



**RULES AND REGULATIONS
FOR LOCAL BOARDS OF CANVASSERS
IN THE PERIODIC UPDATING
OF VOTER REGISTRATION RECORDS**

**Promulgated by order of
The Rhode Island State Board of Elections
Florence G. Gormley, Acting Chair**

RULES AND REGULATIONS
FOR LOCAL BOARDS OF CANVASSERS
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OF VOTER REGISTRATION RECORDS

The Rhode Island State Board of Elections has promulgated the within rules and regulations relative to the processing of changes in voter registration records in conjunction with the periodic updating of voter registration records of all persons registered to vote in the several cities and towns of the State of Rhode Island as mandated by section 17-9.1-27 of the Rhode Island General Laws. The Rules adopted by the State Board of Elections are established in accordance with Title 17, Chapter 7 of the Rhode Island General Laws of 1956, as amended.

Said rules and regulations are established in accordance with the Administrative Procedures Act (R.I.G.L. Section 42-35-1, et al.) and available for public inspection, submissions or requests at the Office of the Secretary of State, Documents and Records Division, 337 Westminster St, Providence, Rhode Island.

In order to provide uniformity to the confirmation process and updating of voter registration records in conjunction with the United States Postal Service (USPS), National Change of Address (NCOA) Program records, each of the local canvassing authorities shall be required to process information received through the National Change of Address Program as follows:

The Office of the Secretary of State will send the state Central Voter Registration System (CVRS) list to a USPS certified vendor for comparison against the list provided by the NCOA Program and will provide the local canvassing authority with the information obtained from the NCOA Program. This information will be provided electronically through the CVRS.

In accordance with Section 17-9.1-27 of the Rhode Island General Laws, when the NCOA Program detects an address change for any voter, the local board of canvassers shall institute the confirmation process described in section 17-9.1-26. Accordingly, all local boards of canvassers shall be responsible for conducting the confirmation process, maintaining all documents associated with same, and updating all records as necessary as mandated by state law.

Within the time prescribed by the Office of the Secretary of State, local boards shall institute the confirmation process outlined in section 17-9.1-26.

A mailing, using the form prescribed by the State Board of Elections ("NCOA notice"), shall be sent to each voter at the address currently on file with the local board of canvassers and at the address provided through the NCOA Program. The local canvassing authority must include the voter's name and address as it appears on the voting list in "Block A" on the form. They must also fill in "Block B" with the name of the voter and the address provided by the vendor for the National Change of Address Program. The prescribed form is attached* to these rules and regulations and made a part thereof. . Local boards must advise voters, by providing the appropriate date in the space provided

on the form, that they must respond to the form within fourteen (14) days of the date the form was mailed to the voter.

Sufficient postage must be affixed by the local boards for first class forward mailing of these forms to the voter. Postage to return the completed notice shall be the responsibility of the voter. All forms will be pre-addressed to be returned to the State Board of Elections where they will be sorted, recorded and forwarded to the appropriate local boards of canvassers.

Upon receipt of the completed forms, local boards shall proceed to implement the next step in the confirmation process based upon the information received from the voter on the returned form or the failure of the voter to return the form. Said procedures are outlined in the chart attached* to these rules and regulations and made a part hereof. Local boards must implement this step in the process as outlined on the chart under the heading "Action Taken By Local Board of Canvassers" forthwith upon receiving the voter's completed "NCOA notice" from the State Board of Elections.

Any situations not addressed on the chart will be handled on a case by case basis with the State Board of Elections making a determination after a review of the matter.

By the order of the
Rhode Island State Board of Elections,

Florence G. Gormley
Florence G. Gormley, Acting Chair

11/27/07
Date

Adopted at a meeting of the State Board of Elections held on the 15th day of November 2007.

Witnessed by

Robert Kando
Robert Kando, Executive Director

11/27/07
Date

*The prescribed form will be automatically generated through the CVRS and a procedure chart for NCOA changes may be obtained by visiting the Board of Elections at 50 Branch Avenue, Providence, RI 02904 or by calling (401) 222-2345.

ACTION TAKEN BY VOTER	ACTION TAKEN BY STATE BOARD OF ELECTIONS	ACTION TAKEN BY LOCAL BOARD OF CANVASSERS
Voter returns NCOA notice advising that voter has not moved and still lives at the address in Block A.	NCOA notice forwarded to city/town listed in Block A.	Board of Canvassers makes notation on voter's record that voter did not move and the voter remains registered at the address listed in Block A.
Voter returns NCOA notice advising that voter has moved to an address within the city/town listed in Block A.	NCOA notice forwarded to city/town listed in Block A.	Board of Canvassers makes change of address to new address shown on the voter registration card and sends an acknowledgement to the voter within 7 days .
Voter returns NCOA notice advising that voter has moved to a different city/town in Rhode Island.	NCOA notice forwarded to city/town of new address.	Board of Canvassers in new city/town will process new registration and send an acknowledgement to the voter at the new address. Former city/town will remove voter from records when the new city/town notifies them electronically.
Voter returns NCOA notice advising that voter has moved out of Rhode Island.	NCOA notice forwarded to city or town of address listed in Block A	Board of Canvassers may execute removal.
Voter does not respond to NCOA mailing and the address in Block A and Block B were in same city/town.		Board of Canvassers makes change of address to new address shown in Block B within 30 days of mailing NCOA notice and sends acknowledgement to voter at new address.
Voter does not respond to NCOA mailing and the address in Block A and Block B were not in the same city/town.		Board of Canvassers in city/town listed in Block A places voter on inactive list. If voter does not vote in 2 federal elections after NCOA mailing date, local board of canvassers may execute removal within 30 days . Final notice to voter at each known address.

“NCOA” refers to U.S. Postal Service National Change of Address (NCOA) Program, and is authorized under R.I.G.L., Title 17, as the method for the periodic updating of voter registration records.

“Block A” refers to the address from which the voter is currently registered.

“Block B” refers to the address provided by the NCOA Program vendor.

Dear Voter:

According to Rhode Island Law, voter registration records are periodically updated by using information received from the United States Postal Service National Change of Address (NCOA) Program.

BLOCK "A"	BLOCK "B"
Our voter registration records show that you reside at:	Postal Records received through the NCOA program indicate:

IMPORTANT!! YOU MUST BE REGISTERED TO VOTE FROM YOUR ACTUAL PLACE OF RESIDENCE.

In order to provide us with your correct voter registration information, please check the box below which describes where you live. Be sure to sign and date this form.

- ☐ 1. I have not moved. My address in BLOCK "A" is correct. If you check this box, DO NOT FILL out the voter registration form below.
- ☐ 2. I do not live at the address in BLOCK "A" - I live at a different address in Rhode Island. If you check this box, you must fill out the voter registration form below.
- ☐ 3. I have moved to an address out of state. Please cancel my voter registration in Rhode Island. If you check this box, DO NOT fill out the voter registration form below.

I swear or affirm that I have told the truth on this form.

Signature of Voter

Date of Birth

Today's Date

IMPORTANT!! YOU MUST RETURN THIS NOTICE NOT LATER THAN

If you do not return this notice and the address listed in Block "B" is in the same city/town listed in Block "A", your local board of canvassers will automatically update your voter registration record by changing your voter registration address to the address listed in Block "B".

If you do not return this notice and the address listed in Block "B" is in a city/town other than the address listed in Block "A" and you do not vote in the two federal elections following the receipt of this notice, your name may be removed from the voting list.

If you do not return this notice, affirmation or confirmation of your voter registration address may be required at the polls on election day.

Note: This notice is being sent to you at the address listed in BLOCK "A" and the address listed in BLOCK "B". Only complete and return one copy - you do not have to send both copies back. To return this notice, fold it with the Board of Elections address on the outside, tab or tape closed; affix postage and mail. If you have any questions, please contact your local board of canvassers or the Board of Elections at 222-2345.

Fill out the registration form below if you have checked off "2" above.

DO NOT REMOVE THIS SECTION OF THE FORM

NCOA



RHODE ISLAND VOTER REGISTRATION FORM

1 Are you a citizen of the United States? ☐ Yes ☐ No If you checked "No" in response to either of these questions, you can not register to vote. DO NOT COMPLETE THIS FORM		2 Fill in your last name and last 4 digits of Soc. Sec. No. ☐ I do NOT have a Social Security No.	
3 Last Name First Name (or initial) Middle Name (or initial)		4 City State Zip Code	
5 Home Address (include Apt. number)		6 City State Zip Code	
7 Mailing Address (if different from Home Address)		8 City State Zip Code	
9 Date of Birth Designation		10 Phone No. or E-Mail Address (optional)	
11 Party Affiliation - check one (party) ☐ Democratic ☐ Republican ☐ Unaffiliated ☐ Other		12 For Office Use Only	
13 I swear or affirm that: • I am not incarcerated in a correctional facility upon a felony conviction. • I am not presently judged "mentally incompetent" by a court of law. • I have told the truth on this registration.		14 Signature or Mark.	
15 WARNING: If you sign this form and know it is false, you can be convicted and fined up to \$5,000 or jailed up to 10 years.		16 Date: Month Day Year	
17 If the applicant is unable to sign, who helped fill out this application? Give name, address, and phone number (phone number is optional)		18 Complete Items 11, 12 & 13 if You Have Changed Your Name And/or Address.	
19 Last Year That You Voted		20 Under The Name Of (If Different From The Name In Item #3 Above)	
21 Your Previous Address (Street, City or Town and State)		22	

IMPORTANT!

If you are registering to voter or you have changed your name and/or address, you will receive a notice informing you that your registration has been received. If you do not receive a notice acknowledging receipt of your voter registration within three (3) weeks, call the board of canvassers in your community.

Postage
Required
Post office will
not deliver
without proper
postage.

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BOARD OF ELECTIONS
50 BRANCH AVE
PROVIDENCE RI 02904-2790