

1 STATE BOARD OF ELECTIONS

2 (Amendment)

3 31 KAR 3:041. Electronic Voter Registration System.

4 RELATES TO: KRS 116.045, 116.0452, 116.065, 116.112, 116.155, 52 U.S.C.
5 21083~~[118.025]~~

6 STATUTORY AUTHORITY: 116.045(4)(e), 117.015(1)(a)

7 CERTIFICATION STATEMENT: This is to certify that this administrative regulation
8 complies with the requirements of 2025 RS HB6, Section 8.

9 NECESSITY, FUNCTION, AND CONFORMITY: KRS 117.015(1) requires the State
10 Board of Elections to supervise the registration and purgation of voters within the state.
11 KRS 116.045(4)(e) authorizes a person to register to vote or change party affiliation by
12 methods of registration or reregistration approved by the State Board of Elections. KRS
13 117.015(1)(a) authorizes the State Board of Elections to promulgate administrative
14 regulations necessary to properly carry out its duties. 52 U.S.C. 21083 requires Kentucky
15 to have a single, uniform, official, centralized, interactive computerized statewide voter
16 registration list defined, maintained, and administered at the state level that contains the
17 name and registration information of every legally registered voter in the state. This
18 administrative regulation approves and establishes procedures for use of an electronic

1 voter registration system that serves as the Commonwealth's central repository of voter
2 registration records, to register or reregister to vote or to update voter registration
3 information.

4 Section 1. Definitions~~[Definition]~~.

5 (1) "Applicant" means a person who uses the electronic voter registration system
6 established by the State Board of Elections to register or reregister to vote or
7 to update voter registration information.

8 (2) "Electronic voter registration system" means the combination of hardware,
9 software, or firmware, materials, and documentation used to automate the
10 process of voter registration and secure voter information within the
11 Commonwealth.

12 Section 2. Use of Electronic Voter Registration System.

13 (1) The State Board of Elections shall, as funds permit, establish an electronic voter
14 registration system by which persons may register or reregister to vote or update voter
15 registration information.

16 (2) Pursuant to KRS 116.045(4)(e), a person who meets all eligibility requirements
17 may register or reregister to vote or update voter registration information by using the
18 electronic voter registration system as established by the State Board of Elections under
19 this administrative regulation.

1 (3) The electronic voter registration system shall serve as the Commonwealth's
2 central repository of voter registration records, as required by 52 U.S.C. 21083. All voter
3 registration records obtained pursuant to KRS Chapter 116 shall be entered into the
4 electronic voter registration system.

5 Section 3. Contents of Electronic Voter Registration System Application Form.

6 The electronic voter registration system application shall:

7 (1) Include the electronic equivalent of the Commonwealth of Kentucky Voter
8 Registration Application form prescribed and furnished by the State Board of Elections
9 under KRS 116.155, including a warning relating to the potential penalties applicable to
10 an applicant knowingly filing an application with untrue information and a voter
11 declaration affirmation as required by KRS 116.065;

12 (2) Require the applicant who has a Kentucky driver's license or Kentucky personal
13 identification card to:

14 (a) Agree to the use of his or her Kentucky driver's license signature or Kentucky
15 personal identification card signature for voter registration purposes; and

16 (b) Provide his or her Kentucky driver's license number or Kentucky personal
17 identification card number; and

18 (3) Require the applicant who does not have a Kentucky driver's license or Kentucky
19 personal identification card, to either:

20 (a) Provide an electronic signature to be used for voter registration purposes; or

(b) Print the registration application, sign it, and return it to the county clerk for the county in which the applicant resides.

Section 4. Processing the Commonwealth of Kentucky Voter Registration Application Submitted Via the Electronic Voter Registration System.

(1) The electronic voter registration system shall not allow an applicant to submit an application unless:

(a) The entire application form, including the voter declaration affirmation as required by KRS 116.065, is completed by the applicant; and

(b) The applicant has either:

1. Agreed to the use of his or her Kentucky driver's license signature or Kentucky personal identification card signature for voter registration purposes and provided his or her Kentucky driver's license number or Kentucky personal identification card number pursuant to Section 3(2) of this administrative regulation; or

2. Provided an electronic signature to be used for voter registration purposes pursuant to Section 3(3)(a) of this administrative regulation.

(2) Immediately upon the applicant's submission of an application that meets the requirements of subsection (1) of this section, the State Board of Elections shall:

(a) If the applicant agreed to the use of his or her Kentucky driver's license signature or Kentucky personal identification card signature for voter registration purposes and

provided his or her Kentucky driver's license number or Kentucky personal identification card number pursuant to Section 3(2) of this administrative regulation:

1. Check the information submitted by the applicant to ensure that the Kentucky driver's license number or Kentucky personal identification card number submitted by the applicant matches the information maintained by the Transportation Cabinet; and

2. If a match is made:

a. Electronically forward the information provided in the application, along with a digital copy of the applicant's signature obtained from the Transportation Cabinet, to the county clerk for the county in which the applicant resides; and

b. Notify the applicant that the application has been electronically forwarded to the county clerk for the county in which the applicant resides, but that the applicant shall not be officially registered to vote or that changes to the applicant's existing registration shall not be made until the application is received and processed by the county clerk.

3. If a match cannot be made, notify the applicant that the application cannot be processed and instruct the applicant to print the application, sign it, and mail or hand deliver it to the county clerk for the county in which the applicant resides.

(b) If the applicant provided an electronic signature to be used for voter registration purposes pursuant to Section 3(3)(a) of this administrative regulation:

1 1. Electronically forward the information provided in the application, along with the
2 applicant's electronic signature, to the county clerk for the county in which the applicant
3 resides; and

4 2. Notify the applicant that the application has been electronically forwarded to
5 the county clerk for the county in which the applicant resides, but that the applicant shall
6 not be officially registered to vote or that changes to the applicant's existing registration
7 shall not be made until the application is received and processed by the county clerk.

8 (3) An electronic voter registration application shall be deemed to have been made
9 and received by the appropriate county clerk as of the date the applicant is informed
10 pursuant to subsection (2) of this section that the application has been electronically
11 forwarded to the county clerk for the county in which the applicant resides.

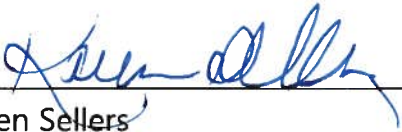
12 (4) Except as otherwise specifically provided, an electronic voter registration
13 application electronically forwarded by the State Board of Elections shall be considered
14 an application for registration by mail.

15 Section 5. Incorporation by Reference.

16 (1) "Commonwealth of Kentucky Voter Registration Application", Form SBE 01,
17 04/2024, is incorporated by reference.

18 (2) This material may be inspected, copied, or obtained, subject to applicable
19 copyright law, at the State Board of Elections, 140 Walnut Street, Frankfort, Kentucky

- 1 40601, Monday through Friday, 8 a.m. to 4:30 p.m. This material is also available on the
- 2 board's Web site at <https://elect.ky.gov>.



Karen Sellers

Executive Director, State Board of Elections

10/13/25

Date

PUBLIC HEARING AND PUBLIC COMMENT PERIOD

A public hearing on this administrative regulation shall be held on December 22, 2025, at 11:00 a.m. ET, at the Office of the State Board of Elections. Individuals interested in being heard at this hearing shall notify this agency in writing by five (5) workdays prior to the hearing, of their intent to attend. If no notification of intent to attend the hearing was received by that date, the hearing may be cancelled. This hearing will not be made unless a written request for a transcript is made. If you do not wish to be heard at the public hearing, you may submit written comments on the proposed administrative regulation. Written comments shall be accepted until December 31, 2025. Send written notification of intent to be heard at the public hearing or written comments on the proposed administrative regulation to the contact person.

CONTACT PERSON: Taylor Brown, General Counsel, 140 Walnut Street, Frankfort, Kentucky 40601, Phone: (502) 782-9499, Email: TaylorA.Brown@ky.gov.

REGULATORY IMPACT ANALYSIS AND TIERING STATEMENT

31 KAR 3:041

Contact Person: Taylor Brown, phone: 502-782-9499, email: TaylorA.Brown@ky.gov

Subject Headings: Elections and Voting; County Clerks; Local Governments

(1) Provide a brief summary of:

(a) What this administrative regulation does: This administrative regulation approves and establishes procedures for use of an electronic voter registration system to register or reregister to vote or to update voter registration information.

(b) The necessity of this administrative regulation: This administrative regulation is necessary to maintain the maximum degree of correctness, impartiality, and efficiency in the procedures of voting.

(c) How this administrative regulation conforms to the content of the authorizing statutes: KRS 117.015(1)(a) authorizes the State Board of Elections to promulgate administrative regulations necessary to properly carry out its duties.

(d) How this administrative regulation currently assists or will assist in the effective administration of the statutes: This administrative regulation assists in maintaining the maximum degree of correctness, impartiality, and efficiency in the procedures of voting.

(2) If this is an amendment to an existing administrative regulation, provide a brief summary of:

(a) How the amendment will change this existing administrative regulation: This amendment adds language from the Help America Vote Act that requires state to have centralized computer voter registration records, defines what the electronic voter registration system is, and requires all voter registration records in possession of a county to be added to the voter's electronic record.

(b) The necessity of the amendment to this administrative regulation: This amendment identifies the Commonwealth's central repository of voter registration records and ensures that all voter registration records are added to it.

(c) How the amendment conforms to the content of the authorizing statutes: KRS 117.015(1)(a) authorizes the State Board of Elections to promulgate administrative regulations necessary to properly carry out its duties.

(d) How the amendment will assist in the effective administration of the statutes:

This amendment will assist in maintaining the maximum degree of correctness, impartiality, and efficiency in the procedures of voting.

(3) Does this administrative regulation or amendment implement legislation from the previous five years? This amendment does not implement legislation from the previous five years.

(4) List the type and number of individuals, businesses, organizations, or state and local governments affected by this administrative regulation:

This administrative regulation will affect voters of the Commonwealth, county boards of election, and the State Board of Elections.

(5) Provide an analysis of how the entities identified in question (4) will be impacted by either the implementation of this administrative regulation, if new, or by the change, if it is an amendment, including:

(a) List the actions that each of the regulated entities identified in question (4) will have to take to comply with this administrative regulation or amendment. To comply with this amendment, voters will need to go on to the internet to access the Electronic Voter Registration System and county clerks will need to go online to receive and process submitted applications as well as upload any obtained voter registration records.

(b) In complying with this administrative regulation or amendment, how much will it cost each of the entities identified in question (4): The State Board of Elections estimates that the implementation of this administrative regulation will have minimal costs.

(c) As a result of compliance, what benefits will accrue to the entities identified in question (4): Compliance with this new administrative regulation will benefit all by assisting in maintaining the maximum degree of correctness, impartiality, and efficiency in the procedures of voting.

(6) Provide an estimate of how much it will cost the administrative body to implement this administrative regulation:

(a) Initially: The cost of the implementation of this administrative regulation for the State Board of Elections will be minimal.

(b) On a continuing basis: The continuing costs of this administrative regulation for the State Board of Elections will be minimal.

(7) What is the source of the funding to be used for the implementation and enforcement of this administrative regulation: Funds from the State Board of Elections' administrative budget will be used in the implementation and enforcement of this administrative regulation.

(8) Provide an assessment of whether an increase in fees or funding will be necessary to implement this administrative regulation, if new, or by the change if it is an amendment: Implementation of this administrative regulation can be achieved without an increase in fees or funding by the General Assembly.

(9) State whether or not this administrative regulation established any fees or directly or indirectly increased any fees: No fees are associated with this administrative regulation.

(10) TIERING: Is tiering applied? Explain why or why not. Tiering is not used in this administrative regulation, as a desired result of the promulgation of this administrative regulation is uniform procedures for the administration of elections throughout all of the counties in the Commonwealth.

FISCAL IMPACT STATEMENT

31 KAR 3:041

Contact Person: Taylor Brown, phone: 502-782-9499, email: TaylorA.Brown@ky.gov

(1) Identify each state statute, federal statute, or federal regulation that requires or authorizes the action taken by the administrative regulation. KRS 117.015(1)(a), KRS 116.045(4)(e), and 52 U.S.C. 21083 require and authorize the actions taken by this administrative regulation.

(2) State whether this administrative regulation is expressly authorized by an act of the General Assembly, and if so, identify the act: This administrative regulation is expressly authorized by the creation of KRS 117.015(a), 2005 Ky. Acts ch. 91, sec. 2.

(3)(a) Identify the promulgating agency and any other affected state units, parts, or divisions: This administrative regulation will affect the promulgating agency, the State Board of Elections.

(b) Estimate the following for each affected state unit, part, or division identified in (3)(a):

1. Expenditures:

For the first year: The State Board of Elections expects that this administrative regulation amendment will cost no more to administer than is currently expended.

For subsequent years: The State Board of Elections expects that this administrative regulation amendment will cost no more to administer than is currently expended.

2. Revenues:

For the first year: It is not expected or intended that this administrative regulation will generate any revenue.

For subsequent years: It is not expected or intended that this administrative regulation will generate any revenue.

3. Cost Savings:

For the first year: The State Board of Elections expects that this administrative regulation will not generate any specific cost savings.

For subsequent years: The State Board of Elections expects that this administrative regulation will not generate any specific cost savings.

(4)(a) Identify affected local entities (for example: cities, counties, fire departments, school districts): This administrative regulation will affect county boards of election.

(b) Estimate the following for the first year:

1. Expenditures:

For the first year: The State Board of Elections expects that this administrative regulation amendment will cost no more to administer than is currently expended.

For subsequent years: The State Board of Elections expects that this administrative regulation amendment will cost no more to administer than is currently expended.

2. Revenues:

For the first year: It is not expected or intended that this administrative regulation will generate any revenue.

For subsequent years: It is not expected or intended that this administrative regulation will generate any revenue.

3. Cost Savings:

For the first year: The State Board of Elections expects that this administrative regulation will not generate any specific cost savings for the regulated entities.

For subsequent years: The State Board of Elections expects that this administrative regulation will not generate any specific cost savings for the regulated entities.

(5)(a) Identify any affected regulated entities not listed in (3)(a) or (4)(a): This administrative regulation will affect voters of the Commonwealth.

(b) Estimate the following for each regulated entity identified in (5)(a):

1. Expenditures:

For the first year: The State Board of Elections expects that this administrative regulation amendment will cost no more to administer than is currently expended.

For subsequent years: The State Board of Elections expects that this administrative regulation amendment will cost no more to administer than is currently expended.

2. Revenues:

For the first year: It is not expected or intended that this administrative regulation will generate any revenue.

For subsequent years: It is not expected or intended that this administrative regulation will generate any revenue.

3. Cost Savings:

For the first year: The State Board of Elections expects that this administrative regulation will not generate any specific cost savings for the regulated entities.

For subsequent years: The State Board of Elections expects that this administrative regulation will not generate any specific cost savings for the regulated entities.

(6) Provide a narrative to explain the following for each entity identified in (3)(a), (4)(a), and (5)(a):

(a) Fiscal impact of this administrative regulation: The State Board of Elections expects that this administrative regulation will have little to no fiscal impact on the regulated entities, outside those expenditures already undertaken.

(b) Methodology and resources used to determine the fiscal impact: This determination of this administrative regulation's fiscal impact is made by the listed contact person and other agency staff based on their collective experience with the subject matter.

(7) Explain, as it relates to the entities identified in (3)(a), (4)(a), and (5)(a):

(a) Whether this administrative regulation will have a "major economic impact", as defined by KRS 13A.010(14): The State Board of Elections does not expect that this administrative regulation will result in a "major economic impact" as the combined implementation and compliance costs of an administrative regulation are not expected no rise to at least five hundred thousand dollars (\$500,000) over any two (2) year period.

(b) The methodology and resources used to reach this conclusion: This conclusion is made by the listed contact person and other agency staff based on their collective experience with the subject matter.

SUMMARY OF MATERIAL INCORPORATED BY REFERENCE

The "Commonwealth of Kentucky Voter Registration Application", Form SBE 01, 04/2024, is the 1-page form that voters may use to register or reregister to vote or update their voter registration information.

Commonwealth of Kentucky Voter Registration Application

For Clerk Use Only			
Precinct Code	Precinct Name	Town	Other Code

Print your name

Use blue or black ink only

1 Last: _____ First: _____
Middle: _____ Jr Sr II. III. IV (circle if applicable)

Eligibility

If you answer "No" to either question, you cannot register to vote.

2 Are you a citizen of the United States? ☐ YES ☐ NO
Will you be 18 years of age or older on or before Election Day? ☐ YES ☐ NO

Reason

3 ☐ New Registration ☐ Address Change ☐ Party Change ☐ Name Change

About You

Phone and email are optional and may be used to contact you about important information.

4 Gender: ☐ Female ☐ Male
Birthdate (MM/DD/YYYY): _____ Social Security Number: _____
Phone Number: _____ Email Address: _____

Your address

If you are homeless and lack an established and fixed residence of regular return, you may list a location with a fixed address as your place of habitation

5 Address where you live (no P.O. Box): _____ Apt.: _____
City/Town: _____ County: _____ State: KY Zip: _____
Address where you get mail (if different than above): _____ Apt.: _____
City/Town: _____ County: _____ State: _____ Zip: _____

Political party

You may change your political affiliation at any time on or before December 31st to remain eligible to vote in the following primary election.

6 ☐ Democratic Party ☐ Republican Party ☐ Independent ☐ Other _____
To vote in a primary, you must register with either the Democratic or Republican party. If you select "Independent" or "Other" as your affiliation, you are eligible to vote for only nonpartisan offices in any primary election. You may vote for any candidate in all general or special elections. Only persons timely registered shall have the right to vote.

WARNING: Per KRS 119.025, any person who causes himself to be registered when he is not legally entitled to register, shall be subject to penalties including fines and/or a term of imprisonment not less than one (1) year nor more than (5) years.

Voter Declaration – read and sign

I swear or affirm that:

- I am a U.S. Citizen.
- I am a current resident of Kentucky.
- I will be at least 18 years of age on or before the next general election.
- I am not a convicted felon, or if I have been convicted of a felony, my right to vote has been restored following an expungement, Executive Pardon, or Executive Order.
- I have not been judged "mentally incompetent" in a court of law.
- I do not claim the right to vote anywhere outside Kentucky.

Voter sign here:

X _____

Date (MM/DD/YYYY): _____

Signature

☐ I would like to be contacted by my County Clerk about becoming a poll worker in Kentucky

☐ I authorize the Kentucky State Board of Elections to send the information contained on this form to the appropriate voter registration officer who shall have my authorization to CANCEL my voter registration from my former state of residence:

Optional

8 Address where you were previously registered: _____ Apt.: _____
City/Town: _____ County: _____ State: _____ Zip: _____