



COMMONWEALTH OF KENTUCKY  
**STATE BOARD OF ELECTIONS**

**MEMORANDUM**

**SBE 19-21**

To: County Clerks

Via: E-Mail and Fax

From: Jared Dearing, Executive Director  
Jenni Scutchfield, Assistant Director

Date: June 20, 2019

RE: Procedures to Follow Regarding Returned Address Confirmation Postcards

---

The State Board of Elections ("SBE") is in the process of sending approximately 250,000 postcards to voters about whom the SBE has received information indicating the voter no longer lives at the address they are registered to vote. These postcards comply with the National Voter Registration Act of 1993 (NVRA) 52 U.S.C. § 20507 and KRS 116.112. ["8(d)(2) mailing"]. SBE will maintain a list of these voters. If they do not alter their voter registration records or vote in the upcoming two (2) Federal Elections, they will be removed from the Voter Registration System.

The State Board of Elections will ONLY be sending you returned address confirmation postcards that had a checkmark and data regarding the voter. The postcards returned undeliverable will be scanned into the VRS for retention. **You need to go through each card sent to your office to see if any action on your part is required.**

**The category listed below which may require action on your part are #2 and #3b.**

The Postcards come in five categories:

1. If Box #1 is checked ("My residential address on my VOTER REGISTRATION IS CORRECT and should remain the same."), SBE will remove the voter from the list of voters issued the 8(d)(2) mailing.



Memorandum SBE 19-21

To: County Clerks

June 21, 2019

Page 2 of 2 Pages

2. If Box #2 is checked ("I request my VOTER REGISTRATION BE UPDATED to my new residential address as shown below."), the card is returned to you for YOUR ACTION. When you update VRS with the voter's (in-county) address as given on the card, the voter will be removed from the list of voters issued the 8(d)(2) mailing. The County Clerk will be responsible for sending notification to the voter regarding the new voting precinct.
3. If box #3 is checked ("I NO LONGER LIVE IN THE COUNTY of my current voter registration address."), and
  - a. The voter is currently registered in your county, giving no new address; you do nothing to the voter's record. SBE will delete the voter's registration.
  - b. OR, if the voter indicates an address in another county, SBE will forward this address confirmation card to the county clerk in the new county of residence. The county clerk in the voter's new county of residence may send the voter a new registration card, explaining he/she must complete the card and mail it back to the county clerk. SBE will delete the voter's registration from the county from which they moved.
4. If Box #4 is checked ("I NO LONGER LIVE IN KENTUCKY and request my voter registration record be canceled."), SBE will delete that voter's registration. Your Daily Activity Report notifies you of this action ("Deleted, moved out of state.").
5. The cards returned by the post office as "undeliverable" never reached the intended recipient and SBE will attach the image to the person's voter registration record. These people will be purged if they do not update their voter registration addresses or vote in any election within the next two federal general election cycles.

If you have any questions regarding these cards, please call Jenni Scutchfield at 502.573.7100.