



# Voter Registration List Maintenance

Information Guide, January 2023



# General Information

- ❖ The registration of an active voters **cannot** be canceled just because they do not vote.
- ❖ Any address change or death notification from an unofficial source requires a signed verification to make the change to the voter record.
  - Only the voter can update their address A pen-to-paper signature is required.
  - The general rule is that only a voter can cancel their registration. The exceptions are when a voter dies or when a voter is convicted of a felony.
- ❖ Inactive voters may still vote. When voting, the voter must sign to verify or provide their current residential address.
  - Voting restores an inactive voter to Active status.
- ❖ Voter registration list maintenance is completed through data exchanges with internal and certain recognized external stakeholders.



## Maryland Department of Health (MDH)

- ❖ MDH submits to SBE monthly reports of deceased voters.
- ❖ Local boards of elections (LBE) cancel the records. No waiting time is required prior to cancellation.



# Administrative Offices of the Courts (AOC)

- ❖ AOC submits to SBE monthly reports of voters convicted of felonies.
- ❖ Local boards send notifications to the identified voters of impending cancellation of their voter registration. Local boards cancel the records after 2 weeks if the voter does not respond to the mailing.
- ❖ Voter may re-register to vote once they are released from the correctional facility.
  - Voter may not re-register if convicted of buying or selling votes.



## Federal Courts

- ❖ Federal courts send SBE conviction notifications on a periodic basis.
- ❖ Local boards send notifications to the identified voters of impending cancellation of their voter registration. Local boards cancel the records after 2 weeks if the voter does not respond to the mailing.
- ❖ Voter may re-register to vote once they are released from the correctional facility.
  - Voter may not re-register if convicted of buying or selling votes.



# United States Postal Service (USPS)

- ❖ Mail returned by the USPS is processed according to federal National Voter Registration Act of 1993 (NVRA) regulations.
- ❖ Local boards update in-state addresses and send notification of the change to both the old and new address.
- ❖ Local boards send voters with out-of-state addresses confirmation mailings per NVRA regulations.
  - The voter becomes inactive after 2 weeks if the voter does not respond to the confirmation mailing.
  - Inactive voters are canceled after 2 federal general elections with no voter-initiated activity, such as voting.



# Circuit Courts of Maryland

- ❖ Circuit Courts of Maryland submit to SBE name and address updates.
- ❖ Name changes to voter registration records are completed by the local boards from the information provided by the courts.
- ❖ In-state addresses are updated by the local boards with notification of the change being sent to both the old and new address.
- ❖ Local boards send voters with out-of-state addresses confirmation mailings per NVRA regulations.
  - The voter becomes inactive after 2 weeks if the voter does not respond to the confirmation mailing.
  - Inactive voters are canceled after 2 federal general elections with no voter-initiated activity, such as voting.



# Petitions

- ❖ Voters who sign a petition must provide a current address when they sign a petition.
- ❖ The local boards verify the signatures and addresses within 20 calendar days of a petition being submitted.
- ❖ Local boards update in-state addresses and send notification of the change to both the old and new address.
- ❖ Local boards send voters with out-of-state addresses confirmation mailings per NVRA regulations.
  - The voter becomes inactive after 2 weeks if the voter does not respond to the confirmation mailing.
  - Inactive voters are canceled after 2 federal general elections with no voter-initiated activity, such as voting.





# Jury Commissioners - Address Changes

The Jury Commissioner in each county provides to SBE quarterly reports with address changes and death notifications, and non-citizen notifications.

- SBE distributes these reports to the local boards for review and processing.

## *Address Changes:*

- ❖ In-state addresses are updated by the local boards with notification of the change being sent to both the old and new address based on information provided by voters on petitions.
- ❖ Out-of-state addresses are sent confirmation mailings per NVRA regulations.
  - The voter becomes inactive after 2 weeks if the voter does not respond to the confirmation mailing.
  - Inactive voters are canceled after 2 federal general elections with no voter-initiated activity, such as voting.



# Jury Commissioners - Death Notifications

## *Death Notifications:*

- ❖ Local boards search death notifications in the MDH interface and cancel the voter records if matching data is found.
- ❖ If matching data is not located in the MDH interface, the local board puts the voter into the Inactive status and sends a confirmation letter to their last known address on file.
  - The record is canceled if there is no response within 2 weeks or if a signed confirmation is received by the LBE or SBE.
- ❖ If a signed response is received by the LBE or SBE from the voter that an error has been made, the voter is returned to Active status.



# Jury Commissioners - Non-Citizen Notifications

## *Non-Citizen Notifications:*

- ❖ Local boards send a letter to the identified voter to verify citizenship.
- ❖ If a signed response is received from the voter that the voter is a U.S. citizen, the LBE retains the voter's registration record in an Active status.
  - If the voter responds confirming they are not a U.S. citizen, the local board cancels the voter registration record.
  - If no response is received from the voter after 2 weeks, the local board cancels the voter's registration record.



# Electronic Registration Information Center (ERIC)

- ❖ ERIC is a non-profit organization formed in 2012 to assist member states with improving the accuracy of voter rolls.
  - Membership is voluntary.
- ❖ ERIC compares data from voter registration lists, Department of Motor Vehicles data, the National Change of Address program (NCOA), and the Social Security Administration's death records.
- ❖ As of January 2023, there are 33 states and the District of Columbia are members.
- ❖ SBE receives data monthly from ERIC. The data is distributed to and processed by the local boards.



# Additional Sources of List Maintenance

- ❖ A voter can request changes to their voter registration record. This can be done with a pen-to-paper signature or via an online transaction.
  
- ❖ Local boards may send a letter to verify that a registered voter is deceased based on a published obituary.
  
- ❖ Returned mail received by a LBE or SBE with a handwritten note that states the voter is deceased or has moved is processed by the LBE.
  - *If the note is signed that a voter is deceased, the local board cancels the voter record.*
  - *If the note is not signed or is for an address change for someone other than the signer, the local board sends the appropriate correspondence to verify the information in the note.*