

## **Address Verification Program For Dickson County, Tennessee for 2015-2016**

The foundation of Dickson County's address verification program is the identification process where people vote and the voter affirms in writing and by signature their residential address. As stated in T.C.A. 2-2-106 (b), it is the responsibility of the county election commission to implement an address verification program to identify any voter who has changed the voter's address of residence without notifying the election commission.

All voters are required to provide ID when they vote in person on Election Day or when they vote early by personal appearance (read T.C.A. 2-7-112 (a)(1)(B)). During each of these voting transactions, the voter's residential address is documented.

At the Election Day precinct the voter must write down their residential address on the "application for ballot." During early voting, the voter is asked if the residential address is correct in the computer database. After the voter affirms the address is correct, the early voting application is processed by the computer and printed off on a laser printer. The address on the printed application is compared to the address on the identification document they provide. The voter signs the laser printed application at that point. Voters who have moved will complete a "fail safe affidavit" and vote in the correct district for their new address. The address is changed first and the application is produced showing the new address. Voters vote in the precinct where they live.

Absentee voters write their residential address on their request and/or application for an absentee ballot and sign their request and/or application. In all voting transactions the voter's address is verified during the process.

Dickson County uses a four year model in reviewing addresses. Prior to passage of the NVRA in 1993, voters were purged for non-voting over a four year period. After passage of the NVRA, the statute continues to use four years as the measuring parameter.

Dickson County will not target any voters who have voted during the last four years for address verification. The reason is because their address was verified during their voting transaction; therefore, it would be bureaucratic to spend time and money contacting them to verify something recently verified.

Voter turnout in Dickson County is always highest during the November Presidential Election Cycle and second highest during the November Governor Election Cycle. Using a four year model establishes a consistent basis for an address verification process. The highest turnout election will always appear in the four year period.

The Dickson County Election Commission will use two mailing documents during the 2015-2016 calendar years to complete the biennial address verification program. They are the verification card and the confirmation notice.

**VERIFICATION.** The verification will be used when it is believed the voter's address has changed. Evidence that a voter may have changed their address could be verbal communication received from a source other than the voter saying the voter has moved from their address of record. Another example could be returned mail from a source **other than the election office**. From time to time candidates bring in campaign literature they

mail that is returned to their campaign. This will trigger the Dickson County Election Office to mail a verification form to the voter at that address as long as the address is the same as the mailing address on the voter registration file.

When the verification is mailed to a voter, his activity record will be updated showing the verification mailing and the date of mailing. The voter's status shall remain active even though a verification mailer has been sent.

The verification mailer will be sent as a non-forwardable mailer and will be sent as first class mail so that out-of-date addresses will be returned to the Dickson County Election Office as undeliverable. The voter will be asked to return the address verification section to the Dickson County Election Office verifying their residential address regardless of where it may be.

Dickson County will not use Social Security Numbers on the verification mailer; however, Date of Birth will be used for ID purposes.

If the voter returns the verification, the address will be examined and the voter's registration record updated accordingly. If they respond in writing over their signature, their address has changed to another residence inside Dickson County, the voter will be issued a new Dickson County voter registration card. If the voter responds in writing over their signature they have moved outside Dickson County, the voter will be purged in Dickson County. The voter will be advised that they need to register to vote in their new county and that they have been purged in Dickson County.

**CONFIRMATION.** The confirmation will be used anytime the Dickson County Election Office receives returned mail (redistricting, change of precinct notice, etc.), and when a voter has gone four calendar years with no activity (voting, change of address, name change, request for voter card, etc.) **excluding the calendar year in which they registered to vote.**

The confirmation will be a forwardable mailer sent first class. Additionally, the confirmation will have a response postcard attached with postage provided for the return mailing. The confirmation will not use a Social Security Number; however, Date of Birth will be used for identification purposes.

The voter's activity record will be updated showing a confirmation was mailed and the day it was mailed. On the date the confirmation is mailed to the voter, the voter's status will be changed from active status to inactive status.

A high percentage of the confirmations mailed by Dickson County are during the odd numbered years because only one city elections occur during the odd years (Dickson in 2015)

When a voter is mailed the confirmation, the clock starts on a time period that can extend past two November General Elections. If the voter doesn't respond by voting, returning the confirmation, updating their address, or requesting a new voter registration card, they will be purged after two November General Elections have passed. The voter's activity record will show Purged from Inactive (Purged NVRA) along with the date of the purge.

If the voter returns the response card, the address will be examined. If the voter has changed their address to another Dickson County residence, their record will be updated, and they will be mailed a new voter registration card. The voter's activity record will be updated showing the confirmation has been received. Even if the voter has not moved to a new address, the voter's status will be changed from inactive to active.

If the voter gives written notice over their signature they have moved to an address outside Dickson County, they will be purged in Dickson County and advised they need to register in their new county of residence.

The confirmation process will be conducted on a county-wide level without discriminating against any area of the county. All county commission districts will be included in the process at the same time. Within the 24 month address verification program Dickson County will complete this process for all 12 of their county commission districts.

Dickson County's schedule will be implemented to permit the purges to be done in compliance with the 90 day prohibition period before the regular August Election (August 2016 Election and before the November 2016 Election.) Dickson County's address verification program will be implemented so that all confirmations for non-voting are mailed on the same day.

**PURGE.** During the first few months of 2015, the voters who were sent confirmation notices in or before October 2012 (before Nov 2012) and have not updated their record in any way will be purged from inactive. The activity record of each of these voters will show Purged from Inactive (purge NVRA) and the date of the purge.

The voters who will be purged in 2015 were on a previous cycle in the Address Verification Program. From the time they registered, they have gone either seven or eight years without any activity before they will be purged. That is not a punitive system, but an organized system of insuring the voter registration records are accurate without thousands of names of voters who have moved on to other areas.

The address verification program impacts the office budget in the following areas: printing, postage, part time staff, and filing space. The address verification program requires planning and attention to detail if success is to be achieved.

The Dickson County Election Commission, in consultation with the \_\_\_\_\_, AOE, approved this two year address verification program at their monthly meeting on \_\_\_\_\_ (Month, Day, Year).

***Affirmation Signatures***

\_\_\_\_\_  
Chairman Signature

\_\_\_\_\_  
Secretary Signature

\_\_\_\_\_  
Administrator of Election