EAC Survey Reporting Requirements

NVRA Reporting – Voter Registration
The National Voter Registration Act (NVRA) of 1993 requires data collection regarding voter registration activity. After every general election, the federal Election Assistance Commission (EAC) sends a survey to each State to collect this data. The Qualified Voter File (QVF) has been designed to collect a substantial amount of this data simply through regular data entry. However, not all data is captured and care must be taken to enter the data in to QVF correctly.

Items QVF tracks automatically:

- Number of new voter registrations
- Location where the voter registered to vote
- Address changes within a jurisdiction
- Rejected applications if able to enter into QVF
- Cancellations
- Confirmation cards sent

Items QVF does not track automatically and requires manual tracking by the Clerk:

- Duplicate registrations (except SOS Branch Office forms)
- Invalid or rejected applications if unable to enter into QVF
- Confirmation cards returned
- Result of returned confirmation card (cancellation, address change, undeliverable, etc.)

Recording Voter Registration Forms
A review of QVF shows that some information isn’t always being entered into QVF properly. In particular, the location of the voter registration transaction seems to be a common misunderstood element. Besides a branch transaction, which is entered automatically into QVF via the driver’s license file, election officials are the only people responsible for adding registrations to the QVF. For this reason, clerks should be diligent in recording the source of the voter registration form. This is also important because the QVF is programmed to set the legal rules regarding the transaction (like setting must vote in person) based on the voter registration source recorded in QVF.

When entering a voter registration select the correct Registration Location based on the type of registration form.
The following are examples of voter registration forms and the corresponding Registration Location:

<table>
<thead>
<tr>
<th>Registration Location</th>
<th>Form Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Armed Forces Recruiting Offices</td>
<td>Form very rarely used – may be obsolete</td>
</tr>
<tr>
<td>Clerks Office and Other (including Federal Post Card Application (FPCA))</td>
<td>Any form used in the presence of the Clerk or deputized staff for registering to vote. If the form is the FPCA use Clerks Office and Other as the Registration Location and then record the receipt of the form as an AV application for the next election, checking the FPCA checkbox seen to the right:</td>
</tr>
<tr>
<td>Mail Registration</td>
<td></td>
</tr>
<tr>
<td>SOS Branch Offices</td>
<td></td>
</tr>
<tr>
<td>SOS Renewal by Mail Program</td>
<td></td>
</tr>
<tr>
<td>VR Agencies Serving Disabled Persons</td>
<td></td>
</tr>
<tr>
<td>VR Public Assistance Agencies</td>
<td></td>
</tr>
</tbody>
</table>
Recording Duplicate Voter Registrations
In addition, any duplicate registration, defined as a registration received for a voter already registered at the address listed, should be recorded as a duplicate.

Entering information QVF does not track automatically

To enter data not tracked by QVF:

1. Click Data Maint.
2. Click Tweak NVRA
3. Make a Selection (e.g. Duplicates)
4. Select the Agency
5. Click Retrieve NVRA Data
6. Click New
7. Enter the Amount and hit tab
8. Click Save

For more instructions on inputting tracked information correctly into QVF, refer to Chapter 1 of the QVF Reference Manual.
MOVE Reporting – Absentee Ballots
In addition to voter registration statistics, the EAC also requires reporting of absentee ballot activity for the November general election. Use of QVF or the Elections Management Portal (EMP) is required by all Clerks for tracking absentee ballot activity. If properly utilized, the system will automatically track much of the reporting necessary to complete the EAC survey.

Items QVF/EMP tracks automatically:

- number of absentee ballots distributed to all voters
- number of absentee ballots distributed to military, overseas civilian and domestic civilian voters
- number of absentee ballots distributed to military and overseas voters by regular mail, email or fax
- number of absentee ballots distributed to military and overseas voters requested via the FPCA
- number of absentee ballots returned by all voters in time to be counted
- number of absentee ballots returned by military and overseas voters
- number of Federal Write-in Absentee Ballots (FWAB’s) returned by military and overseas voters in time to be counted

Attention to detail when entering military and overseas civilian voters must be observed. All entries should be properly recorded in the AV Transaction - Send screen:

And the receipt of a FWAB should be recorded in the voters AV screen as well:

Items QVF can track if the Clerk enters the information into QVF:

- number of returned absentee ballots and FWAB’s which were rejected and not counted
- number of returned absentee ballots and FWAB’s which were rejected and not counted by military and overseas voters
- the reason for each rejection


Election Inspectors
The EAC Survey will request the number of election inspectors used in the November general election and their age.