



ELECTIONS BULLETIN

To: All Town Clerks
From: Melanie Hodge, Elections Administrator
Re: TOWN INFORMATION SURVEY – Please respond by March 31, 2006
STATEWIDE CHECKLIST – IMPORTANT REMINDERS
Date: February 13, 2006

Town Information Survey

We have enclosed the traditional Town Information Survey for you to complete and return to us by FAX or mail not later than March 31, 2006. We use this for the town clerk's guide, and BCA mailings. If you do not want your email to be printed in the guide or published on the website, please note that on the form.

Status Buttons on the Voter Checklist Manager Screen (Add/Edit Manage Voter Checklist)

Many clerks are still not familiar with the "Voter Status Options" from the Voter Checklist Manager screen. (See the attached screen print and refer to Page 9 of the User Guide – January 2006.) Whenever you add a voter, please look for their name under the different statuses. If you could not verify the driver's license number, the voter record will be stored under Driver License/SSN Not Verified. You must click in the circle to the left of this status at top of form to look at and edit these voters. Do not enter their information again unless you have checked every status and are sure the voter was not saved. A new voter could be placed under any one of these statuses: Active, 1st Time Voter ID Not Verified, Drivers License or SSN Not Verified, No Oath or Not 18.

When the Voter Checklist Manager screen first appears, the default is to show you the Active/Inactive list. If you are looking for a particular voter, you should enter their last name in the white box under the "Search by Name" in the upper left corner. The last name will remain in the box as you click on different statuses to see where that voter appears.

SSN Verification

There now seems to be some confusion about what happens when you enter the last four digits of a Social Security Number.

IF YOU HAVE ENTERED THE LAST FOUR DIGITS OF THE SSN, a request for verification is automatically sent to Melanie and the applicant's record will be under the "Drivers License or SSN Not Verified" Status. Please do not enter the applicant's information again. Melanie receives these requests and forwards them on to DMV for a Social Security Verification. If the information is correct, Melanie will go into that voter record and check that the SSN has been verified and the record will now be listed under the "Active" status.

Office of the VT Secretary of State – Elections Division

Phone: (802) 828-2464 or Toll-Free (800) 439-VOTE

Fax: (802) 828-5171 On the web: www.sec.state.vt.us

Kathy DeWolfe, Director of Elections and Campaign Finance 828-2304 (kdewolfe@sec.state.vt.us)

Melanie Hodge, Elections Administrator 828-0175 (mhodge@sec.state.vt.us)

David Crossman, Elections Administrator 828-0771 (dcrossman@sec.state.vt.us)

SSN Verification (cont.)

If there is “No Match,” Melanie will notify the clerk that they will need to verify the information on the voter registration form and then contact the applicant if necessary.

You ONLY use the SSN if the person swears he does not have a VT Driver’s License. (This will be mostly college students, elderly or persons with disabilities.) At least 40% of the applicants that are being added with the last four digits of a social security number do have a Vermont driver’s license.

View/Print Reports

There have been some new features added to this option. There are now options to get an Entrance Checklist, Mailing Labels and a Voter Data Export. The Voter Data Export will allow you to download an excel file or a delimited file of all of your voter records (this includes date of birth and full mailing address with zip code). From the Entrance Checklist option, clerks can now export the voter data to an excel spreadsheet and email the excel file to yourself. This allows for the file to be saved on a local machine and for the clerk to be able to manipulate the file to suit their needs. By saving to a local machine, the printing of the checklist will be much faster.

DMV Applications

If you have been holding any DMV applications that you received last year, please go through these forms now. Clerks have been telling us that many of these forms do not have the driver’s license number on them. We were aware of this problem last year and we have been working with DMV to fix this and make sure that the number is written in on any future forms. At this point, please add these people to your voter checklist and they will be placed under the Drivers License/SSN Not Verified status. You may either send out letters to these people asking for their driver’s license number or send an email to Melanie at mhodge@sec.state.vt.us with a listing of the names to look up. If Melanie is unable to locate a number, you will need to contact these people. You are now required by Federal and State Law to ask for a driver’s license number first and then the last four digits of the SSN only if the person does not have a Vermont driver’s license.