



SECRETARY OF THE STATE
30 TRINITY STREET
HARTFORD, CT 06106

December 21, 2015

TO: ALL REGISTRARS OF VOTERS

Re: Canvass of Electors to Ascertain Changes of Residence

Canvass Requirement

Conn. Gen. Stat. Sec. 9-32 requires the registrars of each town holding a November 8, 2016 election to conduct a canvass of electors (1) in person, (2) by mail, or the National Change of Address (NCOA) system of the U.S. Postal Service, (3) by telephone, or (4) a combination of such methods.

Time of the Canvass

Conn. Gen. Stat. Sec. 9-32 requires that the canvass be conducted between January 1st and May 1st. However, if you choose a canvass-by-mail, the canvass-by-mail should be conducted between January 1st and April 1st because Regs. Conn. State Agencies, Secs. 9-32-3 and 9-32-4 allow voters thirty days to contact you, and under Sec. 9-35, May 1st is the last day to send out a Notice of Confirmation of Voting Residence.

Time of Notice of Confirmation of Voting Residence

May we remind you that under Conn. Gen. Stat. Sec. 9-35, in 2010 the Notice of Confirmation of Voting Residence may be sent out no later than May 1, 2016 on the basis of information obtained in the canvass.

Of course, Notice of Confirmation of Voting Residence may be sent anytime during the year if your Notice of Acceptance (ED-672) of a Mail-in Voter Registration Card is returned undeliverable.

Regulations

The following is a list of all present regulations relating to canvass of electors in Connecticut:

<u>Regs. Conn. State Agencies</u>	<u>Subject</u>
§§9-32-1 thru 4	Canvass-by-Mail
§§9-32-6 thru 8	Canvass by Telephone
§9-32-9	Removal of Name (canvass by mail or telephone)

Sections 9-32 and 9-35, as amended by P.A. 94-121, supersede these canvass regulations as follows:

1. Registrars no longer need to perform two checks before sending a Notice of Confirmation of Voting residence on the basis of a canvass (but Registrars may, if they wish, perform a second check).
2. Registrars cannot, on the basis of a canvass, remove a name completely from a registry list for non-residence unless the elector confirms in writing that he has moved out of town.
3. If the canvass shows by positive information (for example, if the canvass-by-mail comes back marked "undeliverable" by the Post Office) that the elector no longer lives at the address (and there is no indication that he moved within town), and if the Registrars determine that he moved out of town, the Registrars send a Notice of Confirmation of Voting Residence, and after thirty days, place the name on the inactive registry list for four years. (A Notice of Confirmation of Voting Residence may not be sent when the only information that you have concerning whether a person has moved is a failure to respond to a canvass-by-mail which was delivered by the Post Office.)

Example:

- Canvass-by-mail mailed before April 1st
- Notice of Confirmation of Voting Residence sent May 1st
- Removal to inactive list on June 1st for the period June 1, 2016 - June 1, 2020
- On June 1, 2020, if name is still on the inactive list, it is removed completely from the active and inactive registry list

Canvass in Person or by Telephone

If you choose to canvass in person, please see Regs. Conn. State Agencies Sec. 9-32-9 and Conn. Gen. Stat. Secs. 9-32 and 9-35. With regard to canvass by telephone, please study Regs. Conn. State Agencies Secs. 9-32-6 through 9-32-9. We remind you that, effective 2000, Sec. 9-32 was amended to delete the authorization for the registrars to request Social Security numbers during the canvass; therefore, **registrars may not ask for Social Security numbers during the canvass.** Section 9-32 further provides that no Social Security number obtained by the registrars during the canvass prior to 2000 may be disclosed to the public or to any governmental agency.

Notice of Canvass-by-Mail

If you choose to canvass by mail, please see Conn. Gen. Stat. Secs. 9-32 and 9-35, and regulations related thereto, especially Secs. 9-32-1 through 9-32-4 and Sec. 9-32-9.

These sections prescribe the text for the Notice of Canvass for use by municipalities that conduct their annual canvass by mail. We remind you that, effective 2000, Sec. 9-32 was amended to delete the authorization for the registrars to request Social Security numbers during the canvass; therefore, **registrars may not ask for Social Security numbers during the canvass.** Section 9-32 further provides that no Social Security number obtained by the registrars during the canvass prior to 2000 may be disclosed to the public or to any governmental agency. You must supply yourself with canvass by mail forms. There is no change in the canvass-by-mail form since we sent it to you on March 12, 2002.

Use of the Notice of Canvass is mandatory with respect to any canvass-by-mail and it must be printed in English and Spanish in those municipalities which have 1% or more Hispanic population as explained below. Please note the following regulation (Sec. 9-32-2) relating to this notice which requires that the Notice of Canvass be sent by first-class mail, and provides: "The registrars shall include with the notice a postage paid envelope for the return of the notice, or the notice may be in the form of a post card which is returnable postage paid [emphasis added]." You are free to use either method as long as the substance of the notice is included on your form and the postage is prepaid.

The language of the Notice of Canvass, used in a canvass-by-mail, may not be altered since it is prescribed by regulation. Therefore, if you wish to include information concerning voting districts and/or location of polling places as a part of your canvass, such information may only be included in the nonpartisan literature which our office will soon send to registrars of towns holding November elections.

Please note that the Post Office Box and Date of Birth are optional. If you choose to enter each voter's Date of Birth and/or Post Office Box, we recommend that you have the printer include each phrase, but omit the word "optional" from the text. If you choose not to use Post Office Box and/or Date of Birth, we recommend that you omit each entirely, including omission of the word "optional".

All municipalities in which 1% or more of their total population, but no less than 500 persons, as reflected on the latest known extrapolations from the Director of the Census, are of Hispanic origin (hereinafter referred to as municipalities with a significant Hispanic population) must print the Notice of Canvass in English and Spanish, in accordance with Regs. Conn. State Agencies Sec. 9-32-3. All other municipalities may use the English version only. 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.

National Change of Address System (NCOA)

Sec. 9-32 provides that, upon agreement of both registrars, the National Change of Address system of the U.S. Postal Service may be used instead of the canvass-by-mail. The U.S. Postal Service developed the NCOA system to reduce undeliverable mail. The system uses a computerized file (updated nightly) containing change of address records from the Post Office. Services are provided to users (including registrars) through approximately 25 licensee corporations whose pricing structures vary. The NCOA system can only be used in towns which have a computerized registry list, and there may be a minimum size list which is cost effective. The registry list may be submitted to the licensee in virtually any electronic medium (disk, tape, etc.) and in virtually any format. The licensee (1) standardizes and Zip+4-codes all addresses submitted, (2) electronically compares the registry list against its changes of address, and (3) returns a computer tape of all changes of address; this computer tape can be processed to carry out a mailing (for example, to send Notices of Confirmation of Voting Residence to persons who moved out of town).

Additional information may be obtained from:

National Address Information Center
6060 Primacy Parkway, Suite 101
Memphis, Tennessee 38188-0001
Tel: 1-(800)-238-3150

National Clearinghouse on Election Admin.
Federal Election Commission
999 E St., N.W., Washington, D.C. 20463
Tel: 1-(800)-424-9530 (NCOA Report #4)

(You may also wish to contact the Registrars of Voters Association)

If you make a change of address on the registry list within town solely on the basis of NCOA, the NVRA and Conn. Gen. Stat. §9-35 require that you send the elector a Notice of Change by forwardable mail and a postage prepaid pre-addressed return form by which the elector may verify or correct the address information. Our suggested Form ED-683, Notice--Voting Address Changed Within Town (Rev. 11/97) can be used for this purpose. Suggested Form ED-683 is only required to be sent if you use the NCOA System and the NCOA System notifies you that there is a change of address within your town.

Notice of Confirmation of Voting Residence (ED-642)

The prescribed form for the Notice of Confirmation of Voting Residence (ED-642), in both English and Spanish, will be forwarded with a separate letter. The form for this ED-642 has not been amended.

We remind you that during the canvass, if you mail a canvass-by-mail between January 1st and May 1st and receive back nothing from the Post Office and nothing from the elector, such person's name must be left on the active registry and enrollment lists, unless you receive additional information from a canvass in person, or a telephone canvass, during such period that he has moved, in which case you can then send a Notice of Confirmation of Voting Residence no later than May 1, 2016.

Notice of Removal (ED-684)

We also remind you that when the Department of Motor Vehicles notifies you that an elector of your town has moved out of your town, you may, on any day except the day of a primary or election, send the Notice of Removal (ED-684) to such elector and immediately remove such name from both the active and inactive registry and enrollment lists. The prescribed form for this ED-684 has not been amended since we mailed it to all registrars on June 3, 1998. In this connection we are enclosing a copy of our Handout (Rev 5/28/98) summarizing the procedure to follow when you receive Changes of Address from DMV.

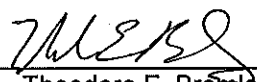
Removal from Registry List Without Notice

We also remind you that whenever you have information that an elector has died, whenever an elector confirms in writing that he has moved out of your town, or whenever you receive a cancellation form, you may remove such elector from both the active and inactive registry and enrollment lists without sending any notice, and this may be done on any day except election or primary day. (Some registrars send informal letters requesting confirmation of a move, and if this results in a written response by the elector admitting that he no longer resides in town, his name is removed from the registry lists.)

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

Sincerely,

DENISE MERRILL
Secretary of the State

By: 
Theodore E. Bromley
Staff Attorney

Enclosures
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From the Office of the Secretary of the State
30 Trinity Street
Hartford, Connecticut 06106
Changes of Address from DMV

Under Conn. Gen. Stat. §9-19i, any change of address form submitted to the Department of Motor Vehicles (DMV) for purposes of a driver's license shall serve as notification of a change of address for voter registration purposes, unless the person states on the form that the change of address is not for voter registration purposes. The DMV notifies you of names of persons whose residence address was in your town and who have now changed their residence address.

With regard to change of address, the DMV notifies only the registrars of voters of the town of the former residence. The DMV notifies you of: Name, Birth Date, Former Residence Address (in your town), New Residence Address, and Date of Address Change Transaction.

1. If you do not have an elector with that name and birth date on your active or inactive registry list, you may disregard that portion of the DMV notice.
2. If you do have an elector with that name and birth date on your active or inactive registry list, and if the new address is also within your town, you "shall enter the name of such elector on the registry list at the place where he then resides." (If the name was on the inactive list, enter the name on the active list at the new address.) No notice to the elector is necessary. The portion of the DMV form which you used to change an address of an elector in your town must be kept as a public record for two years under Section 8(i)(1) of the National Voter Registration Act of 1993.
3. If you do have an elector with that name and birth date on your active or inactive registry list, and if the new address is outside your town, you must completely remove the elector's name from the registry list (do not place it on the "inactive" list) and send to the elector the prescribed Form ED-684 Notice of Removal and Return Form Requesting Restoration to Voters' List, and a Mail-in Voter Registration Application which can be used by the elector to apply for admission as an elector in the new town. Beginning July 1, 1998, you have two options:
 - (a) send the Notice of Removal and Mail-in voter Application by forwardable mail directly to the elector's current address in the new town, or
 - (b) send the Notice of Removal and Mail-in voter Application by forwardable mail to the elector's former address on the registry list; if this Notice and Application are returned undeliverable, you must then mail this Notice and Application package to the elector's address in the new town.

There is no requirement that you provide return postage for the elector in these situations. If the elector does not complete and return this restoration form to you by election or primary day, his name may be restored on election day if the polling place calls the Office of the Registrars of Voters and receives approval of both Registrars (or one in a primary) for accepting an application for restoration.

You must provide your town with quantities of Notice of Removal and Return Form Requesting Restoration to Voters' List, using the prescribed language. You must retain in your office a duplicate copy or electronic record of each notice sent. This Notice of Removal 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).

The Notice of Removal (ED-684) is used only in connection with information received from DMV. There is a different notice of Confirmation of Voting Residence (ED-642) used when you obtain information in a canvass that an elector has moved.

Municipalities which have 1% or more of their total population, but no less than 500, minority persons – municipalities with a significant minority population. (Updated 2012)

Ansonia	Easton	Naugatuck	Seymour	Weston
Avon	Ellington	New Britain	Shelton	Westport
Berlin	Enfield	New Canaan	Simsbury	Wethersfield
Bethel	Fairfield	New Fairfield	Somers	Wilton
Bloomfield	Farmington	New Haven	South Windsor	Winchester
Branford	Glastonbury	New London	Southbury	Windham
Bridgeport	Greenwich	New Milford	Southington	Windsor Locks
Bristol	Griswold	Newington	Stafford	Windsor
Brookfield	Groton	Newtown	Stamford	Wolcott
Brooklyn	Guilford	North Branford	Stonington	Woodbridge
Cheshire	Hamden	North Haven	Stratford	
Clinton	Hartford	Norwalk	Suffield	
Colchester	Killingly	Norwich	Tolland	
Coventry	Ledyard	Old Saybrook	Torrington	
Cromwell	Madison	Orange	Trumbull	
Danbury	Manchester	Oxford	Vernon	
Darien	Mansfield	Plainfield	Wallingford	
Derby	Meriden	Plainville	Waterbury	
East Hartford	Middletown	Portland	Waterford	
East Haven	Milford	Putnam	Watertown	
East Lyme	Monroe	Ridgefield	West Haven	
East Windsor	Montville	Rocky Hill	Westbrook	

Municipalities which have 1% or more of their total population, but no less than 500 persons, of Hispanic origin – municipalities with a significant Hispanic population. (Updated 2012)

Ansonia	East Windsor	Naugatuck	Somers	Winchester
Avon	Enfield	New Britain	South Windsor	Windham
Berlin	Fairfield	New Canaan	Southbury	Windsor Locks
Bethel	Farmington	New Fairfield	Southington	Windsor
Bloomfield	Glastonbury	New Haven	Stamford	Wolcott
Branford	Greenwich	New London	Stratford	
Bridgeport	Groton	New Milford	Suffield	
Bristol	Guilford	Newington	Torrington	
Brookfield	Hamden	Newtown	Trumbull	
Cheshire	Hartford	North Haven	Vernon	
Clinton	Killingly	Norwalk	Wallingford	
Colchester	Ledyard	Norwich	Waterbury	
Cromwell	Manchester	Plainfield	Waterford	
Danbury	Mansfield	Plainville	Watertown	
Darien	Meriden	Ridgefield	West Hartford	
Derby	Middletown	Rocky Hill	West Haven	
East Hartford	Milford	Seymour	Westport	
East Haven	Monroe	Shelton	Wethersfield	
East Lyme	Montville	Simsbury	Wilton	