

SECRETARY OF THE STATE  
30 TRINITY STREET  
HARTFORD, CT 06106

December 14, 2020

**To: All Registrars of Voters**

**Re: Confirmation of Voting Residence (ED-642)**

**Confirmation of Voting Residence (Parts A, B and C)**

Enclosed is a copy of our prescribed form, **ED-642, Confirmation of Voting Residence** Parts A, B and C. Also enclosed is a Spanish translation of this form. You must provide your town with quantities of Form ED-642. This form has not been amended since it was sent to you on March 12, 1996.

***Record keeping***

You must retain in your office a duplicate copy (Part A), or electronic record of each notice sent. This Confirmation of Voting Residence should be kept for five years after the name is no longer on the active registry list (Conn. Gen. Stat. §§9-20 and 9-35). You must maintain either lists or electronic records of the names and addresses of all persons sent a Confirmation of Voting Residence, and information concerning whether or not each such person has responded to the notice. You must be able to promptly produce this information on request. (NVRA § 8(i)(2) and Conn. Gen. Stat. § 9-50a)

**A) When to send the Confirmation of Voting Residence -- and when not to**

***This Confirmation of Voting Residence is sent if:***

1. You obtain information from the *National Change of Address (NCOA) System* that an elector has moved out of town;  
**(or)**
2. The Notice of Approval you send to a mail-in applicant for admission as an elector (including applicants who submitted applications cross-town, door-to-door or to DMV or social service agencies, etc.) comes back undeliverable. (Conn. Gen. Stat. §9-23g(c))  
**(or)**
3. You obtain information in a canvass that an elector has moved,  
**(and)**  
You have **no** reliable information of a new address in your town.

**B) What is sufficient information FROM A CANVASS to justify sending a Confirmation of Voting Residence?**

1. **SEND** a Confirmation of Voting Residence form if Notice of Canvass is returned by the Post Office "**Undeliverable.**"
2. **DO NOT SEND** a Confirmation of Voting Residence form if all you know about an elector is that he failed to send back the Notice of Canvass. Such electors **stay** on the **active list**. Note: You are not required to follow up on electors who fail to return the canvass card, but, unless you get some information in addition to the failure to send back the canvass card, they must remain on the active list.
3. **SEND** a Confirmation of Voting Residence form if:
  - a. Elector fails to respond to Notice of Canvass **and** you have additional affirmative information that the elector has moved out of town.
  - b. What is sufficient "additional affirmative information that the elector has moved out of town?" Some examples:
    - i. Call to a working phone listed to elector or his family in which you are told elector has moved out of town;
    - ii. Disconnected phone **not enough**;
    - iii. Visit to address on voting list; told by person who answers door that elector moved out of town.

Such additional affirmative information plus failure to respond to the Notice of Canvass would be a basis for sending a Confirmation of Voting Residence.

**C) What is sufficient information from NCOA to justify sending Confirmation Notice?**

1. Whatever both registrars agree is sufficient information to determine that an elector has moved out of town,
2. For example: (1) confirmed moves, or (2) probable moves, or (3) probable moves with a follow up telephone, mail or in person canvass.

**D) When can the Confirmation of Voting Residence be sent?**

1. The Confirmation of Voting Residence sent either:
  - a. because of information obtained in a Canvass, **or**
  - b. because of information obtained from the National Change of Address System (NCOA),
2. Confirmation of Voting Residence must be sent no later than May 1, 2021
3. Confirmation of Voting Residence sent because a Notice of Approval you send to a mail-in applicant for admission as an elector was returned undeliverable may be sent anytime during the year.

### E) Filling out the Confirmation of Voting Residence

Whenever you send a Confirmation of Voting Residence, you must fill in the "DATE NOTICE SENT" and the "LAST DATE to Return Confirmation of Voting Residence" (being 30 days after the date the notice was sent).

### F) What language?

1. All municipalities in which 1% or more of their total population, but no less than 500 persons, are of Hispanic origin<sup>1</sup>, must print the Confirmation of Voting Residence in English and Spanish. (Regs.Conn.State Agencies §9-35-1) The Spanish forms must indicate prominently on the front "Español en otro Lado" and prominently on the back, "English on the other side."
2. All other municipalities may use the English version only.
3. Attached is a list of all municipalities in which 1% or more of their total population, but no less than 500 persons, are of Hispanic origin.

### G) Mailing

1. The Confirmation of Voting Residence:
  - a. must be sent by forwardable (first class) mail to the last-known address; and
  - b. must include a postage prepaid envelope for the elector to return Part C "Return Form of Confirmation of Voting Residence" to you.
2. *The envelope*
  - a. **All municipalities** must have the following language on the envelope in which the Confirmation of Voting Residence is sent to electors:

**"READ CAREFULLY. DO NOT RISK YOUR RIGHT TO VOTE."**

This language may appear on the front or back of the envelope. We recommend that you discuss this with your local postmaster.

- b. In addition, **municipalities** in which **1% or more** of their total population, but no less than 500 persons, are **minorities**<sup>2</sup> *must also* have the following language on the envelopes in which Confirmation of Voting Residence are sent:

**"Address Service Requested"**

(In 1997 the U.S. Postal Service directed that the above language be used to perform the old Forwarding and Address Correction Requested function.)

- c. A list of municipalities with a significant minority population is attached.

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<sup>1</sup> as reflected on the latest known extrapolations from the Director of the Census

<sup>2</sup> as reflected on the latest known extrapolations from the Director of the Census

## H) Responses to the Confirmation of Voting Residence -- What you do next

1. If the elector does not return Confirmation of Voting Residence within 30 days, place his name on the **inactive** registry list.
2. If the Confirmation of Voting Residence comes back undeliverable, place his name on the **inactive** registry list.
3. If you receive reliable information of a change of address within your town, **make the change of address**; no notice is required, unless you obtained the change of address from the NCOA system.
4. If the elector returns the Confirmation of Voting Residence stating, or otherwise states **in writing**, that he moved out of town, **remove** his name from the active registry list (and do not place it on the "inactive" list).

## I) From canvass to removal, an example:

1. Canvass by mail mailed before April 1st
2. Confirmation of Voting Residence sent May 1st
3. Removal to inactive list on June 1st for the period June 1, 2021 - June 1, 2025
4. On June 1, 2025, if name is still on the inactive list, it is removed completely from the active and inactive registry list (CGS §§ 9-32 & 9-35)

The "inactive" list is a very specialized list of persons who did not respond to the ED-642 after the NVRA took effect on January 1, 1995. You are required to remove completely off the registry list the names of all persons who have been on the inactive list for four years.

## Restoration Form

The prescribed form of application for restoration of elector to official check list is now an Application for Voter Registration. Please study Regs. Conn. State Agencies §9-42-1, Restoration to Registry List and Conn. Gen. Stat. §9-42 which supersedes Reg. §9-42-1 in that you may **NOT** require documentary evidence of residence before restoring an elector's name to the registry list. Moreover, the elector's statement is signed under penalties of false statement rather than being made under oath.

If the name of the elector is on the "inactive" registry list for the same voting district at the polls, both assistant registrars (or single assistant registrar in a primary) may approve an application for restoration at the polls without obtaining the telephone consent of both registrars (or single registrar in a primary).

Each polling place should only have that portion of the "inactive" registry list which lists former electors of that voting district (addresses and names) who have been sent a Confirmation of Voting Residence and have not responded. If the name of an elector is not on the active or "inactive" registry list for that voting district, the polling place officials must telephone the registrars of voters' office and obtain the consent of both

registrars of voters (or single registrar in a primary) before restoring a name to the active registry list. The office of the registrars will have a copy of the inactive registry list for the other voting districts and a copy of prior active registry lists for the four previous years.

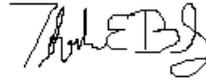
Examples: Both registrars in their office may consent to the approval of an application for restoration from persons who fall into the following categories:

1. Persons who are on the inactive list of district 1 and now wish to be restored to vote in district 2;
2. Persons who have been taken off the active registry list (and not placed on the "inactive" list) during the four years previous to the election because of notice from DMV, cancellation form, notice of death, written notice from the elector and who convince the registrars that the registrars' information is incorrect (Conn. Gen. Stat. §9-42(b));
3. Persons whose names are off the registry list because of **clerical error** of the registrars (in this case the elector need NOT sign an application for restoration, but the assistant registrars in the polls should carefully document such restorations.) (Conn. Gen. Stat. §9-42(a)).

If you have any questions, feel free to call us at (860) 509-6100.

Very truly yours,

DENISE MERRILL  
Secretary of the State



By \_\_\_\_\_  
Theodore E. Bromley  
Director of Elections

Enclosures: ED-642 (Parts A, B & C) English  
ED-642sp (Parts B & C) Spanish  
List of Hispanic & Minority Towns