

List Maintenance

Maryland receives information from other states daily on individuals who are now registered to vote in another state, allowing the Local Boards of Elections (LBE) to cancel their Maryland registration.

Maryland also receives information from the following agencies:

- Death records from the **Department of Health and Mental Hygiene (DHMH)** on a monthly basis. These records are cancelled immediately, with no verification process required. The data is loaded into the statewide voter registration database (MDVOTERS), and the LBEs have 5 business days to complete the cancellation process.

The removal of deceased voters from the registration records avoids others from fraudulently voting in the deceased person's name.

- Felony convictions from the **Administrative Office of the Courts (AOC)** on a monthly basis. The data is loaded into MDVOTERS, and the LBEs have 5 business days to send the required correspondence. The correspondence provides the registrant 2 weeks to reply and show cause why the removal may not be justified. After 2 weeks, the record is cancelled. The voter may re-apply once their court-ordered period of incarceration is complete. The exception to re-applying for registration is if the voter has been convicted of buying or selling votes, which is a permanent disqualification from registration and voting in Maryland.

The removal of convicted felons who are serving a court ordered sentence of incarceration from voting prevents others from fraudulently voting in the incarcerated person's name.

- Felony conviction notifications are received from the **Federal courts** on a periodic basis. The data comes via paper form, and the documents are sent via SBE to the LBEs for processing. The correspondence provides the registrant 2 weeks to reply and show cause why the removal may not be justified. After 2 weeks, the record is cancelled. The voter may re-apply once their court ordered period of incarceration is complete. The exception to re-applying for registration is if the voter has been convicted of buying or selling votes, which is a permanent disqualification from registration and voting in Maryland.

The removal of convicted felons who are serving a court ordered sentence of incarceration from voting prevents others from fraudulently voting in the incarcerated person's name.

- Returned mail from the **USPS** is processed according to the National Voter Registration Act of 1993 (NVRA) procedures. The processing varies depending on the information contained on the USPS "yellow" sticker on returned mailings from an LBE or SBE.

Returned mail is oftentimes received by an LBE on a daily basis and relies on returned mail delivery from the USPS. This data processing maintains up-to-date addresses in a timely manner and allows for prompt contact attempts to verify address information for voters who do not fit the requirements for immediate address updates (out of state, post office boxes in other LBEs, last name only on USPS sticker when more than one individual at the address with the same surname, etc).

- Name and address changes are periodically received from the **Circuit Courts**. Voter names are updated from these reports.

- Addresses are updated if within Maryland.
- Out of state addresses are sent an NVRA confirmation mail correspondence.
 - If a response is received, the provided information is processed promptly.
 - If no response is received, the voter is moved to Inactive status after 14 days.

Processing name and address changes from the Circuit Court allows for prompt updates and allows for prompt contact attempts to verify address information for voters who do not fit the requirements for immediate address updates (out of state, post office boxes in other LBEs).

- Address changes are made from voter signatures on **Petitions**. If an out of state address is provided, the voter record is cancelled. In-state addresses are updated or transferred to the appropriate LBE for updating.

Updating addresses from petitions allows for address cleanup and ensures individuals are voting in the location they have indicated is their residence. Cancelling voters who provide an out of state address as their residence prevents non-Maryland residents from voting in Maryland.
- **Jury Commission** regarding information on individuals who have moved, are deemed deceased and non-citizens on a quarterly basis. This data is loaded into MDVOTERS and the LBEs process the information.

Address changes:

After a review of the voter record to verify that a more current transaction has not happened since the date of the jury information, the change/update is processed.

- A voter moving within the same LBE is updated without further required verification.
- A voter moving to another LBE is forwarded to the new LBE and the transfer is completed without further required verification.
- If a new post office box address is provided in a different LBE, the voter is sent an NVRA confirmation mailing correspondence.
 - If a response is received, the provided information is processed promptly.
 - If no response is received, the voter is moved to Inactive status after 14 days.
- If an out of state address, or an out of country address is provided, the voter is sent a NVRA address verification notice.
 - If a response is received, the provided information is processed promptly.
 - If no response is received, the voter is moved to Inactive status after 14 days.

Death notifications:

- The LBE searches the DHMH interface in MDVOTERS.
 - If the voter is located, the record is cancelled without need for further verification.
- If the voter is not located in the DHMH interface, the voter is placed into Inactive status and the Deceased Verification Letter is generated and mailed to the voter's address
 - If a response is received verifying the voter is deceased, the record is cancelled. The response must include a wet signature.
 - If a response is received indicating the voter is still alive, the record is returned to Active status. The response must include a wet signature.
 - If no response is received, the record is cancelled after 14 days.

Non-Citizens:

- The LBE generates the appropriate Citizenship letter, mails it to the voter, and scans the letter to the voter's record.
 - If a response is received that the voter is a U.S. citizen, the record is returned to Active status. The response must include a wet signature.
 - If no response is received, the record is cancelled after 14 days. The information is then forwarded to the Office of the State Prosecutor.

Processing Jury Commission information allows for the cancellation of non-citizens, provides updated addresses for voters who have moved within Maryland, and allows for the mailing of NVRA confirmation mail correspondence that allows the voter to be moved to Inactive status if they do not respond.

- Maryland is also a proud member of the **Electronic Registration Information Center (ERIC)**. ERIC is a non-profit organization with the sole mission of assisting states to improve the accuracy of America's voter rolls and increase access to voter registration for all eligible citizens. ERIC is governed and managed by states who choose to join and was formed in 2012. Currently 30 states plus the District of Columbia (DC) are members.

Each ERIC member shares their voter registration data along with data provided by each Department of Motor Vehicles. This allows the data to be matched with member states and against the Social Security Administration's death records and the National Change of Address (NCOA) program through the U.S. Postal Service. Maryland receives 5 reports through ERIC: in-state duplicate records, death notifications, in-state address changes, cross-state address changes and a report from NCOA regarding address updates.

- Death notifications and in-state duplicate record reports are received in odd months (January, March, May, July, September, and November).
- In-State Updates (address changes), Cross-State address changes, and NCOA records are received in even months (February, April, June, August, October, December).
- The timing of these reports changes during federal/state-wide election cycles. Address verification transactions for Cross-State and NCOA reports are not allowed later than 91 days prior to a federal/state-wide election. During this 90-day time, In-State Duplicates and Death Notifications are received monthly. These reports are processed by the LBEs in accordance with federal and State laws and regulations.
- In general, 2 weeks are allowed for processing. This timing may be adjusted, primarily to accommodate the processing prior to the generation of voter list, precinct registers, and electronic pollbook data for an election.

The ERIC reports provide information to remove deceased voters and update addresses. This allows for cancellations for voters who have moved out of state, and keeps the voter rolls up to date with current addresses and the mailing of NVRA confirmation mail correspondence that allows the voter to be moved to Inactive status if they do not respond.

- **Critical Data Oversight Program**

In 2008, SBE's Voter Registration Division developed a policy to have the LBEs review and report on the accuracy of their data entry. The LBEs were required, at that time, to review their office

processing of cancelled voters and additions to registration. Party affiliation changes were required to be reviewed prior to an election.

Revised instructions were distributed in 2013 when the Office of Legislative Audits requested changes. The revised guidance removed the self-audit and required the LBEs to audit a like-sized LBE. This revision also added the review of AOC and DHMH processing. In 2015, the review of political affiliation changes was added to the requirements.

As of 2021, the LBEs are required to review a like-sized LBE monthly for cancellations, additions to registration, DHMH record processing, AOC record processing, change of political party affiliation, and the processing of absentee ballot applications to acceptance. These reviews are due to SBE not later than the 12th of the following month.

The Critical Data Oversight Program provides for the verification that transactions are being processed correctly and allows for the visual verification of documentation to match transactions. This is a “trust but verify” program to ensure transactions are valid and accurate.

Audits

SBE has a full-time voter registration auditor that performs numerous audits to ensure that data received from the sources named above are done properly and in a timely manner. Monthly audits include in-depth audits of 4 jurisdictions per month for ERIC reports, DHMH death records, AOC felony records, and the Critical Data Oversight program. On a monthly basis, a minimum of 144 audits are conducted by the SBE Voter Registration auditor.

Findings submitted by LBEs for the Critical Data Oversight Program are reviewed, with agreed upon findings being forwarded to the LBEs for correction. These corrections are also used to formulate refresher training as needed. LBE findings that are not agreed with are sent back to the LBE as an educational tool. Open audit findings/summary reports are reviewed on a regular basis to ensure required corrections have been completed.

OF NOTE:

- Many cancellations require a signed response from voters or their family members (deceased). Lack of response keeps people on the registration list (inactive) for up to 2 federal general elections per federal law.
- Data is submitted nightly by the Maryland Motor Vehicle Administration (MVA) and other designated State agencies and is loaded into MDVOTERS for processing by the LBEs. This information is submitted from user input during agency transactions and includes new registrations, address changes, name changes, and party affiliation changes.