in absentee ballot for the following reasons:

1. If medical emergency occurs within fourteen (14) days of the election; and
2. Spouse of person with medical emergency

10.1.5 WHO IS ELIGIBLE TO VOTE MACHINE ABSENTEE?

Individuals are eligible to vote machine absentee for the following reasons:

1. Absent from county on Election Day; and
2. Military personnel, their dependents, and overseas citizens; and
3. Military personnel confined to base who learn within seven days or less of an election; and
4. Students and residents who temporarily reside outside of the county; and
5. Surgery scheduled that will require hospitalization on Election Day, and voter's spouse; and
6. Changes residence to a different state while registration books are closed in new state for President/Vice President only and General election only; and
7. Woman in her last trimester of pregnancy; and
8. Election officials
    a. Precinct election officer appointed to serve in precinct other than his own; and
    b. Alternate precinct election officer; and
    c. County board of elections members, staff, and deputy county clerk; and
    d. State Board of Elections staff.

11 REPORTS

12 FORMS

13 TOOLS

14 GENERAL INFORMATION

14.1 VOTER REGISTRATION SYSTEM HISTORY

14.1.1 ORIGINAL IMPLEMENTATION

In 1973, Kentucky implemented a centralized statewide voter registration system. Kentucky was the fourth state to implement a centralized statewide voter registration system, with South Carolina being first in 1967, Delaware being second in 1968, and Alaska being third in 1970. The Kentucky General Assembly passed legislation in 1972 for the implementation of the centralized statewide voter registration system with a completion deadline of September 1973. The 1972 legislation required all Kentucky voter registrants to re-register to vote in order to assure that the centralized system began operation with a clean voter registration database. The county clerks registered voters, mailed copies of the voter registration cards to the State Board of Elections for data entry into the statewide voter registration system, and then county clerks would receive activity reports from the State Board of Elections of the entries. Kentucky's statewide centralized system cost $1,102,498 to implement.

14.1.2 FIRST SYSTEM UPGRADE

In 1986, Kentucky enhanced the centralized voter registration system to provide a faster and more efficient process for registering voters. The State Board of Elections was able to utilize existing hardware and communications infrastructure provided by another Kentucky state agency to develop an instantaneous mainframe statewide voter registration system in order for each county clerk to take charge of the data entry for that county. The 1986 enhancement of the centralized voter registration system did not require legislation. The enhancement of the centralized voter registration system began in the summer of 1985 and was implemented in August 1986. The enhancement of the centralized voter registration system cost $796,899 to implement.

14.1.3 INTRODUCTION OF NVRA

In 1995, the statewide voter registration database was completely overhauled to comply with the National Voter Registration Act of 1993 (Motor Voter) and the State Board of Elections' desire to add enhancement features to the existing statewide voter registration system. The Kentucky General Assembly passed legislation in April 1994, with full implementation deadline of January 1, 1995.

The mainframe statewide voter registration database included the following information for each registrant: Social Security Number [if provided by registrant and if not provided by registrant, the system assigns a number], name, residential address, mailing address, telephone number, voting precinct, voting precinct location, voting district information, party affiliation, date of birth, date of registration, date of last update, inactive date (if needed), and a five-year voting history that demonstrates if the person voted in the primary and general elections of those five years.

The Kentucky statewide voter registration system provided a consistent and standardized means of establishing and maintaining voter registration records, preparing voter data lists and providing registration and election statistics. The features and simplicity of the mainframe-based voter registration system allowed all 120 Kentucky counties to benefit equally regardless of size. The voter registration records for each county reflect the actual number of registrants because the statewide voter registration system would not allow more than one voter registration record to exist per Social Security Number. Since the early 1970s Kentucky has utilized the full Social Security Number. Registrants who moved to a new county within Kentucky and re-registered in that new county were automatically removed from the voter registration database of the county they left. The statewide voter registration system provided each county clerk with daily activity reports detailing the changes to registrants' records and voter registration statistics by precinct prior to each election. The statewide voter registration system provided voter turnout statistics, by precinct, after each election. The State Board of Elections utilized the information contained on the database to produce Election Day precinct rosters for all precincts within the Commonwealth of Kentucky. The statewide voter registration database also allowed the management of list maintenance activities at the state level as opposed to the county level.

A direct real-time link interfaced the statewide voter registration database with the Division of Driver's License database and a night-batch link with the Social Service agencies' database. The State Board of Elections printed Acknowledgement Cards for the county clerks to mail to each voter who registered to vote or changed his/her residential address that affected the voting precinct location. An online declination screen allowed county clerks to access a listing of all individuals who decline the right to register to vote at the Division of Driver's License or Social Service agencies. A voter registration purge inquiry screen provided a listing of the date, reason, and identification number of the person who purged the registrant. A master street screen function listed all registered voters on a given street by house number order to aid in assigning the correct voting precinct. A precinct notification function allowed a county to request the State Board of Election to produce a postcard for the county clerk to mail to alert voters in a given

precinct of their new voting location. An enhanced Election Night Tally System was used by counties to enter their election results and published on the State Board of Elections' website. The 1995 system cost was $1,160,926 to implement.

14.2 KENTUCKY'S 2013 VOTER REGISTRATION SYSTEM SUMMARY

14.2.1 THE NEW VRS

In 2013, Secretary of State Alison Lundergan Grimes, along with the State Board of Elections, initiated an in-house project to modernize Kentucky's voter registration database and user interface. The project team developed a Voter Registration System. The Voter Registration System is a Microsoft Windows client-server application, consisting of a Windows desktop client which communicates through a web service to a Microsoft SQL Server database. The system was built using the .NET 4.0 frame work. Moving the platform from IMS and DB2 on the mainframe to SQL server and Windows client application greatly reduces both the time and the cost of maintaining and enhancing the Voter Registration System.

With the 2013 Voter Registration System, the State Board of Elections enhanced the overall usability of the system. The 2013 Voter Registration System lets users perform partial name searches, address searches, date-of-birth searches, and much more. In addition, the State Board of Elections added new features to the system, including online absentee ballot application, provisional ballot application, precinct election officer management, printable forms, the ability to print additional reports, and polling place accessibility survey search.

The Voter Registration System provides a real-time link interface to the Division of Drivers' License and maintains night-batch links with social service agencies.

Either the State Board of Elections or the county clerks will print acknowledgement cards for the county clerks to mail to voters who register to vote or make a change to their residential address that affects their polling location.

The Voter Registration System includes a declination page with multiple search features. A declination page allows county clerks to access individuals who have declined to register to vote at the Division of Drivers' License and social service agencies.

County clerks will continue to upload their election night results to Election Night Reporting, the software system licensed by the State Board of Elections to display election results online.

The total project cost TBD.