



**DIRECTIVE 2018-22**

July 9, 2018

To: All County Boards of Elections  
Directors, Deputy Directors and Board Members

Re: Notice of Cancellation Procedures

**BACKGROUND**

State law requires notification whenever an elector's voter registration is cancelled upon notification of death by a health department or the decedent's family member.<sup>1</sup> Similar notification is not required under state or federal law when an elector's voter registration is cancelled as a result of the state's general program of voter list maintenance<sup>2</sup> (i.e., the national change of address (NCOA) and supplemental processes) or upon incarceration on a felony conviction.<sup>3</sup>

This Directive expands the limited notification requirement contained in state law to include notification of cancellation to electors as a result of the state's general program of voter list maintenance or upon incarceration on a felony conviction. Secretary of State funds will be available to reimburse counties for costs to comply with this Directive in 2018.

**INSTRUCTIONS**

**I. Cancellation – General Program of Voter List Maintenance**

Not earlier than 45 days, but not later than 30 days, before the date on which an elector's voter registration is scheduled to be cancelled pursuant to the state's general program of voter list maintenance (i.e., the NCOA and supplemental processes), the board of elections shall send a notice, by forwardable mail, on a form prescribed by the Secretary of State. The notice will inform the elector of the date on which the elector's voter registration is scheduled to be

<sup>1</sup> R.C. 3503.21(A)(2), (3), and (F)(1).

<sup>2</sup> R.C. 3503.21(A)(7).

<sup>3</sup> R.C. 3503.21(A)(4).

cancelled and the reason for the cancellation (i.e., failure to respond to a confirmation card and the date on which the confirmation card was mailed). If the elector replies to the notice updating or confirming the elector's address before the date of cancellation, the elector's registration shall not be cancelled.

Counties will be eligible for reimbursement of actual costs for printing and mailing notices sent to voters cancelled pursuant to the state's general program of voter list maintenance in 2018 (*see*, Directives [2013-10](#) and [2014-14](#)).<sup>4</sup> Additional information for submitting requests for reimbursements associated with this Directive will be provided at a later date.

## II. Cancellation – Incarceration on a Felony Conviction

Upon receipt of a notification<sup>5</sup> of a felony conviction<sup>6</sup> of an elector the board of elections shall send a notice, by forwardable mail, on a form prescribed by the Secretary of State informing the elector of the date and reason for the cancellation. If the board of elections finds that the elector was cancelled in error, the board of elections shall restore the elector's registration as if it had not been cancelled.

If you have any questions regarding this Directive, please contact the Secretary of State's elections counsel assigned to your county at (614) 466-2585.

Sincerely,



Jon Husted

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<sup>4</sup> As previously announced, no voters will be cancelled before the November 6, 2018 general election as a result of the state's general program of voter list maintenance.

<sup>5</sup> R.C. 3503.18(C).

<sup>6</sup> R.C. 2961.01.