



# Voter Registration

June 2015

# **Voter Registration**

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Voter Registration

Voter Print Elections Petitions Imaging Address

**Duplicates found. Gathering voter information.** [Help](#)

New Save Clear Search Process Batch

Voter ID State ID SSN Birth Date Age Gender Last Name First Name MI Suffix

111111112 01/01/1980 34 VOTER TEST

Residence Prev Registration Absentee Contacts History

Standard NCOA CASS Migration Election Clear

Voter Polling Locations

Precinct View Image

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Duplicate Voters [Voter Search](#) [Help](#)

%	Reg No	Name	DOB	SSN	DL No	Residential Address	County	Status	Signature
90	4501146	VOTER, TEST	11/3/1996	1446		50 WHITETAIL LN CLANCY, MT 59634	Jefferson	Active	
70	1420434								
70	1524201								
70	94906								
70	1457443								
70	1000391								

Full Image View Summary Showing 9 of 9 potential duplicates. Mark Non Duplicate Select No Match

Source of Registration Verify

Old Voter ID County Reg Date 09/23/2014

Vote Eligible 09/23/2014 Last Voted Date

No Signature  Confidential Reveal  US Citizen

Comments

- Once the basic data is added, Montana Votes will check for duplicate voters. If it is a match click **Select**, if it is not a match select **No Match**.

# WARNING



Proceed with **caution** when reviewing duplicates.

**If you select a voter that is not a duplicate the process cannot be easily undone!**

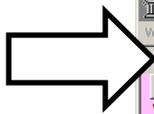
- If you pull a voter in error, the former county needs to move the voter back to their county – the new county needs to enter the voter as new – this will allow the voter's history to be maintained!

# CAUTION



Likewise, you must be very careful to not create a duplicate voter if the voter already exists in another county.

If one county creates a duplicate voter, that voter can potentially receive and vote two ballots.



Voter Registration

Voter Print Elections Petitions Imaging Address

**The voter verified through MVD data.** [Help](#)

New Save Clear Search Process Batch

Voter ID State ID SSN Birth Date Age Gender Last Name First Name MI Suffix

111111112 01/01/1980 34 VOTER TEST

**Residence** Absentee Contacts History Prev Registration

Standard NCOA CASS Migration Election Clear  
Comments Worker

House # Suffix Pre Dir Street Name Type

Post Dir Unit Type

City/St/Zip MT

County JEFFERSON Precinct Split

**Mailing**

Country UNITED STATES OF AMERICA  USA Clear

Address

City/St/Zip MT

**Registration** Misc Info Custom Duplicate Req. Undeliverable

Party No Party Last Verified Date

Status Provisional - N  MVD Verified

Reason ID Verification - ID  SSA Verified

Source of Registration Verify

Old Voter ID County Reg Date 09/23/2014

Vote Eligible 09/23/2014 Last Voted Date

No Signature  Confidential   US Citizen

Comments

**Voter Polling Locations**

Precinct View Image

Split

Polling Place

**Election**

Election	Late Reg Date	Date	Polling Places

**Districts**

District Type	Code	Name

If the voter verifies through MVD you will see the following message at the top of Montana Votes.



# Voter Verify

Montana Votes does not automatically verify the last four of the SSN. We offer a service called **Voter Verify** which will allow you to verify by SSN or a drivers license that did not verify from within MT Votes.

MONTANA SECRETARY OF STATE  
**Linda McCulloch**

**Voter Verification**

[INSTRUCTIONS](#) • [SEARCH TIPS](#) • [FEEDBACK](#) • [LOGOUT](#)  
[Logout](#) | [ePass Home](#)

Fields marked with an \* are required.

\*First Name:   
\*Last Name:   
\*Date of Birth:  (mm/dd/yyyy)

\*and/or

Montana Driver License Number:  Last 4 digits of Social Security Number:

To search for a voter registration applicant's or voter's information, enter the information in the fields and click 'Search' for your results.

**Search Tip**  
If you are searching for an individual with a multiple word last name, you may need to perform more than one search to find a match.

**Contact Information**  
(866) 541-6767   
<http://support.sos.mt.gov>



# Voter Verify

In order to get access to Voter Verify, you will need to have your supervisor email Montana Interactive.

**[helpdesk@egovmt.gov](mailto:helpdesk@egovmt.gov)**

# Practice Scenario



[Click Here to be directed to Voter Verify.](#)

- Attempt to Verify your own information
  - Input your Name, DOB, SSN, or MT Drivers License#
    - Did it verify?
  - Try putting in a different DOB.
    - Did it verify?

Voter Registration

Voter Print Elections Petitions Imaging Address

Voter record successfully retrieved. [Help](#)

New Save Clear Search Process Batch

Voter ID 450114692 State ID [ ] SSN 1446 Birth Date 11/03/1996 Age 17 Gender Male Last Name VOTER First Name TEST MI [ ] Suffix [ ]

**Residence** Absentee Contacts History Voting History

Standard NCOA CASS M... Clear

House # 50 Suffix [ ] Pre Dir [ ] Street Name WHITETAIL Type LN

Post Dir [ ] Unit Type [ ]

City/St/Zip CLANCY MT 59634

County JEFFERSON Precinct REC.07-75 Split 01.07

**Mailing**

Country UNITED STATES OF AMERICA  USA Clear

Address [ ]

City/St/Zip [ ]

**Active/Sent**

**Registration** Misc Info Custom Duplicate Req. Undeliverable

Party No Party Last Verified Date [ ]

Status Active - A  MVD Verified

Reason [ ]  SSA Verified

Source of Registration FPCA - 05 Verify

Old Voter ID [ ] County Reg Date 09/23/2014

Vote Eligible 09/23/2014 Last Voted Date [ ]

No Signature  Confidential Reveal  US Citizen

Comments [ ]

**Voter Polling Locations**

Precinct PREC.07 - PREC.07-75 View Image

Split 01.07

Polling Place CLANCY MUSEUM

**Election**

Election	Late Reg Date	Date	Polling Places
51 Federal General ...	10/05/2014	11/04/2014	CLANCY MUSEUM

**Districts**

District Type	Code	Name
CONGRESSIONAL	CONG	CONGRESSIONAL
STATEWIDE	MT	Montana
PUBLIC SERVICE C...	PS 03	Public Service Commissioner, Distri
JUDICIAL	JD 05	Judicial District 5
SUPREME COURT J...	SCJ	SUPREME COURT JUSTICE
SENATE DISTRICT	SD 38	Senate District 38
HOUSE DISTRICT	HD 075	House District 75
COUNTYWIDE	22	Jefferson
SCHOOL DISTRICT	S_01	CLANCY SCHOOL DISTRICT #01
FIRE	FR_01	CLANCY FIRE SERVICE AREA #01

Enter address information, if you make an error you can hit the **Clear** <sup>(a)</sup> button.



New Address Library

Street Name Aliases

Remove

House# From: 404 House# To: 406 Type: All Pre Direction: Street Name: TEST Street Type: DR Post Direction:

Unit Type: Unit# From: Unit# To:

City: State: MT Zip: Route Number:

County: Jefferson Precinct: Split: Voter Counts: View Voters

Unusable Address  Mailing Address Required  Unit Required

Split Lookup Districts List Save Close

To create a new address range, enter the **House # From** and **House # To**, and **Type** (Even, Odd, or All) and any other street information. (In the example above the range is for all addresses within the range of 404 and 406 on Test Dr.)

New Address Library

Help

Street Name Aliases

House# From House# To Type Pre Direction Street Name Street Type Post Direction

404 406 All TEST DR

Unit Type Unit# From Unit# To

City State Zip Route Number

CLANCY MT 59634

County Precinct Split Voter Counts

Jefferson PREC.10 01.10 View Voters

Unusable Address  Mailing Address Rec  Unit Required

Remove Split Lookup Districts List Save Close

Enter in the **City** and **Zip**, and then assign a **Precinct** and **Split**.

Select **Save**.



# Practice Scenario

Create a new Address Range for the Address Library.



# Practice Scenario

Extend an existing address library range.

(Walkthrough on the next slide)



# Walk through

First things First.

**DON'T EXTEND AN ADDRESS RANGE IF YOU HAVE BALLOTS IN A SENT STATUS!**

Doing so will void all ballots within the range. (more than likely, you don't want this.)

Now, if you are sure you want to extend an address range, do the following:

1. When you enter the new voter, type in the address provided.
2. The **Address Library** will open. Select the address range that you would like to extend, and click **Detail**.



# Walk through



3. The **Edit Address Library** window will open.
4. Change either the **House # From** or the **House # To**, to include the house number you'd like to extend.
5. Select the **Save** button.
  - If you have an election with active sent ballots, a warning will populate asking you if you are sure you want to extend the address range.

Voter Registration

Voter Print Elections Petitions Imaging Address

**Voter record successfully retrieved.** [Help](#)

New Save Clear Search Process Batch

Voter ID: 450114692 State ID: [ ] SSN: 1446 Birth Date: 11/03/1996 Age: 17 Gender: Male Last Name: VOTER First Name: TEST MI: [ ] Suffix: [ ]

**Residence** Absentee Contacts History Voting History

Standard NCOA CASS Migration Election Comments Worker Clear

House #: 50 Suffix: [ ] Pre Dir: [ ] Street Name: WHITETAIL Type: LN

Post Dir: [ ] Unit Type: [ ]

City/St/Zip: CLANCY MT 59634

County: JEFFERSON Precinct: REC.07-75 Split: 01.07

**Mailing**

Country: UNITED STATES OF AMERICA  USA Clear

Address: Po Box 10001

City/St/Zip: Helena MT 59806

**Active/Sent**

**Registration** Misc Info Custom Duplicate Req. Undeliverable

Party: No Party Last Verified Date: [ ]

Status: Active - A  MVD Verified

Reason: [ ]  SSA Verified

Source of Registration: FPCA - 05 Verify

Old Voter ID: [ ] County Reg Date: 09/23/2014

Vote Eligible: 09/23/2014 Last Voted Date: [ ]

No Signature  Confidential Reveal  US Citizen

Comments: [ ]

**Voter Polling Locations**

Precinct: PREC.07 - PREC.07-75 View Image

Split: 01.07

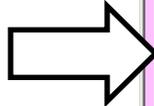
Polling Place: CLANCY MUSEUM

**Election**

Election	Late Reg Date	Date	Polling Places
51 Federal General ...	10/05/2014	11/04/2014	CLANCY MUSEUM

**Districts**

District Type	Code	Name
CONGRESSIONAL	CONG	CONGRESSIONAL
STATEWIDE	MT	Montana
PUBLIC SERVICE C...	PS 03	Public Service Commissioner, Distri
JUDICIAL	JD 05	Judicial District 5
SUPREME COURT J...	SCJ	SUPREME COURT JUSTICE
SENATE DISTRICT	SD 38	Senate District 38
HOUSE DISTRICT	HD 075	House District 75
COUNTYWIDE	22	Jefferson
SCHOOL DISTRICT	S_01	CLANCY SCHOOL DISTRICT #01
FIRE	FR_01	CLANCY FIRE SERVICE AREA #01



Enter mailing address into the **Mailing** fields if this information is provided on the card.

**Voter Registration**

Voter record successfully saved, Voter number is 450114702

New Save Clear Search Process Batch

Voter ID: 450114702 State ID: 12234 SSN: Birth Date: 02/22/1992 Age: 22 Gender: Last Name: VOTE First Name: TEST MI: Suffix:

**Residence** Absentee Contacts History Voting History

Standard NCOA CASS Migration Election Comments Clear

Standard Non-Standard Legal Pre Dir Street Name Type

Post Dir Unit Type

City/St/Zip: CLANCY MT 59634

County: JEFFERSON Precinct: REC.07-75 Split 01.07

**Mailing**

Country: UNITED STATES OF AMERICA USA Clear

Address: City/St/Zip:

**Registration** Misc Info Custom Duplicate Req. Undeliverable

Party: No Party Last Verified Date: Status: Late Registration - LR MVD Verified Reason: New - L1N SSA Verified Source of Registration: Pre-Registration - 17 Verify Old Voter ID: County Reg Date: 10/03/2014 Vote Eligible: 10/03/2014 Last Voted Date: No Signature Confidential Reveal US Citizen

**Image** Pre-Voter Registration Image 10/3/2014 Polling Places

Are you a citizen of the United States? - Yes  
Will you be 18 years of age on or before the next election? - Yes  
Will you be a Montana resident for at least 30 days before the next election? - Yes  
Created Date: 10/17/2014  
Voter Name: VOTE, TEST  
Birth Date: 02/22/1992  
US State ID: 12234  
SSN:  
County of Residence: JEFFERSON  
Email:  
Phone Number:  
CLANCY, MT 59601  
Residence Address: 52 WHITETAIL LN  
General Address:  
Mailing Address:  
Previous Address:  
Previous Address:  
Address: 52 WHITETAIL LN  
CLANCY, MT 59601  
Severed Addresses:  
1. From: To: Address:  
2. From: To: Address:  
3. From: To: Address:  
4. From: To: Address:  
5. From: To: Address:  
6. From: To: Address:

To enter a Non-Standard address select the **Non-Standard** option from the drop down.

**Voter Registration**

Voter Print Elections Petitions Imaging Address

New Save Clear Search Process Batch

Voter ID: 450114702 State ID: 12234 SSN: Birth Date: 02/22/1992 Age: 22 Gender: Last Name: VOTE First Name: TEST MI: Suffix:

**Residence** Absentee Contacts History Voting History

Non-Standard NCOA CASS Migration Election Worker

Address:

City/St/Zip: CLANCY MT 59634

County: JEFFERSON Precinct: REC.07-7S Split: 01.07

**Mailing**

Country: UNITED STATES OF AMERICA USA

Address:

City/St/Zip:

**Registration** Misc Info Custom Duplicate Req. Undeliverable

Party: No Party Last Verified Date:

Status: Late Registration - LR MVD Verified

Reason: New - L1N SSA Verified

Source of Registration: Pre-Registration - 17 Verify

Old Voter ID: County Reg Date: 10/03/2014

Vote Eligible: 10/03/2014 Last Voted Date:

No Signature  Confidential  US Citizen

Comments:

**Image** Pre-Voter Registration Image 10/3/2014 Polling Places

Are you a citizen of the United States? - Yes  
 Will you be 18 years of age on or before the next election? - Yes  
 Will you be a Montana resident for at least 30 days before the next election? - Yes  
 Created Date: 10/3/2014  
 Voter Name: VOTE, TEST  
 Birth Date: 02/22/1992  
 SSN: 12234  
 Residence: JEFFERSON

1. From: To: Address:  
 2. From: To: Address:  
 3. From: To: Address:  
 4. From: To: Address:  
 5. From: To: Address:  
 6. From: To: Address:

Type in the Non-Standard description. MT Votes does not auto-fill the precinct in a non-standard address, you need to manually select the precinct & split code.

Voter Registration

Voter Print Elections Petitions Imaging Address

**A Mailing Address is Required with a Legal Residential Address.** [Help](#)

New Save Clear Search Process Batch

Voter ID	State ID	SSN	Birth Date	Age	Gender	Last Name	First Name	MI	Suffix
450114702	12234		02/22/1992	22		VOTE	TEST		

**Residence** Absentee Contacts History Voting History

Legal  CASS Migration Election Comments Worker

Township Range Section Quarter QuarterQuarter

20 N 23 E 23

County JEFFERSON Precinct   01.07

**Mailing**

Country UNITED STATES OF AMERICA  USA

Address

City/St/Zip

**Registration** Misc Info Custom Duplicate Req. Undeliverable

Party No Party Last Verified Date

Status Late Registration - LR  MVD Verified

Reason New - L1N  SSA Verified

Source of Registration Pre-Registration - 17

Old Voter ID  County Reg Date 10/03/2014

Vote Eligible 10/03/2014 Last Voted Date

No Signature  Confidential   US Citizen

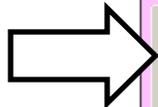
**Image** Pre-Voter Registration Image 10/3/2014

Are you a citizen of the United States? - Yes  
 Will you be 18 years of age on or before the next election? - Yes  
 Will you be a Kansas resident for at least 30 days before the next election? - Yes  
 Created Date: 10/17/2014  
 Voter Name: VOTE, TEST  
 Birth Date: 02/22/1992  
 ID: 450114702

SSN:  
 County of Residence: JEFFERSON  
 Email:  
 Phone Number:  
 Residence Address: 52 WHITETAIL LN  
 CLANCY, MT 59601  
 General Legal Address:  
 Mailing Address:  
 Previous Address:  
 Absentee Address:  
 Address: 52 WHITETAIL LN  
 CLANCY, MT 59601

Severed Addresses:  
 1.  
 From:  
 To:  
 Address:  
 2.  
 From:  
 To:  
 Address:  
 3.  
 From:  
 To:  
 Address:  
 4.  
 From:  
 To:  
 Address:  
 5.  
 From:  
 To:  
 Address:

Comments



To enter a legal address, select **Legal** from the description drop down.

Voter Registration

Voter | Print | Elections | Petitions | Imaging | Address

New Save Clear Search Process Batch

Voter ID: 450114702 State ID: 12234 SSN: Birth Date: 02/22/1992 Age: 22 Gender: Last Name: VOTE First Name: TEST MI: Suffix:

Residence: Absentee Contacts History Voting History

Standard NCOA CASS Migration Election Worker Comments Clear

House #: 52 Suffix: Pre Dir: Street Name: WHITETAIL Type: LN

Post Dir: Unit Type: City/St/Zip: CLANCY MT 59634 County: JEFFERSON Precinct: PREC.07-7 Split: 01.07

Mailing: Country: UNITED STATES OF AMERICA USA Clear

Address: City/St/Zip:

Registration: Misc Info Custom Duplicate Req. Undeliverable

Party: No Party Last Verified Date: ID Verified

Status: Provisional - N

Reason: ID Verification - ID

Source of Registration: Pre-Registration - 17

Old Voter ID: County Reg Date: 10/03/2014

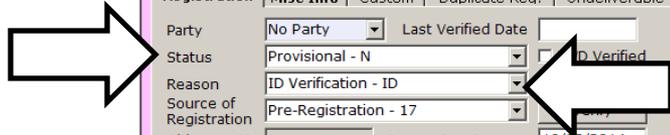
Vote Eligible: 10/03/2014 Last Voted Date:

No Signature  Confidential Reveal  US Citizen

Comments:

Image: Pre-Voter Registration Image 10/3/2014 Polling Places

Are you a citizen of the United States? - Yes  
 Will you be 18 years of age on or before the next election? - Yes  
 Will you be a Montana resident for at least 30 days before the next election? - Yes  
 Created Date: 09/17/2014  
 Voter Name: VOTE, TEST  
 Birth Date: 02/22/1992  
 US State ID: 12234  
 SSN:  
 County of Residence: JEFFERSON  
 Email:  
 Phone Number:  
 Residence Address: 52 WHITETAIL LN  
 CLANCY, MT 59601  
 General Address:  
 Mailing Address:  
 Previous Address:  
 Absentee Address:  
 Address: 52 WHITETAIL LN  
 CLANCY, MT 59601  
 Searched Addresses:  
 1.  
 From:  
 To:  
 Address:  
 2.  
 From:  
 To:  
 Address:  
 3.  
 From:  
 To:  
 Address:  
 4.  
 From:  
 To:  
 Address:  
 5.  
 From:  
 To:  
 Address:



If the voter does not verify through MVD or Voter Verify, you will need to change the Status to **provisional** with the reason of **ID Verification – ID**. You will also need to enter the Source of Registration.

Voter Registration

Voter Print Elections Petitions Imaging Address

New Save Clear Search Process Batch

Voter ID: 450114702 State ID: 12234 SSN: Birth Date: 02/22/1992 Age: 22 Gender: Last Name: VOTE First Name: TEST MI: Suffix:

Residence: Absentee Contacts History Voting History

Standard NCOA CASS Migration Election Comments Clear

House #: 52 Suffix: Pre Dir: Street Name: WHITETAIL Type: LN

Post Dir: Unit Type: City/St/Zip: CLANCY MT 59634 County: JEFFERSON Precinct: PREC.07-7 Split: 01.07

Mailing: Country: UNITED STATES OF AMERICA USA Clear

Address: City/St/Zip:

Registration: Misc Info Custom Duplicate Req. Undeliverable

Party: No Party Last Verified Date: Status: Provisional - N MVD Verified Reason: ID Verification - ID SSA Verified Source of Registration: Pre-Registration - 17 Verify Old Voter ID: County Reg Date: 10/03/2014 Vote Eligible: 10/03/2014 Last Voted Date: No Signature Confidential Reveal US Citizen

Comments:

Image: Pre-Voter Registration Image 10/3/2014 Polling Places

Are you a citizen of the United States? - Yes  
 Will you be 18 years of age on or before the next election? - Yes  
 Will you be a Montana resident for at least 30 days before the next election? - Yes  
 Created Date: 09/17/2014  
 Voter Name: VOTE, TEST  
 Birth Date: 02/22/1992  
 ID State ID: 12234  
 SSN:  
 County of Residence: JEFFERSON  
 Email:  
 Phone Number:  
 Residence Address: 52 WHITETAIL LN  
 CLANCY, MT 59601  
 General/ legal Address:  
 Mailing Address:  
 Previous Address:  
 Absentee Address:  
 Address: 52 WHITETAIL LN  
 CLANCY, MT 59601  
 Sequestered Addresses:  
 1.  
 From:  
 To:  
 Address:  
 2.  
 From:  
 To:  
 Address:  
 3.  
 From:  
 To:  
 Address:  
 4.  
 From:  
 To:  
 Address:  
 5.  
 From:  
 To:  
 Address:

**County Registration Date** – This is the date the voter registers in your county.

# County Registration Date



- The date the voter record was created in MT Votes or the date the voter was moved to this county.
- Date defaults to current date.
- This date should change if moving to your county.
- If this elector is just changing address in your county this date should not be changed.

Voter Registration

Voter Print Elections Petitions Imaging Address

New Save Clear Search Process Batch

Voter ID: 450114702 State ID: 12234 SSN: Birth Date: 02/22/1992 Age: 22 Gender: Last Name: VOTE First Name: TEST MI: Suffix:

Residence: Absentee Contacts History Voting History

Standard NCOA CASS Migration Election Comments Worker Clear

House #: 52 Suffix: Pre Dir: Street Name: WHITETAIL Type: LN

Post Dir: Unit Type:

City/St/Zip: CLANCY MT 59634

County: JEFFERSON Precinct: PREC.07-7 Split: 01.07

Mailing: Country: UNITED STATES OF AMERICA USA Clear

Address: City/St/Zip:

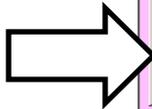
Registration: Misc Info Custom Duplicate Req. Undeliverable

Party: No Party Last Verified Date: Status: Provisional - N MVD Verified Reason: ID Verification - ID SSA Verified Source of Registration: Pre-Registration - 17 Verify Old Voter ID: County Reg Date: 10/03/2014 Vote Eligible: 10/03/2014 Last Voted Date: No Signature Confidential Reveal US Citizen

Comments:

Image: Pre-Voter Registration Image 10/3/2014 Polling Places

Are you a citizen of the United States? - Yes  
 Will you be 18 years of age on or before the next election? - Yes  
 Will you be a Kansas resident for at least 30 days before the next election? - Yes  
 Created Date: 09/17/2014  
 Voter Name: VOTE, TEST  
 Birth Date: 02/22/1992  
 US State ID: 12234  
 SSN:  
 County of Residence: JEFFERSON  
 Email:  
 Phone Number:  
 Residence Address: 52 WHITETAIL LN  
 CLANCY, MT 59601  
 General/ legal Address:  
 Mailing Address:  
 Previous Address:  
 Previous Address:  
 Address: 52 WHITETAIL LN  
 CLANCY, MT 59601  
 Secondary Addresses:  
 1.  
 From:  
 To:  
 Address:  
 2.  
 From:  
 To:  
 Address:  
 3.  
 From:  
 To:  
 Address:  
 4.  
 From:  
 To:  
 Address:  
 5.  
 From:  
 To:  
 Address:



# Vote Eligible Date

This date will usually be the same as the **county reg date**.

# Vote Eligible Date



- Late Registrants must receive a Vote Eligible date of the close of registration date or before. The date cannot be after the close of registration because the system will not allow the voter to be issued a ballot.
- Make sure Vote Eligible reflects when 18-year-olds can vote.
- An 18 year old cannot cast their ballot until they turn 18 years old. If you issue an absentee ballot to this person before they are 18 you must inform them that they cannot vote the ballot until they turn 18 according to Montana Law.

Voter Registration

Voter Print Elections Petitions Imaging Address

Voter record successfully retrieved. [Help](#)

New Save Clear Search Process Batch

Voter ID 450114708 State ID [ ] SSN 0123 Birth Date 01/20/1990 Age 24 Gender [ ] Last Name VOTER First Name CASEY MI [ ] Suffix [ ]

Residence Absentee Contacts History Voting History

Standard NCOA CASS Migration Election Comments Worker Clear

House # 50 Suffix [ ] Pre Dir [ ] Street Name WHITETAIL Type LN

Post Dir [ ] Unit Type [ ]

City/St/Zip CLANCY MT 59634

County JEFFERSON Precinct REC.07-75 Split 01.07

Mailing Country [ ] STATES OF AMERICA [ ] USA Clear

Address [ ]

City/St/Zip [ ]

Active/Prepared

Registration Misc Info Custom Duplicate Req. Undeliverable

Secondary Lang [ ]

Special Assistance [ ]

Ballot Style 11/04/2014-PREPARED-7.75

State Reg Date 10/07/2014 Last Upd. Date 10/07/2014

Source of Update [ ]

Audit Comment [ ]

Comments [ ]

Voter Polling Locations

Precinct PREC.07 - PREC.07-75 View Image

Split 01.07

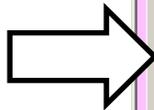
Polling Place CLANCY MUSEUM

Election

Election	Late Reg Date	Date	Polling Places
SOS test	10/05/2014	11/04/2014	CLANCY MUSEUM
51 Federal General ...	10/05/2014	11/04/2014	CLANCY MUSEUM

Districts

District Type	Code	Name
CONGRESSIONAL	CONG	CONGRESSIONAL
STATEWIDE	MT	Montana
PUBLIC SERVICE C...	PS 03	Public Service Commissioner, Distri
SUPREME COURT J...	SCJ	SUPREME COURT JUSTICE
JUDICIAL	JD 05	Judicial District 5
SENATE DISTRICT	SD 38	Senate District 38
HOUSE DISTRICT	HD 075	House District 75
COUNTYWIDE	22	Jefferson
SOIL CONSERVATI...	SC_3	SOIL CONSERVATION DISTRICT #3
FIRE	FR_01	CLANCY FIRE SERVICE AREA #01



In the **Misc Info** tab you can find the voter's original registration date.

Voter Registration

Voter Print Elections Petitions Imaging Address

**Voter record successfully saved, Voter number is 450114708**

Save Clear Search Process Batch

State ID SSN Birth Date Age Gender Last Name First Name MI Suffix

450114708 [ ] [ ] [01/20/1990] [ ] [VOTER] [CASEY] [ ] [ ]

Residence Absentee Contacts History Voting History

Standard NCOA CASS Migration Election Clear  
Comments Worker

House # Suffix Pre Dir Street Name Type

Post Dir Unit Type

City/St/Zip MT

County JEFFERSON Precinct REC.07-75 Split 01.07

Mailing

Country UNITED STATES OF AMERICA  USA Clear

Address

City/St/Zip

**Active/Prepared Confidential**

Registration Misc Info Custom Duplicate Req. Undeliverable

Party No Party Last Verified Date

Status Late Registration - LR  MVD Verified

Reason County to County - LC  SSA Verified

Source of Registration In person - 06 Verify

Old Voter ID County Reg Date 10/07/2014

Vote Filed 10/05/2014 Last Voted Date

Confidential Reveal  US Citizen

Comments

Voter Polling Locations

Precinct PREC.07 - PREC.07-75 View Image

Split 01.07

Polling Place CLANCY MUSEUM

Election

Election	Late Reg Date	Date	Polling Places
SOS test	10/05/2014	11/04/2014	CLANCY MUSEUM
51 Federal General ...	10/05/2014	11/04/2014	CLANCY MUSEUM

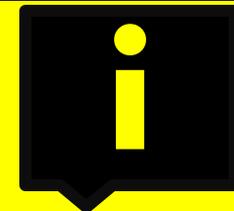
Districts

District Type	Code	Name
CONGRESSIONAL	CONG	CONGRESSIONAL
MT		Montana
C...	PS 03	Public Service Commissioner, Distri
J...	SCJ	SUPREME COURT JUSTICE
JUDICIAL	JD 05	Judicial District 5
SENATE DISTRICT	SD 38	Senate District 38
HOUSE DISTRICT	HD 075	House District 75
COUNTYWIDE	22	Jefferson
SOIL CONSERVATI...	SC_3	SOIL CONSERVATION DISTRICT #3
FIRE	FR_01	CLANCY FIRE SERVICE AREA #01

Confidential Signature

To make a voter Confidential, select the **confidential** box and select **Save**. All address information becomes hidden (shown) and the voter gets a confidential identifier.

# CAUTION



A voter's address can only be made confidential if the voter provides the proper documentation to your office, or the voter is a judge or law enforcement officer.

Voter Registration

Voter | Print | Elections | Petitions | Imaging | Address

**Voter record successfully saved, Voter number is 450114708** [Help](#)

New Save Clear Search Process Batch

Voter ID: 450114708 State ID: [ ] SSN: [ ] Birth Date: 01/20/1990 Age: [ ] Gender: [ ] Last Name: VOTER First Name: CASEY MI: [ ] Suffix: [ ]

**Residence** Absentee Contacts History Voting History

Standard NCOA CASS Migration Comments Election Worker Clear

House # Suffix Pre Dir Street Name Type

Post Dir Unit Type

City/St/Zip County: JEFFERSON Precinct: REC.07-75 Split: 01.07

**Mailing** Country: UNITED STATES OF AMERICA  USA Clear

Address

City/St/Zip

**Active/Prepared Confidential**

**Registration** Misc Info Custom Duplicate Req. Undeliverable

Party: No Party Last Verified Date: [ ]

Status: Late Registration - LR  MVD Verified

Reason: County to County - LC  SSA Verified

Source of Registration: In person - 06 Verify

Old Voter ID: [ ] Cou: [ ] 10/07/2014

Vote Eligible: 10/05/2014 Last Vote Date: [ ]

No Signature  Confidential **Reveal**  US Citizen

Comments

**Voter Polling Locations**

Precinct: PREC.07 - PREC.07-75 View Image

Split: 01.07

Polling Place: CLANCY MUSEUM

**Election**

Election	Late Reg Date	Date	Polling Places
SOS test	10/05/2014	11/04/2014	CLANCY MUSEUM
51 Federal General ...	10/05/2014	11/04/2014	CLANCY MUSEUM

**Districts**

District Type	Code	Name
CONGRESSIONAL	CONG	CONGRESSIONAL
STATEWIDE	MT	Montana
PUBLIC SERVICE C...	PS 03	Public Service Commissioner, Distri
SUPREME COURT J...	SCJ	SUPREME COURT JUSTICE
JUDICIAL	JD 05	Judicial District 5
SENATE DISTRICT	SD 38	Senate District 38
HOUSE DISTRICT	HD 075	House District 75
COUNTYWIDE	22	Jefferson
SOIL CONSERVATI...	SC_3	SOIL CONSERVATION DISTRICT #3
FIRE	FR_01	CLANCY FIRE SERVICE AREA #01

Confidential Signature

The **Reveal** button allows users who have access to reveal all information regarding the confidential voter.

**b.**

**a.**

**Registration** Misc Info Custom Duplicate Req. Undeliverable

Party: No Party Last Verified Date:

Status: Late Registration - LR  MVD Verified

Reason: County to County - LC  SSA Verified

Source of Registration: In person - 06

Old Voter ID:  County Reg Date: 10/07/2014

Vote Eligible: 10/05/2014 Last Voted Date:

No Signature  Confidential   US Citizen

**Comments**

**Voter Polling Locations**

Precinct: PREC.07 - PREC.07-75

Split: 01.07

Polling Place: CLANCY MUSEUM

**Election**

Election	Late Reg Date	Date	Polling Places
SOS test	10/05/2014	11/04/2014	CLANCY MUSEUM
51 Federal General ...	10/05/2014	11/04/2014	CLANCY MUSEUM

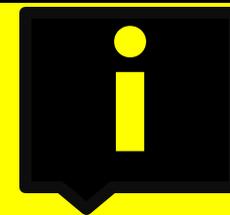
**Districts**

District Type	Code	Name
CONGRESSIONAL	CONG	CONGRESSIONAL
STATEWIDE	MT	Montana
PUBLIC SERVICE C...	PS 03	Public Service Commissioner, Distri
SUPREME COURT J...	SCJ	SUPREME COURT JUSTICE
JUDICIAL	JD 05	Judicial District 5
SENATE DISTRICT	SD 38	Senate District 38
HOUSE DISTRICT	HD 075	House District 75
COUNTYWIDE	22	Jefferson
SOIL CONSERVATI...	SC_3	SOIL CONSERVATION DISTRICT #3
FIRE	FR_01	CLANCY FIRE SERVICE AREA #01

The **Absentee** tab shows the **Absentee Status** (a) and whether or not the voter has an active absentee request (b).

# CAUTION

Absentee STATUS is different than Absentee TYPE



**Absentee Status:** Is set on the absentee tab and will be **Absentee List**, **UOCAVA** or Blank. This status stays until manually removed, even if they do not have an active Absentee Type.

**Absentee Type:** Is where the actual absentee request information is added. The choices will be **Absentee List**, **Civilian Overseas**, **Military Domestic**, **Military Overseas**, **Seasonal**. The absentee type determines **IF** the voter gets pulled into the Election through Election Management.

# Helpful Hint



If an absentee voter is not pulled into your Election through **Election Management > Pull Absentees**, they likely have an **Absentee Status** set, but they do not have an active **Absentee Type** and date range.

Voter Registration

Voter Print Elections Petitions Imaging Address

New Save Clear Search Process Batch

Voter ID: 450114708 State ID: [ ] SSN: 0123 Birth Date: 01/20/1990 Age: 24 Gender: [ ] Last Name: VOTER First Name: CASEY MI: [ ] Suffix: [ ]

Residence Absentee **Contacts** History Voting History

Contact Type	Value	Unlisted
Home Phone		<input type="checkbox"/>
Office Phone		<input type="checkbox"/>
Cell Phone		<input type="checkbox"/>
Email		<input type="checkbox"/>
Pager		<input type="checkbox"/>
Fax		<input type="checkbox"/>

Voter Polling Locations

Precinct: PREC.07 - PREC.07-75 [View Image]

Split: 01.07

Polling Place: CLANCY MUSEUM

Election

Election	Late Reg Date	Date	Polling Places
SOS test	10/05/2014	11/04/2014	CLANCY MUSEUM
51 Federal General ...	10/05/2014	11/04/2014	CLANCY MUSEUM

Districts

District Type	Code	Name
CONGRESSIONAL	CONG	CONGRESSIONAL
STATEWIDE	MT	Montana
PUBLIC SERVICE C...	PS 03	Public Service Commissioner, Distri
SUPREME COURT J...	SCJ	SUPREME COURT JUSTICE
JUDICIAL	JD 05	Judicial District 5
SENATE DISTRICT	SD 38	Senate District 38
HOUSE DISTRICT	HD 075	House District 75
COUNTYWIDE	22	Jefferson
SOIL CONSERVATI...	SC_3	SOIL CONSERVATION DISTRICT #3
FIRE	FR_01	CLANCY FIRE SERVICE AREA #01

Registration Misc Info Custom Duplicate Req. Undeliverable

Party: No Party Last Verified Date: [ ]

Status: Late Registration - LR  MVD Verified

Reason: County to County - LC  SSA Verified

Source of Registration: In person - 06 [Verify]

Old Voter ID: [ ] County Reg Date: 10/07/2014

Vote Eligible: 10/05/2014 Last Voted Date: [ ]

No Signature  Confidential [Reveal]  US Citizen

Comments

On the **Contacts** tab you can enter any information you have for the voter.

FYI - Currently there are no reports that pull data from this tab.

Voter Registration

Voter Print Elections Petitions Imaging Address

New Save Clear Search Process Batch Help

Voter ID: 450114708 State ID: [ ] SSN: 0123 Birth Date: 01/20/1990 Age: 24 Gender: [ ] Last Name: VOTER First Name: CASEY MI: [ ] Suffix: [ ]

Residence Absentee Contacts **History** Voting History

Alternate Name

Last Name	First Name	MI	Suffix
*			

Voter Move

Effective	Address

Add Details Remove

Registration Misc Info Custom Duplicate Req. Undeliverable

Party: No Party Last Verified Date: [ ]

Status: Late Registration - LR  MVD Verified

Reason: County to County - LC  SSA Verified

Source of Registration: In person - 06 Verify

Old Voter ID: [ ] County Reg Date: 10/07/2014

Vote Eligible: 10/05/2014 Last Voted Date: [ ]

No Signature  Confidential Reveal  US Citizen

Comments

Voter Polling Locations

Precinct: PREC.07 - PREC.07-75 View Image

Split: 01.07

Polling Place: CLANCY MUSEUM

Election

Election	Late Reg Date	Date	Polling Places
SOS test	10/05/2014	11/04/2014	CLANCY MUSEUM
51 Federal General ...	10/05/2014	11/04/2014	CLANCY MUSEUM

Districts

District Type	Code	Name
CONGRESSIONAL	CONG	CONGRESSIONAL
STATEWIDE	MT	Montana
PUBLIC SERVICE C...	PS 03	Public Service Commissioner, Distri
SUPREME COURT J...	SCJ	SUPREME COURT JUSTICE
JUDICIAL	JD 05	Judicial District 5
SENATE DISTRICT	SD 38	Senate District 38
HOUSE DISTRICT	HD 075	House District 75
COUNTYWIDE	22	Jefferson
SOIL CONSERVATI...	SC_3	SOIL CONSERVATION DISTRICT #3
FIRE	FR_01	CLANCY FIRE SERVICE AREA #01

The **History** tab shows former address information or previous name, if applicable.

Voter Registration

Voter Print Elections Petitions Imaging Address

**The voter could not be verified through MVD data .** [Help](#)

New Save Clear Search Process Batch

Voter ID State ID SSN Birth Date Age Gender Last Name First Name MI Suffix

234134124321 01/01/1977 37 NEWVOTER TEST

Residence Absentee Contacts History **Prev Registration**

Prev Name Last Name First Name Middle Name

NEWVOTER TEST

Prev County Prev State

Address

City/St/Zip

Date of Birth 01/01/1977

Not Provided

NOTE: If provided, Out-of-State counties must be typed in the **Prev County** field.

Registration Misc Info Custom Duplicate Req. Undeliverable

Party No Party Last Verified Date

Status Provisional - N  MVD Verified

Reason ID Verification - ID  SSA Verified

Source of Registration Verify

Old Voter ID County Reg Date 10/14/2014

Vote Eligible 10/14/2014 Last Voted Date

No Signature  Confidential   US Citizen

Comments

Voter Polling Locations

Precinct View Image

Split

Polling Place

Election

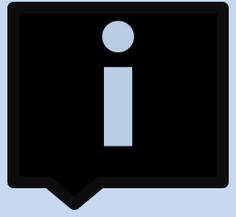
Election	Late Reg Date	Date	Polling Places

Districts

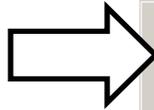
District Type	Code	Name

The **Prev Registration** tab is required and will only be available when you first register a voter. If the voter does not provide any information you must select **Not Provided**.

# Helpful Hint



When entering a **previous registration** please ensure that at the very minimum you enter the previous State. The Secretary of State sends other states notifications that voters from their state have registered in Montana. This helps keep both states Voter Registration Systems accurate.



**Voter Registration**

Voter Print Elections Petitions Imaging Address

Audit Log  
Ballot Audit Log  
Voter Moves  
Linked Non Duplicate Voter  
Add Non Duplicate Voter  
Precinct and Districts Ctrl+D  
Elected Officials Ctrl+E  
Previous Voter Ctrl+P

ved.

Search | Process Batch

SN: 123 Birth Date: 01/20/1990 Age: 24 Gender: [v] Last Name: VOTER First Name: CASEY MI: Suffix:

cts | History | Voting History

Migration Comments Election Worker [Clear]

House # 50 Suffix Pre Dir Street Name WHITETAIL Type LN

Post Dir Unit Type

City/St/Zip CLANCY MT 59634

County JEFFERSON Precinct REC.07-75 Split 01.07

**Mailing**

Country UNITED STATES OF AMERICA [v] USA [Clear]

Address

City/St/Zip

**Active/Prepared**

Registration Misc Info Custom Duplicate Req. Undeliverable

Party No Party Last Verified Date

Status Late Registration - LR [v] MVD Verified

Reason County to County - LC [v] SSA Verified

Source of Registration In person - 06 [Verify]

Old Voter ID County Reg Date 10/07/2014

Vote Eligible 10/05/2014 Last Voted Date

No Signature  Confidential [Reveal]  US Citizen

Comments

**Voter Polling Locations**

Precinct PREC.07 - PREC.07-75 [View Image]

Split 01.07

Polling Place CLANCY MUSEUM

**Election**

Election	Late Reg Date	Date	Polling Places
SOS test	10/05/2014	11/04/2014	CLANCY MUSEUM
51 Federal General ...	10/05/2014	11/04/2014	CLANCY MUSEUM

**Districts**

District Type	Code	Name
CONGRESSIONAL	CONG	CONGRESSIONAL
STATEWIDE	MT	Montana
PUBLIC SERVICE C...	PS 03	Public Service Commissioner, Distri
SUPREME COURT J...	SCJ	SUPREME COURT JUSTICE
JUDICIAL	JD 05	Judicial District 5
SENATE DISTRICT	SD 38	Senate District 38
HOUSE DISTRICT	HD 075	House District 75
COUNTYWIDE	22	Jefferson
SOIL CONSERVATI...	SC_3	SOIL CONSERVATION DISTRICT #3
FIRE	FR_01	CLANCY FIRE SERVICE AREA #01

Under **Voter** menu, you can review the following:

[Help](#)

**Search**

Audit Type  Keyword

Date From  Date To

VOTER, CASEY

Modified	Effective	Type	Value Before	Value After	User	County	Comment
10/14/201...	10/05/2014	Absentee A...		Absentee List:11/14/...	ct1024-...	Jefferson	
10/14/201...	10/05/2014	Voter Confi...	Confidential	None	ct1024-...	Jefferson	
10/14/201...	10/05/2014	Voter Confi...	None	Confidential	ct1024-...	Jefferson	
10/07/201...	10/05/2014	Absentee A...		Election Specific:11/0...	ct1024-...	Jefferson	
10/07/201...	10/05/2014	Absentee A...	Election Specific:11/0...		ct1024-...	Jefferson	
10/07/201...	10/05/2014	Absentee A...		Election Specific:11/0...	ct1024-...	Jefferson	
10/07/201...	10/05/2014	Absentee A...	Election Specific:11/0...	Election Specific:11/0...	ct1024-...	Jefferson	
10/07/201...	10/05/2014	Absentee A...		Election Specific:11/0...	ct1024-...	Jefferson	
10/07/201...	10/05/2014	Absentee A...	Absentee List:10/5/2...		ct1024-...	Jefferson	
10/07/201...	10/05/2014	Absentee A...		Absentee List:10/5/2...	ct1024-...	Jefferson	
10/07/201...	10/05/2014	Absentee A...	Absentee List:10/7/2...		ct1024-...	Jefferson	
10/07/201...	10/05/2014	Absentee A...		Absentee List:10/7/2...	ct1024-...	Jefferson	
10/07/201...	10/05/2014	New Voter ...		New voter record cre...	ct1024-...	Jefferson	
10/07/201...	10/05/2014	Prev Regist...		Not Provided checkbox.	ct1024-...	Jefferson	

**The Voter Audit Log** – This log contains changes to the voter record and also includes the C# who made the changes.



[voter Search](#) [Help](#)

**Search**

List of Voters Moved From  To

Move Date From  To

Last Name  First Name

To County	Date	Name
Missoula	11/06/2012	BALLANT
Missoula	03/12/2014	BATAIOI
Missoula	03/25/2014	CASANO
Missoula	06/17/2014	COOK, JC
Missoula	10/07/2013	COOVER,
Missoula	06/03/2014	DREYER,
Missoula	06/12/2014	ECCLES,
Missoula	06/12/2014	ECCLES,
Missoula	06/11/2014	FOGARTY
Missoula	01/31/2013	FRYE, JAC
Missoula	06/11/2014	GALLAGH
Missoula	07/09/2014	GLUECKE
Missoula	11/06/2012	GRAHAM,
Missoula	09/16/2014	HANNA, A
Missoula	10/05/2012	HOWE, L
Missoula	10/16/2012	HULL, JE
Missoula	11/06/2012	JOHNSO
Missoula	10/08/2012	JOHNSO
Missoula	11/06/2012	JOHNSO
Missoula	03/21/2014	JOHNSO
Missoula	10/05/2012	JOHNSO
Missoula	10/10/2012	LEARN, T
Missoula	03/13/2013	LOMBARD
Missoula	10/08/2013	MANN, M

**Voter Moves** – you can run a quick report of moves to or from your county without going to **Reports and Labels**.



Non Duplicate Voter Selection

Voter Search Help

**Search**

General Residential Address Mailing Address

Last Name First Name Middle Name  Soundex

Voter ID Birth Date From Birth Date To

**Scope**

State  County Jefferson

Search Clear

**Search Results**

Voter ID	Name	Residential Address	Status	Date of Birth

View Summary Select Close

**Add Non-Duplicate Voter-** Within this screen you can add a duplicate voter.

[Help](#)

Precinct

Split

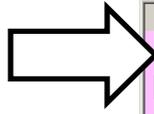
Polling Place

**Districts**

District Type	Code	Name
CONGRESSIONAL	CONG	CONGRESSIONAL
STATEWIDE	MT	Montana
PUBLIC SERVICE ...	PS 03	Public Service Commissioner,.
SUPREME COURT ...	SCJ	SUPREME COURT JUSTICE
JUDICIAL	JD 05	Judicial District 5
SENATE DISTRICT	SD 38	Senate District 38
HOUSE DISTRICT	HD 075	House District 75
COUNTYWIDE	22	Jefferson
SOIL CONSERVAT...	SC_3	SOIL CONSERVATION DISTRI.
FIRE	FR_01	CLANCY FIRE SERVICE AREA

**Precincts & Districts-** Allows you to quickly pull up the districts associated with this precinct.





Voter Registration

Voter Print Elections Petitions Imaging Address

Birth Date: 01/20/1990 | Age: 24 | Gender: [V] | Last Name: VOTER | First Name: CASEY | MI: | Suffix:

House #: 50 | Suffix: | Pre Dir: | Street Name: WHITETAIL | Type: LN  
 Post Dir: | Unit Type: | City/St/Zip: CLANCY | MT | 59634 | County: JEFFERSON | Precinct: REC.07-75 | Split: 01.07

Country: UNITED STATES OF AMERICA |  USA | Address: | City/St/Zip:

**Active/Prepared**

Registration | Misc Info | Custom | Duplicate Req. | Undeliverable

Party: No Party | Last Verified Date: | Status: Late Registration - LR |  MVD Verified  
 Reason: County to County - LC |  SSA Verified | Source of Registration: In person - 06 | Verify  
 Old Voter ID: | County Reg Date: 10/07/2014 | Vote Eligible: 10/05/2014 | Last Voted Date: |  No Signature |  Confidential | Reveal |  US Citizen

Voter Polling Locations  
 Precinct: PREC.07 - PREC.07-75 | Split: 01.07 | Polling Place: CLANCY MUSEUM

Election	Late Reg Date	Date	Polling Places
SOS test	10/05/2014	11/04/2014	CLANCY MUSEUM
51 Federal General ...	10/05/2014	11/04/2014	CLANCY MUSEUM

District Type	Code	Name
CONGRESSIONAL	CONG	CONGRESSIONAL
STATEWIDE	MT	Montana
PUBLIC SERVICE C...	PS 03	Public Service Commissioner, Distri
SUPREME COURT J...	SCJ	SUPREME COURT JUSTICE
JUDICIAL	JD 05	Judicial District 5
SENATE DISTRICT	SD 38	Senate District 38
HOUSE DISTRICT	HD 075	House District 75
COUNTYWIDE	22	Jefferson
SOIL CONSERVATI...	SC_3	SOIL CONSERVATION DISTRICT #3
FIRE	FR_01	CLANCY FIRE SERVICE AREA #01

Comments

Under the **Print** menu, you can do the following:

# Print Menu

- Voter Confirmation Card
- Pre-Fill Signature Card
- Undeliverable Confirmation Notice.
- Voter Profile
- Certificate of Registration
- Voter Label

**Voter Registration**

Vote | Print | Elections | Petitions | Imaging | Address

Process Batch

Birth Date: 01/20/1990 | Age: 24 | Gender: M | Last Name: VOTER | First Name: CASEY | MI: | Suffix: |

**Election Menu:**

- Voting History
- Active Ballots
- Temporary Parties
- Provisional Ballot
- Issue Ballot
- Receive Ballot (F12)
- View Worker Info
- Search By Ballot ID

**Voter Polling Locations**

Precinct: PREC.07 - PREC.07-75 [View Image]

Split: 01.07

Polling Place: CLANCY MUSEUM

**Election**

Election	Late Reg Date	Date	Polling Places
SOS test	10/05/2014	11/04/2014	CLANCY MUSEUM
51 Federal General ...	10/05/2014	11/04/2014	CLANCY MUSEUM

**Districts**

District Type	Code	Name
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COUNTYWIDE	22	Jefferson
SOIL CONSERVATI...	SC_3	SOIL CONSERVATION DISTRICT #3
FIRE	FR_01	CLANCY FIRE SERVICE AREA #01

**Registration** | Misc Info | Custom | Duplicate Req. | Undeliverable

Party: No Party | Last Verified Date: | MVD Verified:

Status: Late Registration - LR | SSA Verified:

Reason: County to County - LC | Verify: [Verify]

Source of Registration: In person - 06

Old Voter ID: | County Reg Date: 10/07/2014

Vote Eligible: 10/05/2014 | Last Voted Date: | US Citizen:

No Signature |  Confidential | [Reveal]

Comments

The **Election** Menu is mainly used during an active election. You can see **Active Ballots**, **Issue Ballots** and **Receive** them.

**Voter Registration**

Home | Petitions | Imaging | Address

Process Batch

Voter ID: 450114708    Birth Date: 01/20/1990    Age: 24    Gender: [v]    Last Name: VOTER    First Name: CASEY    MI:    Suffix:

**Residence**    Absentee    Contacts    History    Voting History

Dates/Elections	Absentee ...	Address
11/14/2014 To 1/31/...	Absentee ...	50 WHITETAIL LN , CLANCY, M
SOS test	Election S...	50 WHITETAIL LN , CLANCY, M

Absentee Status: [v]           

**Registration**    Misc Info    Custom    Duplicate Req.    Undeliverable

Party: No Party    Last Verified Date: [v]     MVD Verified  
 Status: Late Registration - LR     SSA Verified  
 Reason: County to County - LC      
 Source of Registration: In person - 06  
 Old Voter ID: [v]    County Reg Date: 10/07/2014  
 Vote Eligible: 10/05/2014    Last Voted Date: [v]  
 No Signature     Confidential         US Citizen

**Voter Polling Locations**

Precinct: PREC.07 - PREC.07-75      
 Split: 01.07  
 Polling Place: CLANCY MUSEUM

**Election**

Election	Late Reg Date	Date	Polling Places
SOS test	10/05/2014	11/04/2014	CLANCY MUSEUM
51 Federal General ...	10/05/2014	11/04/2014	CLANCY MUSEUM

**Districts**

District Type	Code	Name
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SENATE DISTRICT	SD 38	Senate District 38
HOUSE DISTRICT	HD 075	House District 75
COUNTYWIDE	22	Jefferson
SOIL CONSERVATI...	SC_3	SOIL CONSERVATION DISTRICT #3
FIRE	FR_01	CLANCY FIRE SERVICE AREA #01

Comments

The **Petition** menu contains  
Petition History

**Imaging Menu Options:**

- Process Batch
- Select Scanner
- Setup Scanner
- Full View
- Voter Image

**Voter Information:**

Voter ID	State ID	Date	Age	Gender	Last Name	First Name	MI	Suffix
450114708		/1990	24		VOTER	CASEY		

**Voter Polling Locations:**

Field	Value
Precinct	PREC.07 - PREC.07-75
Split	01.07
Polling Place	CLANCY MUSEUM

**Election Table:**

Election	Late Reg Date	Date	Polling Places
SOS test	10/05/2014	11/04/2014	CLANCY MUSEUM
51 Federal General ...	10/05/2014	11/04/2014	CLANCY MUSEUM

**Districts Table:**

District Type	Code	Name
CONGRESSIONAL	CONG	CONGRESSIONAL
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PUBLIC SERVICE C...	PS 03	Public Service Commissioner, Distri
SUPREME COURT J...	SCJ	SUPREME COURT JUSTICE
JUDICIAL	JD 05	Judicial District 5
SENATE DISTRICT	SD 38	Senate District 38
HOUSE DISTRICT	HD 075	House District 75
COUNTYWIDE	22	Jefferson
SOIL CONSERVATI...	SC_3	SOIL CONSERVATION DISTRICT #3
FIRE	FR_01	CLANCY FIRE SERVICE AREA #01

**Registration Information:**

Field	Value
Party	No Party
Status	Late Registration - LR
Reason	County to County - LC
Source of Registration	In person - 06
Old Voter ID	
Vote Eligible	10/05/2014

**Registration Details:**

Field	Value
Last Verified Date	
County Reg Date	10/07/2014
Last Voted Date	

**Registration Options:**

- MVD Verified
- SSA Verified
- No Signature
- Confidential
- US Citizen

The **Imaging** menu contains scanning options.

The screenshot displays the 'Voter Registration' application window. The 'Address' menu is active, showing a 'Lookup Address' dialog box with fields for 'Voter ID' (450114708), 'State ID', and 'Split'. Below this, there are tabs for 'Residence', 'Absentee', 'Contacts', 'History', and 'Voting History'. The 'Residence' tab is selected, showing a table with columns for 'Dates/Elections', 'Absentee ...', and 'Address'. The 'Voter Polling Locations' section shows 'Precinct' (PREC.07 - PREC.07-75), 'Split' (01.07), and 'Polling Place' (CLANCY MUSEUM). The 'Election' section contains a table with columns for 'Election', 'Late Reg Date', 'Date', and 'Polling Places'. The 'Districts' section contains a table with columns for 'District Type', 'Code', and 'Name'. The 'Registration' section has tabs for 'Registration', 'Misc Info', 'Custom', 'Duplicate Req.', and 'Undeliverable'. The 'Registration' tab is selected, showing fields for 'Party', 'Status', 'Reason', 'Source of Registration', 'Old Voter ID', 'Vote Eligible', and 'US Citizen'.

**Lookup Address**  
Lookup Split:  
Export Residential Addresses To CASS  
Export Voter Addresses To CASS

Voter ID: 450114708  
State ID: [ ]  
Split: 0

Last Name: VOTER  
First Name: CASEY  
MI: [ ]  
Suffix: [ ]

**Voter Polling Locations**  
Precinct: PREC.07 - PREC.07-75  
Split: 01.07  
Polling Place: CLANCY MUSEUM

**Election**

Election	Late Reg Date	Date	Polling Places
SOS test	10/05/2014	11/04/2014	CLANCY MUSEUM
51 Federal General ...	10/05/2014	11/04/2014	CLANCY MUSEUM

**Districts**

District Type	Code	Name
CONGRESSIONAL	CONG	CONGRESSIONAL
STATEWIDE	MT	Montana
PUBLIC SERVICE C...	PS 03	Public Service Commissioner, Distri
SUPREME COURT J...	SCJ	SUPREME COURT JUSTICE
JUDICIAL	JD 05	Judicial District 5
SENATE DISTRICT	SD 38	Senate District 38
HOUSE DISTRICT	HD 075	House District 75
COUNTYWIDE	22	Jefferson
SOIL CONSERVATI...	SC_3	SOIL CONSERVATION DISTRICT #3
FIRE	FR_01	CLANCY FIRE SERVICE AREA #01

**Registration**  
Party: No Party  
Status: Late Registration - LR  
Reason: County to County - LC  
Source of Registration: In person - 06  
Old Voter ID: [ ]  
Vote Eligible: 10/05/2014  
County Reg Date: 10/07/2014  
Last Voted Date: [ ]  
US Citizen:

The **Address** menu contains the ability to verify an address by using the **Lookup Address**.

# Practice Scenario

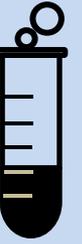
Create a new Voter Record.

(See the next slide for a walk-through)



# Walk through

1. While in Voter Registration, click the **new** button to begin the registration process.
2. Makeup an **ID#**, **DOB**, and **Name**.
3. Enter in an address (within this county) for the voter.
4. Enter in previous registration info or check 'not provided'.
5. Ensure that you change the status to **Active** and an application source to a source you would like.
6. Save the voter record.



# Expert Level - Practice Scenario

Create a **Late Registrant Voter** Record for an Election held on November 8th, 2016.



# Walk through



This scenario may be tricky as there are areas that are not covered in this training, but it is a good practice scenario.

Late Registration occurs after the close of Regular registration (30 days before an applicable election). A late registrant must appear in the county election office (or designated area) in person to register. When they register, they must be issued an absentee ballot on the spot. The Late Registrant can not vote at the polls.

So how do you register this individual?

# Walk through

1. Select **New**, and enter in a made up **ID#**, **DOB** and name, tab through until it does the duplicate check.
2. Enter in the Address information for the voter.
3. Change the **Status** to "**Late Registration – LR**".
4. Select the **Reason**, either, **County to County**, **Precinct to Precinct**, or **New**.
5. Select the source of Registration. For any NON-UOCAVA late registrant, the source of Registration should ALWAYS be "**In Person**". If you select **Mail**, or **Registration Drive**, you should not be issuing this individual a ballot as the voter has to show up in Person to late register.



# walk through



6. The **Vote Eligible** date must be set to the Sunday before the close of Regular Registration. So in our example, it will be 10/09/2016. This date is important. The system won't allow you to issue a ballot to anyone who has a vote eligible date after the close of regular registration.

## **EXTRA Credit**

7. Click the **Absentee** tab and select the **Add** button.
8. Choose **Election Specific** (unless the indicated they want to be on the absentee list), drop down the **Election**, select the **Absentee Application Source** and **Issue Method** (again, unless UOCAVA, it will be In Person).
9. At this point in time, you can either **Update and Save**, or **Save and Issue Ballot**.