

**CHAPTER 15. VOTER REGISTRATION**  
**SUBCHAPTER 3. VOTER OUTREACH**  
**PART 1. RESPONSIBILITIES FOR VOTER OUTREACH**

**230:15-3-10. Press releases**

The State Election Board shall, from time to time, provide model press releases that can be used to disseminate information to voters and prospective voters of the county. The Secretary of the County Election Board shall cause such press releases to be adapted for his county and distributed to the news media of his county in accordance with the directions accompanying the releases.

**PART 3. DISTRIBUTION OF VOTER REGISTRATION APPLICATION FORMS**

**230:15-3-23. Voter registration application forms available to individuals**

(a) The Oklahoma Voter Registration Application form generally shall be available to any individual applicant for voter registration or for change of voter registration in the following locations.

(1) **Motor license agencies.** Any individual applicant for voter registration or for change of voter registration may obtain an Oklahoma Voter Registration Application form at any motor license agency in Oklahoma. See 230:15-5-100 and 230:15-5-103.

(2) **Voter registration agencies.** Any individual applicant for voter registration or for change of voter registration may obtain an Oklahoma Voter Registration Application form at any voter registration agency identified in 230:15-5-122 and 230:15-5-123. See 230:15-5-124.

(3) **Public libraries.** Any individual applicant for voter registration or for change of voter registration may obtain an Oklahoma Voter Registration Application in any public library in Oklahoma. Public library personnel shall have no responsibility either to offer applications to library patrons or to collect completed applications. Applications obtained at a public library shall be mailed to the State Election Board by the applicant.

(4) **United States Post Offices.** Any individual applicant for voter registration or for change of voter registration may obtain an Oklahoma Voter Registration Application form at any United States Post Office in Oklahoma. United States Postal Service employees shall have no responsibility either to offer applications to post office patrons or to collect completed applications. Applications obtained in a United States Post Office shall be mailed to the State Election Board by the applicant.

(b) The printed federal voter registration application form shall be available from the State Election Board and from any County Election Board in Oklahoma to any individual applicant for voter registration who specifically requests the federal form. The federal voter registration application form also is available online at [www.eac.gov](http://www.eac.gov).

(c) The Oklahoma Voter Registration Application form is available online at [www.elections.ok.gov](http://www.elections.ok.gov). The form ~~must~~ may be filled out online but must be downloaded and printed, ~~then must be filled out,~~ signed, and finally, mailed to the State Election Board. It cannot

be ~~either filled out or~~ submitted online or by electronic mail. The federal voter registration application form also is available online at [www.eac.gov](http://www.eac.gov). The federal form also ~~must~~ may be ~~filled out online, but must be downloaded and, printed, signed and mailed~~. It cannot be ~~either filled out or~~ submitted online or by electronic mail.

## **SUBCHAPTER 5. APPLICATION FOR VOTER REGISTRATION**

### **PART 1. QUALIFICATIONS FOR REGISTRATION**

#### **230:15-5-2. Persons who shall become eligible to register to vote**

(a) Any person who becomes qualified to register to vote during a period that begins 60 days before an election and ends on election day is entitled to apply for voter registration at any time beginning 60 days before the election. Such applications must be valid and must be postmarked or received by an authorized voter registration agency or by the State Election Board more than 24 days before the election. The election must be one in which the person, once registered, is entitled to vote.

(b) The provision described in (a) most often applies to a person whose eighteenth birthday falls within a period that begins 60 days before an election and ends on election day. However, this provision also may apply to persons who become United States citizens during the same period.

(c) Voter registration applications from persons described in this Section shall be entered into ~~ΘEMS~~ MESA immediately upon receipt as outlined in 230:15-9-18. Such voter registration applications shall be approved and activated and voter identification cards shall format and print only after one of the following events occurs.

(1) The date (for example, the applicant's eighteenth birthday) on which the applicant becomes eligible to vote passes.

(2) The voter registration application deadline for the election passes.

#### **230:15-5-5. Persons adjudged incapacitated ineligible to register to vote [REVOKED]**

~~Persons who are under adjudication as being incapacitated persons may not become registered voters. [26:4-101] Persons who are under adjudication as being partially incapacitated persons prohibited from registering to vote may not become registered voters. [26:4-101] When such persons have been adjudged to be no longer incapacitated, they shall be eligible to become registered voters. [26:4-101]~~

### **PART 7. TIME FOR REGISTRATION**

#### **230:15-5-30. Change of political affiliation**

A registered voter may apply to change his or her political affiliation at any time during an odd-numbered year. A registered voter may apply to change his or her political affiliation at any time during an even-numbered year, except during the period from ~~June 1~~ April 1 through August 31, inclusive. Applications to change political affiliation received during this period

shall be held by the County Election Board and activated on September 1 as outlined in 230:15-9-22.1. However, if such an application for political affiliation change also includes change of address or of name, the change of address or of name shall be approved and activated if the application is otherwise valid.

## PART 17. PUBLIC RECORDS

### **230:15-5-73. All registration records public [REVOKED]**

~~(a) All registration records, except as provided in (b), (c) and (d) of this Section, must be available for public inspection and copying or mechanical reproduction during regular office hours. The Secretary shall cooperate with any individual or group wishing to inspect and copy the registration records, and a uniform policy shall be established so that such inspection and copying will not interfere with normal operations of the office. See 230:10-7-59 through 230:10-7-65.~~

~~(b) No information relating to a declination to register to vote in connection with an application made at an office designated a voter registration agency may be used for any purpose other than voter registration. [26:4-109.2(C)] The identity of a voter registration agency through which a particular voter registered may not be disclosed to the public. [26:4-109.2(D)] If a person applies for voter registration in connection with the application for, renewal of or change of address for an Oklahoma driver's license or state identification card, the office at which the person submits the voter registration application or the fact that the person declined to register shall remain confidential and will be used only for voter registration purposes. [26:4-109.3(A)]~~

~~(c) Members of the judiciary, district attorneys, assistant district attorneys, law enforcement personnel, corrections officers, and persons covered by victim's protection orders are entitled by law to apply to the Secretary of the County Election Board for restricted records status. [26:4-115.2] The spouse and/or dependent of a voter entitled to apply for restricted records status also may apply for restricted records status. Restricted records status shall apply to the voter registration form in the Central File, to registration information in MESA, and to materials used to request and cast absentee ballots. Voter registration information for restricted records voters shall be available only to authorized County Election Board personnel for administrative purposes, with the exception that it may be provided to a candidate or a candidate's representative or other lawful authority in connection with a contest of candidacy, a contest of election, or a petition challenge as provided by law. [26:4-115.2] Restricted records status shall remain in effect until the voter chooses to end it by notifying the Secretary in writing. See 230:15-9-25.~~

~~(d) The name, address, and precinct number of an Address Confidentiality Program (ACP) participant who applies to the Secretary of the State Election Board for ACP voter registration and absentee ballots shall not be released to any person for any purpose except by court order. No information concerning an ACP voter shall be entered in MESA. The name, address and precinct number of an ACP voter shall not appear on any list or report produced by either the State Election Board or the County Election Board.~~

## PART 19. RECOGNIZED POLITICAL PARTIES AND POLITICAL

## ORGANIZATIONS

### **230:15-5-77. Recognized political parties [REVOKED]**

~~(a) Recognized political parties include those parties whose candidates appeared on the General Election ballot in 1974 and any other parties formed under state law. [26:1-107] Parties recognized as a result of the appearance of their candidates on the ballot of the 1974 General Election are the Democratic Party and the Republican Party.~~

~~(b) A group of persons may form a recognized political party by following the procedure established by law at any time except during the period between June 1 and November 15 of an even-numbered year. [26:1-108] The group shall obtain a number of signatures of registered voters equal to at least five percent (5%) of the total votes cast in the last General Election for either Governor or for electors for President and Vice President on petitions requesting recognition as a political party and shall file the petitions with the Secretary of the State Election Board. [26:1-108] If the State Election Board determines that there are a sufficient number of valid signatures of registered voters on the petitions, the group becomes a recognized political party under Oklahoma law. [26:1-108]~~

### **230:15-5-78. Party ceases to exist**

~~(a) Any recognized political party whose nominee for Governor or nominees for electors for President and Vice President fail to receive at least ten percent of the total votes cast for said offices in any General Election shall cease to be a recognized political party. [26:1-109] Said party may regain recognition only by following the procedure prescribed for formation of new political parties. [26:1-109] The State Election Board shall proclaim the fact of a party's failure to receive a sufficient number of votes and shall order that said party cease to be recognized. [26:1-109]~~

~~(b) Within 60 days after a political party loses recognition, the Secretary of the State Election Board shall cause the political affiliation of all voters registered in that party to be changed to Independent in MESA. [26:1-110] After completing the process to change the political affiliations of the party's voters, the State Election Board staff shall prepare and distribute to each County Election Board a report listing all affected voters in the county.~~

~~(c) The State Election Board shall notify the Secretary of the County Election Board when a political party loses recognition and when the process to change the political affiliations of the party's voters is completed. Upon receipt of the report listing affected voters in the county, the Secretary shall cause the following procedure to be observed.~~

- ~~(1) Print new voter identification cards for the affected voters. Mail the cards to the voters along with a copy of a letter provided by the State Election Board that explains why their political affiliations have been changed.~~
- ~~(2) Use the report provided by the State Election Board to locate the affected voters' original registration forms in the Central File.~~
- ~~(3) Cross out the name of the unrecognized political party and write in the word "Independent." Make these changes in a way that clearly distinguishes them as administrative notations. Initial and date the changes.~~
- ~~(4) Replace the voter's registration form in the Central File.~~

- (5) Retain the report received from the State Election Board for 24 months.

## PART 21. VOTER REGISTRATION APPLICATION BY MAIL

### **230:15-5-84. Information required on voter registration application**

- (a) A person who is eligible to register to vote and who applies for voter registration shall be required to provide the information listed in (b) of this Section on a voter registration application form. Voter registration applications that contain all the required information shall be valid applications and shall be approved by the Secretary of the County Election Board and the applicant shall become a registered voter in the county. An application that does not contain the required information, except as provided in (c) and (d) of this Section, shall not be a valid application and shall be rejected.
- (b) A valid voter registration application shall contain the following information.
- (1) Applicant's full name.
  - (2) Applicant's date of birth.
  - (3) Applicant's county of residence. (See exception provided in (d) of this Section.)
  - (4) Applicant's residence address. (See (e) of this Section.)
  - (5) Applicant's mailing address. (See (f) of this Section.)
  - (6) Applicant's political affiliation. (See exception provided in (c) of this Section.)
  - (7) Applicant's Oklahoma driver license number, state identification card number, or the last four digits of applicant's Social Security number, or a check mark in the appropriate box to indicate that the applicant does not have an Oklahoma driver license, state identification card, or Social Security number. If the applicant submitted an older version of the Oklahoma Voter Registration Application form that does not include the check box to indicate that he or she does not have these identification numbers, the application shall be rejected if it does not include one of these numbers.
  - (8) Applicant's original signature or applicant's original mark.
  - (9) Name and address of person who helped applicant complete application if applicant is unable to complete it unassisted.
  - (10) Check marks in the "yes" boxes that accompany questions concerning applicant's age and citizenship status as required by federal law. [42 USC 15483(b)(4)(A)] If an applicant has checked the "no" boxes that accompany these questions, the application shall be rejected. (On older versions of the Oklahoma Voter Registration Application form, these questions appeared in the information and instruction portion of the form.) If an applicant did not answer these two questions but did sign and date the oath, the application shall be accepted if it is otherwise valid.
  - (11) An oath requiring the applicant to swear or affirm his or her eligibility for voter registration.
- (c) An application for new voter registration that is valid in all other respects shall not be rejected because the applicant has made one of the errors listed below when indicating a political affiliation. County Election Board personnel shall be authorized to designate an applicant as an Independent if one of the errors listed below appears on an otherwise valid voter registration application form. A voter designated Independent by County Election Board personnel for one

of the following reasons shall be entitled to declare a political affiliation at any time, even during the period beginning ~~June 1~~ April 1 and ending August 31, inclusive, in even-numbered years when changes of political affiliation otherwise are prohibited. Such declarations of political affiliation shall be subject to the voter registration application deadline preceding an election. See 230:15-5-86.

- (1) The applicant left the space on the application form for political affiliation blank.
  - (2) The applicant indicated more than one political affiliation and the applicant's intention cannot be determined.
  - (3) The applicant wrote the name of a political party or political organization not currently recognized in Oklahoma. See 230:15-5-77 and 230:15-5-79.
- (d) An applicant for voter registration shall indicate the name of the county in which he or she resides on the application form. However, if an applicant fails to indicate his or her county of residence, the Secretary of the County Election Board shall not reject the application solely for this reason if the residence address provided by the applicant in fact is located within the county.
- (e) An applicant for voter registration must provide his or her address of residence. If the applicant has a street address (a street name and number, an apartment or suite number, if applicable, and zip code), that is the applicant's address of residence. [26:4-112] If the applicant does not have a street address, a physical description of the location of the residence that can be used to pinpoint the residence on a map must be provided. The applicant may provide a 911 address or may provide the legal description (a Section-Township-Range description, including the appropriate quarter section or quarter-quarter section designation). Neither a rural route address nor a post office box address is acceptable as an address of residence for voter registration purposes. A voter registration application that does not include an address of residence sufficient to locate the residence on a map shall be rejected by the Secretary of the County Election Board.
- (f) A mailing address must include the city and zip code. An emergency notification address, or 911 address, a rural route and box number, a post office box, or a street address all constitute valid mailing addresses for voter registration purposes. [26:4-112] If an applicant's mailing address is the same as the applicant's residence address, the space for mailing address may be left blank.

**SUBCHAPTER 9. STATE ELECTION BOARD AND COUNTY ELECTION BOARDS  
RESPONSIBILITIES FOR PROCESSING VOTER REGISTRATION APPLICATION  
PART 1. RESPONSIBILITIES OF THE STATE ELECTION BOARD  
FOR VOTER REGISTRATION**

**230:15-9-1. Secretary of State Election Board is chief state election official [REVOKED]**

- ~~(a) The Secretary of the State Election Board shall be the chief state election official responsible for coordination of Oklahoma's responsibilities under the National Voter Registration Act of 1993. [26:2-107] The Secretary shall have the authority to implement programs for confirmation of voter registration and for removal of ineligible voters in compliance with the general election laws of Oklahoma and with the requirements of the National Voter Registration Act of 1993. [26:2-107]~~
- ~~(b) The Secretary of the State Election Board shall devise and distribute a voter registration~~

~~application to be used to register voters by mail, in motor license agencies and in voter registration agencies. [26:4-112] The Secretary also shall devise a voter identification card which shall be issued to every person who becomes a registered voter. [26:4-113] The Secretary shall designate locations where voter registration applications will be available for distribution. [26:4-109]~~

~~(c) The Secretary of the State Election Board shall promote and encourage voter registration and voter participation in elections. [26:2-107]~~

**230:15-9-4. Evidence of voter registration crimes obtained by State Election Board [REVOKED]**

~~(a) In the event that the Secretary of the State Election Board obtains any evidence of voter registration crimes, the Secretary shall notify the District Attorney for the county or counties involved. [26:16-123] The Secretary shall forward the evidence to the District Attorney.—~~

~~(b) The District Attorney shall investigate the allegations of voter registration crimes. Within 30 days following receipt of the documentation or other evidence of voter registration crimes and every 30 days thereafter, the District Attorney shall be required to report in writing to the Secretary on the status of the investigation. At the conclusion of the investigation, the District Attorney shall notify the Secretary that charges are filed or that charges are not to be filed.~~

**PART 3. COUNTY ELECTION BOARD RESPONSIBILITY FOR PROCESSING VOTER REGISTRATION APPLICATIONS**

**230:15-9-13. Evidence of voter registration crimes obtained by County Election Board [REVOKED]**

~~(a) In the event that the Secretary of the County Election Board obtains any evidence of voter registration crimes, the Secretary shall notify the District Attorney for the county. [26:16-123] The Secretary shall forward the evidence to the District Attorney.—~~

~~(b) The District Attorney shall investigate the allegations of voter registration crimes. Within 30 days following receipt of the documentation or other evidence of voter registration crimes and every 30 days thereafter, the District Attorney shall be required to report in writing to the Secretary on the status of the investigation. At the conclusion of the investigation, the District Attorney shall notify the Secretary that charges are filed or that charges are not to be filed.~~

**PART 5. PROCESSING VOTER REGISTRATION APPLICATIONS**

**230:15-9-18. Entering applications for voter registration in MESA**

**(a) Entering voter registration application information in MESA.** All information provided by the applicant on the voter registration application form shall be entered into MESA. Follow the appropriate software instructions to enter the voter registration data. Refer to the following rules to resolve questions about individual applications.

**(1) Received date.** The received date is the date stamped or written on a voter registration

application form by the agency that first receives it from the applicant.

(A) The received date for an application submitted by mail is the date the State Election Board received and stamped it.

(B) The received date for an application submitted at a motor license agency or at any voter registration agency identified in 230:15-5-122 and 230:15-5-123 is the date stamped or written by agency personnel in the space provided for this purpose on the form.

(C) The received date for a voter registration application bearing no stamped or written date is the application date entered by the applicant beside his or her signature.

(2) **Postmark.** The postmark date from a voter registration application submitted by mail shall be entered in the voter registration software. If there is no postmark or if the date is missing or illegible, leave the postmark field blank.

(3) **Name.** Enter the voter's name exactly as provided on the application form, even if it appears to be incomplete.

(4) **Political affiliation.** An application for new voter registration that is valid in all other respects shall not be rejected because the applicant fails to indicate his or her political affiliation. The political affiliation field on the screen shall be left blank in the following circumstances with the result that the software automatically will record the applicant's affiliation as Independent. See also 230:15-5-84 and 230:15-9-22.

(A) The applicant left the space for political affiliation blank.

(B) The applicant marked more than one political affiliation and his or her intent cannot be determined.

(C) The applicant wrote the name of a political party or a political organization not currently recognized in Oklahoma.

(5) **Date of birth.** An applicant for new voter registration must provide his or her date of birth on the application form. See 230:15-5-84. An application for new registration that does not include the date of birth shall be rejected. See 230:15-9-31. In the event that a registered voter submits an application for change of registration and does not provide his or her date of birth, the application shall be rejected unless both of the following circumstances exist.

(A) The application is valid in all other respects and County Election Board personnel are able to make positive identification of the voter from other information on the application form and from information already recorded in the voter registration database.

(B) The voter's date of birth already is recorded in the voter registration database.

(6) **Identification number.** Enter the Oklahoma driver license number and/or last four digits of the Social Security number. If the applicant does not provide either of these identification numbers, determine whether the applicant has indicated that the applicant does not have either of these numbers by checking the appropriate box on the application form. If the applicant has checked the box, leave these fields blank so that the software can automatically create and assign a unique identification number to the application. If the applicant used an older version of the Oklahoma Voter Registration Application form that does not provide a check box for the applicant to indicate that he or she does not have these identification numbers, allow MESA to reject the application if neither number is provided.

(7) **Duplicates.** When voter registration application information is entered in MESA, the software automatically searches for and identifies duplicate or potential duplicate records in the state. The search criteria are first name, last name, and date of birth and/or an identification number such as the last four digits of the Social Security number or driver

license number. If an application appears to duplicate an existing voter registration either in your county or in another county, follow the appropriate software instructions and the procedure described in 230:15-9-23 to investigate and resolve the potential duplication.

(8) **Residence address.** An applicant for voter registration is required to provide his or her residence address on the application form. Enter the applicant's residence address in the appropriate fields on the screen. If the address cannot be assigned in the Street Guide based on the information entered, see 230:15-9-18.1.

(9) **Mailing address.** If the applicant provided a mailing address different from his or her residence address, enter the mailing address. If the applicant's mailing address is the same as the residence address or if the space for mailing address is blank, leave the mailing address field on the screen blank.

(10) **County of Residence.** An applicant for voter registration is required to indicate the county of his or her residence. An application on which the county of residence is not indicated shall be entered in the voter registration software with one of the following results.

(A) If the address is located within the county, the application shall be approved.

(B) If the address is not located within the county, the application shall be rejected with the "OT" ("Other") rejection code. When the blank rejection notice is printed, write or type the following in the space provided: "You did not indicate the county in which you reside on your application for voter registration. Your application cannot be processed without this information. You must submit a new application form that indicates your county of residence. Application forms are available in public libraries, post offices, and tag agencies across the state and also are available online at [www.elections.ok.gov](http://www.elections.ok.gov)."

(11) **Rejection codes.** An application for new voter registration that does not contain all the required information listed in 230:15-5-84 shall be rejected. The software automatically applies a rejection code for insufficient name, insufficient address, insufficient identification number, insufficient date of birth, if the application duplicates an existing registration, and if the applicant is under 18 years of age. (If an applicant who is under 18 will become eligible on or before election day, as described in 230:15-5-2, follow the software instructions to override the automatic rejection code.) If the application is unsigned or if the application must be rejected for any other reason, County Election Board personnel flag the appropriate rejection code on the screen. See 230:15-9-31.

(12) **Source codes.** A code to identify the source of an application for statistical purposes shall be entered in the voter registration software. If the source of an application is a motor license agency, an agency code also shall be entered. After the source code is entered, the instruction section of the application form bearing the source identification shall be detached and destroyed.

(13) **Previous registration information.** If the applicant provided information about previous voter registration in another state or in another county in Oklahoma, enter the previous registration information in the appropriate fields on the screen. If the applicant was previously registered in another county in Oklahoma, some previous information may be filled in automatically by the software. Do not enter information about former registration in your own county in these fields.

(14) Eligibility questions and oath. The applicant shall answer the two eligibility questions and must sign and date the oath. If an applicant fails to answer the two questions but signs and dates the oath, the application shall be accepted as valid. If the applicant answers either

question "No," the application shall be rejected. (On older versions of the Oklahoma Voter Registration Application form, these eligibility questions are located in the instructions area of the form.) If the applicant answers these two questions but fails to sign and date the oath, the application shall be rejected.)

(b) **Filing voter registration applications.** If a voter registration application is determined to be valid and approved, place the application form in the appropriate valid application file until voter identification cards are printed. After the voter identification card is mailed to the voter, file the application form in the Central File. If a voter registration application must be rejected, file the application in the appropriate rejected application file.

### **230:15-9-22.1. Processing application for change of political affiliation during prohibited period**

(a) Registered voters are prohibited by law from changing political affiliations from ~~June~~ April 1 through August 31, inclusive, in even-numbered years. The County Election Board Secretary is required by law to hold voter registration applications for change of political affiliation received during this period and to activate the changes on September 1.

(b) Voter registration applications for change of political affiliation received during the prohibited period that include no other voter registration changes shall be processed as follows.

(1) Follow steps 1 through 3 in 230:15-9-22(a). Enter in MESA all the information the voter provided on the application. When the new political affiliation is entered, the voter registration software warns that the political affiliation change is invalid and flags the application to hold for activation on September 1.

(2) From ~~June~~ April 1 through August 31, request and print Held Change of Affiliation Notices each time voter identification cards and rejection notices are requested and printed. Held Change of Affiliation Notices are letters to voters explaining that their change of political affiliation will be held and activated on September 1.

(3) From ~~June~~ April 1 through August 31, request and print the Held Change of Affiliation List each time voter identification cards are requested. The Held Change of Affiliation List contains the names of all voters whose political affiliation changes have been held since the last time this report was requested. Retain the Held Change of Affiliation List as needed.

(4) Mail the Held Change of Affiliation Notice to the applicant.

(5) File the voter registration application in a special file for Pending Affiliation Change Applications. (6) On September 1, follow these steps.

(A) Request and print voter identification cards.

(B) When voter identification cards are requested, an Affiliation Change Notice letter also is generated to each voter whose political affiliation change has been held. Use of these letters is optional.

(C) Mail voter identification cards and Affiliation Change Notice letter, if used, to voter.

(D) Request and print the Affiliation Change List and retain it for 24 months.

(E) Move the voter registration application form from the Pending Affiliation Change Applications file to the Central File.

(F) Remove the voter's old voter registration form from the Central File and retain it in the Cancellation File as outlined in 230:10-7-43.

(c) Voter registration applications for change of political affiliation received during the

prohibited period that also include other valid voter registration changes shall be processed as follows.

- (1) Follow steps 1 through 3 outlined in subsection (a) of 230:15-9-22. Enter in MESA all the information the voter provided on the application. When the new political affiliation is entered, the voter registration software warns that the political affiliation change is invalid and flags the application to hold this change until September 1. Other valid changes, such as changes of name or address, are accepted.
- (2) Request and print voter identification cards, rejection notices, and Held Change of Affiliation Notices.
- (3) Match the voter's new voter identification card with the Held Change of Affiliation Notice and mail them together to the voter.
- (4) Request and print the Held Change of Affiliation List and retain it for 24 months.
- (5) Indicate on the new voter registration application form that the political affiliation becomes effective on September 1.
- (6) Remove the voter's old voter registration form from the Central File and file it in the Cancellation File unless other information on the old form requires that it remain in the Additional Information Correspondence File.
- (7) File the voter's new registration form in the Central File.
- (8) On September 1, follow these steps.
  - (A) Request and print voter identification cards.
  - (B) When voter identification cards are requested, an Affiliation Change Notice letter also is generated for each voter whose political affiliation change has been held. Use of these letters is optional.
  - (C) Mail voter identification cards and Affiliation Change Notice letters, if used, to voters.
  - (D) Print Affiliation Change List and retain it for 24 months.
- (d) Request and print a copy of the Pending Political Affiliation Changes List before the Primary Election and again before the Runoff Primary Election to use to help answer questions from voters about their political affiliation on election day. Print a final copy of this report on September 1 and retain it for 24 months.

**230:15-9-25. Processing applications for restricted records status**

(a) Members of the judiciary, district attorneys, assistant district attorneys, law enforcement personnel, corrections officers, and persons covered by victim's protection orders are entitled by law to apply to the Secretary of the County Election Board for restricted records status. [26:4-115.2] The spouse and/or dependent of a voter entitled to apply for restricted records status also may apply for restricted records status. Restricted records status shall apply to the voter registration form in the Central File, to registration information in the voter registration database, to materials used to request and cast absentee ballots, and if specifically requested by the voter, any Declaration of Candidacy filed by the voter. Voter registration information for a restricted records voter shall be available only to authorized County Election Board personnel for administrative purposes, with the exception that it may be provided to a candidate or a candidate's representative or other lawful authority in connection with a contest of candidacy, contest of election, or a petition challenge as provided by law. [26:4-115.2]

(b) A voter who is eligible for restricted records status may apply for such status by writing a letter to the Secretary of the County Election Board setting forth the following information.

- (1) Voter's name as it appears on the voter registration form.
- (2) Voter's date of birth.
- (3) Last four digits of the voter's Social Security number.
- (4) Reason for application for restricted records status. (If voter is covered by victim's protection order, include case number, date of issue and the expiration date of the order.)
- (5) A request also to keep a Declaration of Candidacy confidential, if applicable.
- (6) Voter's signature.
- (7) Date.

(c) Upon receipt of an application for restricted records status, the Secretary of the County Election Board shall follow the appropriate MESA software instructions to enter the restricted records status voter's name, political affiliation, precinct number, school district, and municipality. This will cause the voter's name and district information to print in the appropriate Precinct Registry without the voter's residence address.

- (1) Make a placeholder for the Central File. Write only the voter's name, date of birth, and political affiliation on a blank voter registration application form. Write the words "Restricted Records" in the space for item 6, "Street address or directions to your home."
- (2) Remove the voter's original voter registration application form from the Central File and replace it with the placeholder form.
- (3) Check the Additional Information file. Remove any documentation of the voter's registration and attach it to the original voter registration application form.
- (4) Remove the voter's absentee ballot application from the appropriate file and attach it to the voter registration form.
- (5) Locate the voter's registration information in MESA and follow the appropriate software instructions to delete the registration information.
- (6) Contact the State Election Board to have the voter's deleted voter registration information permanently deleted from MESA.
- ~~(6)~~ (7) Attach the voter's application for restricted records status to the voter's original registration form and other materials and file in the restricted records status file.

(d) The Secretary of the County Election Board shall designate a file cabinet with a lock or any other appropriate container with a lock as the restricted records status file. Access to the restricted records status file shall be restricted to the Secretary, Assistant Secretary or Chief Clerk and other County Election Board employees authorized by the Secretary.

(e) Restricted records status shall be effective immediately upon receipt of an application from a qualified voter, and it shall remain in effect until the voter chooses to end it. The voter's registration information may be removed from restricted records status only upon receipt of written instruction from the voter.

(f) Any subsequent application for change of voter registration initiated by a restricted records voter shall be processed routinely, with the exception that the voter registration application information shall not be entered in MESA and the form shall be filed in the restricted records status file instead of the Central File. If necessary, however, the voter's information shall be modified in the Restricted Records Maintenance area of MESA. Any application for absentee ballots from such a voter also shall be processed manually. The application for absentee ballots shall be filed in the restricted records status file.

(g) A restricted records status voter who votes in person at his or her precinct polling place shall sign the Precinct Registry beside his or her own name. The Secretary shall instruct Precinct Officials in precincts with restricted records status voters that no address confirmation is required for these voters.

(h) The Secretary shall print the Restricted Records List from MESA and provide it to the in-person Absentee Voting Board on each day of in-person absentee voting. A restricted records status voter who votes at the in-person absentee polling place shall sign the Absentee Voting Board Record.

(i) An ACP Absentee Ballot Application form and ACP Voter History Record form received from the State Election Board shall be filed immediately in the restricted records status file. No entry shall be made in MESA concerning ACP voters and the name, address, and precinct number of an ACP voter shall not appear on any list or report.

## **SUBCHAPTER 11. VOTER REGISTRATION LIST MAINTENANCE**

### **PART 1. CANCELLATION OF VOTER REGISTRATION**

#### **230:15-11-1. Reasons for cancellation of registration [REVOKED]**

~~A voter's registration may be cancelled only for one of the following reasons: written request by the voter; death of the voter; conviction of a felony; judgment of incapacitation; registration in another county or state; failure to respond to a confirmation mailing and subsequent failure to vote. [26:4-120]~~

#### **230:15-11-3. Written notice by voter [REVOKED]**

~~A registered voter may have his registration cancelled by submitting a written, notarized notice to the Secretary of the County Election Board. [26:4-120.1] The notice must state the fact that the voter no longer desires to be a registered voter of the county. The notice must be signed and dated by the voter. The written notice either shall be notarized or shall be witnessed by two persons whose names and addresses are included on the notice. [26:4-120.1]~~

#### **230:15-11-6. Cancellation of registration of deceased voter by next of kin [REVOKED]**

~~(a) The registration of a deceased voter shall be cancelled upon execution of a Cancellation of Registration of Deceased Voter form by the voter's next of kin. [26:4-120.3] The form may be executed at the County Election Board office, at the deceased voter's polling place or at the next of kin's own polling place in the same county on any election day or day of in-person absentee voting. [26:4-120.3] The form shall be signed by the next of kin and witnessed by either the County Election Board Secretary, Assistant Secretary or Chief Clerk, or by the Precinct Inspector:~~

~~(b) The registration of a deceased voter shall be cancelled upon execution of a Request to Cancel Registration of Deceased Voter form by the voter's next of kin. The form shall be completed and signed by the next of kin and either notarized by a Notary Public or witnessed by two people who provide their names and addresses. [26:4-120.3] The form shall be returned to the County~~

Election Board in the county of the deceased voter's residence. ~~[26:4-120.3]~~ A letter containing all the same information requested on the form, signed by the next of kin, and either notarized by a Notary Public or witnessed by two people who provide their names and addresses also shall be accepted to cancel the registration of a deceased voter.

### **PART 3. VOTER REGISTRATION ADDRESS CONFIRMATION**

#### **230:15-11-20. Processing address confirmation notices returned undelivered by Postal Service**

- (a) Address confirmation notices that cannot be delivered as addressed shall be returned to the State Election Board by the postal service. The returned, undelivered address confirmation notices shall be sorted by county and sent to the County Election Boards.
- (b) County Election Boards shall receive from the State Election Board all address confirmation notices that were returned undelivered by the postal service. Upon receiving the undelivered address confirmation notices, County Election Board personnel shall process them according to the following procedure.
  - (1) ~~Record in MESA the date~~ Process receipt of the undelivered address confirmation notice ~~was received at the County Election Board in MESA.~~
  - (2) Follow the procedure outlined in 230:15-11-25 if the postal service has provided another address for the voter.
  - (3) File the notice in the Returned Confirmation Notice file and retain for 24 months.
- (c) As an alternative to the process outlined in (a) and (b) of this Sections, the State Election Board may receive information on undelivered address confirmation notices electronically from the United States Postal Service and may process such electronic information directly into the voter registration database so that the notices need not be physically returned and processed. The State Election Board will provide each County Election Board with a report listing the voters whose address confirmation notices were undelivered as documentation.

#### **230:15-11-21. Processing address confirmation cards returned by voter with no change of address**

Address confirmation return cards that are returned by the voter and indicate no change of address shall be processed according to the following procedure.

- (1) ~~Record in MESA the date~~ Process receipt of the return card ~~was received at the County Election Board in MESA.~~
- (2) Compare the information on the return card with the voter's registration information in MESA to confirm that the address is the same. If there is a change of address, process according to the instructions in 230:15-11-22.
- (3) File the return card in the Returned Confirmation Notice File.

#### **230:15-11-22. Processing address confirmation return cards with change of address in the county**

Address confirmation return cards that are returned by the voter and indicate a change of address in the county shall be processed according to the following procedure.

- (1) ~~Record in MESA the date~~ Process receipt of the return card was received at the County Election Board in MESA.
- (2) ~~Process the information on the return card as an application for change of address. See 230:15-9-21.~~ Select In County (updated) to access the voter's registration information. Enter all changes indicated by the voter on the return card.
- (3) Prepare and mail a request for additional information if necessary. See 230:15-9-32 and 230:15-9-33. Wait for the voter's response before proceeding to step 4.
- (4) Locate the voter's voter registration form in the Central File. Write the voter's new address on the form from the Central File and make a note to refer to the Additional Information Correspondence File.
- (5) File the address confirmation return card in the Additional Information Correspondence File.

### **230:15-11-23. Processing address confirmation return cards that indicate a name change**

A voter may use the address confirmation return card to indicate that his or her name has changed. Information on the return card must clearly indicate that the voter has a new name, ~~and the~~. The return card must either may indicate either no change of address or indicate a new address in the county. County Election Board personnel shall process the name change as outlined in 230:15-9-20 230:15-11-22.

### **230:15-11-24. Processing address confirmation return cards with change of address outside the county**

Address confirmation return cards that are returned by the voter and indicate a change of address outside the county shall be processed according to the following procedure.

- (1) ~~Record in~~ Process receipt of the return card in MESA the date the return card was received at the County Election Board.
- (2) ~~Delete the voter's registration information in MESA. Use either the county transfer code or the state transfer code.~~ Select Out of County or Out of State, as appropriate.
- (3) Remove the voter's registration form from the Central File and also any documentation in the Additional Information file. Attach the address confirmation return card to the registration form and any other documentation and file in the Cancellation File.

### **230:15-11-25. Processing address confirmation return cards returned by someone other than the voter**

(a) If an address confirmation return card is received with indication that it was returned by someone other than the voter to whom it is addressed, ~~County Election Board personnel shall not enter any~~ no information about the return card shall be entered in MESA. The voter's registration shall be allowed to become inactive. The return card shall be filed in the Returned Confirmation Notice File and retained for 24 months. If the Secretary is unable to determine with certainty that a card was returned by the voter to whom it was addressed, no information about the return card

shall be entered in MESA.

(b) The Secretary of the County Election Board is authorized to take the following actions to follow up on a return card received from someone other than the voter to whom it is addressed.

(1) If information on the return card indicates a new address in Oklahoma for the voter, the Secretary shall mail to the address provided an Oklahoma Voter Registration Application form and a letter suggesting that the voter update his or her voter registration information.

(2) If information on the return card indicates a new address outside Oklahoma for the voter, the Secretary shall mail to the address provided a letter suggesting that the voter register again in the other state.

(3) If information on the return card indicates that the voter is deceased, the Secretary shall mail a letter to the same address with information about the procedure for next of kin to cancel a deceased voter's registration.

(4) If information on the return card indicates that the voter has moved but provides no new address, the Secretary shall take no further action.

(5) If information on the return card indicates that the voter is unknown, the Secretary shall take no further action.

#### **230:15-11-28. Cancellation of inactive voters**

The registrations of all voters who remain in inactive status after two federal General Elections shall be cancelled. The cancellation shall take place ~~immediately~~ as soon as practicable following the second federal General Election after the inactive voters were designated. No additional notice to the voter shall be required prior to the cancellation. An automatic process shall remove the registration information from MESA. County Election Board personnel shall request and print the Deleted Voters by Reason report and shall use it to remove registration forms from the Central File and other registration correspondence from the Additional Information Requested file. The registration forms and correspondence shall be destroyed. The Deleted Voters by Reason report shall be retained for 24 months.