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1 6217.1 Purpose

2 Pursuant to New York Election Law section 5-614, the State Board of Elections (State
3 Board) hereby adopts the following regulations in relation to the operation of the statewide voter
4 registration list to be known as NYSVoter. NYSVoter includes both NYSVoter I and II.
5 NYSVoter I covers the development and the initial data collection phase. NYSVoter II covers the
6 complete networked phase of the list.

7 NYSVoter shall serve as the single, interactive, statewide voter registration list for storing
8 and managing the official list of registered voters throughout the State. It shall be maintained
9 and administered by the State Board. NYSVoter shall maintain one record for each registered
10 voter including the statewide unique identifier, current voting eligibility status of the voter and
11 voter history, including but not limited to, voting history, previous name(s) and addresses. A
12 voter's Driver's License or Non-Driver's Identification Number or any portion of the Social
13 Security Number shall not be released for public inspection. The information contained in the
14 statewide voter registration list shall not be used for non-election purposes.

15 The County Boards of Elections (County Board) have sole responsibility for adding,
16 changing, canceling or removing voter registration records from the statewide voter registration
17 list. The State Board shall make accessible to each local board of elections the statewide voter
18 registration list. Such list shall be maintained in a computerized form which permits different
19 user interfaces.

20 *After initial creation, NYSVoter must maintain a transaction history of changes made to*
21 *each voter record, including but not limited to: each change made and reasons therefore; the*
22 *date and time stamp to record the date of change; the ID of the county board operator and*
23 *system that updated the record; and a description of the key elements that were changed. * The*
24 *italicized portion of this section shall not pertain to NYSVoter I.*

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1 NYSVoter shall operate on a twenty-four hour a day, seven days a week basis (e.g. the
2 system must be accessible during election periods) except for any required maintenance periods,
3 that shall be scheduled to minimize impact on the State Board and county boards' election
4 administration and voter registration functions. In the event that a transaction is not processed the
5 County Board shall be notified with the reason.

1 6217.2 Initial Creation of the Statewide Voter Registration List

- 2 1. The official statewide voter registration list shall be created by combining the existing
3 voter registration lists maintained by each local board of elections into a single integrated
4 list.
- 5 2. To the maximum extent practicable, each local board of elections shall continue to use its
6 existing computer infrastructure, computer software and database applications to access
7 data from and transmit data to the statewide voter registration list.
- 8 3. The information required to be sent to the State Board to appear on the list shall be
9 determined by the State Board Commissioners.
- 10 4. To create such list, each local board of elections shall transmit to the State Board a
11 certified copy of the voter registration records of such board in an electronic format
12 prescribed by the State Board and continuing as directed by the State Board.
- 13 5. Once all data from the counties has been received, the State Board shall run a check for
14 duplicate voter registration records within the integrated statewide voter registration list
15 as provided for in these regulations.
- 16 6. After all duplicate registration issues have been resolved, the State Board shall assign a
17 unique identifier to every voter on NYSVoter; *and the County Board shall append the*
18 *same unique identifier to any corresponding county record.* * The italicized portion of
19 sub-section 6 shall not pertain to NYSVoter I.

1 6217.3 Review of County Voter Registration Systems

- 2 1. Prior to sending data to the statewide list, any proposed county voter registration system
3 must be approved by the State Board to ensure it meets the technical specifications
4 promulgated by the State Board to interface with the official statewide voter registration
5 list. For proposed systems, this approval must be obtained prior to the purchase or
6 installation of the system.
- 7 2. A county voter registration system must have the capability to:
- 8 a. Store information required in New York State Election Law and these regulations;
 - 9 b. Generate a list of registered voters in a county and their registration statuses;
 - 10 c. Track information specific to single elections, including the issuance and return
11 of absentee ballots; and
 - 12 d. Store and provide images of signatures of registered voters.
- 13 3. A county's voter registration system must conform to all of the requirements of state law
14 and of these regulations, and if it does not, the State Board must notify the County Board
15 of the nature of the nonconformity. The County Board must correct the nonconforming
16 aspects of the county voter registration system and provide to the State Board such
17 evidence of the change or changes in the system as that office may deem appropriate.
- 18 4. NYSVoter shall ensure all data complies with the data standards for the database. County
19 systems must be remediated so that all required data is sent to the centralized database.

1 6217.4 Voter Registration Information Entry

2 1. Using the county's voter registration system as their direct interface to NYSVoter, County
3 election officials shall enter all voter registration information into the list on an expedited
4 basis at the time the information is provided to the county official. Each County Board
5 must enter and maintain voter registration records in a county voter registration system.
6 County Boards have the responsibility for adding, changing, canceling or removing voter
7 registration records in NYSVoter. NYSVoter, shall normalize to standards and store voter
8 registrant information provided on the registration applicant. County voter registration
9 systems shall synchronize with NYSVoter I at least every 24 hours.

10 2. Each NYSVoter record must contain at least the following information :

- 11 a. Full Name including, last name, first name, middle initial and name suffix.
- 12 b. Residence Address including house number or apartment number, half code, street
13 name and direction, city and five-digit Zip code and Zip code plus 4.
- 14 c. Mailing Address including house, apartment number, or post office box number,
15 street name and direction, city, state and five-digit Zip code and Zip code plus 4.
- 16 d. United States Postal Service Coding Accuracy Support Service address (if
17 available). This is the process of correcting mailing address lists to conform to
18 United States Postal Service standards. This improves the accuracy of the postal
19 carrier route, five-digit Zip code and Zip code plus 4, and delivery point codes that
20 appear on mail pieces. * Section 2 (d) shall not pertain to NYSVoter I.
- 21 e. Birth date.
- 22 f. Telephone Number (if indicated).
- 23 g. Gender (if indicated).
- 24 h. New York State Department of Motor Vehicles driver's license number or non-

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1 driver's identification number or the Last 4 Digits of Social Security Number or
2 an indication that the voter has neither number.

3 i. Political Party Enrollment or Affiliation (or lack thereof).

4 j. County Voter Registration Number.

5 k. County Code.

6 l. Data Entry Date - the date that the voter registration data was entered into the
7 system.

8 m. Application Date - Also known as the timestamp date, is the date on which the
9 voter registration application was marked as being received and is the date of
10 voting eligibility of the registrant.

11 n. Application source code - NYSVoter shall collect and track the source of voter
12 registration applications and summarize and report on registration activity in
13 accordance with National Voter Registration Act reporting requirements.

14 o. Identification Required Flag.

15 p. Identification Verification Requirement Met Flag.

16 q. Voter Status codes.

17 r. Official district information including home political subdivision, election district,
18 town, town ward, Congressional, Senate and Assembly districts.

19 s. Voting History - including, whether a voter voted in an election (State, federal,
20 and local elections), last year voted, last county voted in.

21 t. Voter Transaction History - including, address changes, and name changes.

22 u. Signature of the voter - NYSVoter shall capture and store a graphic image of the
23 signature on a registration application. NYSVoter shall receive and store an image
24 of the signature captured and provided by the county voter registration system.

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- 1 i. Ease of Signature Comparison - The signatures shall be stored in a way to
2 enhance speed of display. * This sub-section shall not pertain to
3 NYSVoter I.
- 4 ii. Restrictions of Image Editing - NYSVoter shall not allow the authorized
5 user to modify the basic characteristics, structure, and recognizable format
6 of the registrant's signature. * Section 2 (u)(i, ii) shall not pertain to
7 NYSVoter I.

1 6217.5 Voter Registration Processing

2 1. In order to vote in New York State, a person must possess the constitutional and statutory
3 qualifications of an elector and must be registered to vote, and if required, be enrolled in a
4 political party.

5 a. Qualifications to register to vote:

6 i. United States citizen;

7 ii. Eighteen years of age or older on election day; and

8 iii. Resident in New York State and of the county, city or village for a
9 minimum of thirty days next preceding such election.

10 b. Disqualifications from voter registration:

11 i. Death;

12 ii. Sentenced to prison based upon a felony conviction;

13 iii. Moves out of their county of residence; or

14 iv. Adjudged mentally incompetent by the order of a court.

15 2. When a voter registration application is received, the County Board is responsible for
16 processing each application and determining whether the application is complete and
17 whether the applicant meets constitutional and statutory requirements. All voter
18 registration applications shall be date and time stamped to establish eligibility and to
19 establish the time lapse of no more than 21 days maximum for a completely processed
20 voter registration. Procedures for opening mail, time stamping documents or pre-
21 screening, to the extent that they are not prescribed by these regulations, are left to the
22 county boards to establish.

23 3. All voter registration activity must be done by a bipartisan team of workers, to assure
24 fairness and uniformity in the process.

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- 1 a. Bipartisan processing:
- 2 i. Staff members of one party reviews and enters the information from either
- 3 an individual application or a batch of applications, electronically signing
- 4 their work.
- 5 ii. The work on that application or batch of applications is proofread and
- 6 reviewed by a staff member of the opposite party, who also electronically
- 7 signs their work.
- 8 iii. Any edits or changes to the information initially entered must be made and
- 9 signed by the two staff persons of opposite parties.
- 10 iv. Once signed by two staff persons of opposite parties, the information is
- 11 sent from the county registration system to NYSVoter for inclusion on the
- 12 statewide list of registered voters, and verification of each voter's identity.
- 13 4. Once an application for registration has been entered it is processed in one of three ways:
- 14 a. Registered - The voter's registration record has been updated with all possible
- 15 information
- 16 b. Incomplete - A voter registration application is incomplete if it does not contain
- 17 the following information necessary to establish eligibility and enable the board to
- 18 verify the applicant's identity:
- 19 i. The applicant's name;
- 20 ii. The applicant's complete residence address;
- 21 iii. The applicant's date of birth;
- 22 iv. A mark in the checkbox affirming the applicant is a citizen of the United
- 23 States;
- 24 v. A mark in the checkbox indicating that the applicant is 18 years old or will

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- 1 be by the end of the year;
- 2 vi. The applicant's current and valid New York driver's license number or, the
- 3 Non-driver's identification number; or
- 4 vii. If the applicant has not been issued a current and valid New York driver's
- 5 license or Non-drivers's identification card, the last four digits of the
- 6 applicant's social security number; or
- 7 viii. In the case where an applicant has not been issued a current and valid New
- 8 York driver's license or Non-driver's identification card or social security
- 9 number, the applicant shall affirm this fact in the manner prescribed in the
- 10 uniform statewide voter registration application; and
- 11 ix. Original signature of the applicant swearing or affirming that the
- 12 information contained in the registration application is true.
- 13 x. If any of the required information is missing on the voter registration
- 14 application, the county board shall take immediate steps to obtain
- 15 complete information. If the missing information is necessary to establish
- 16 the applicant's eligibility to register i.e. name, date of birth, residence
- 17 address, citizenship and signature; the form shall be incomplete. In any
- 18 such case the county board shall notify the applicant of the reasons that the
- 19 registration application is incomplete and the period of time in which the
- 20 application information must be provided in order to be eligible to vote in
- 21 the next election. When the missing information is necessary to verify the
- 22 applicant's identity and all required eligibility information is complete, the
- 23 application shall be processed, the applicant registered, and a notice of
- 24 approval which includes an indication that the county board has not been

