

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:

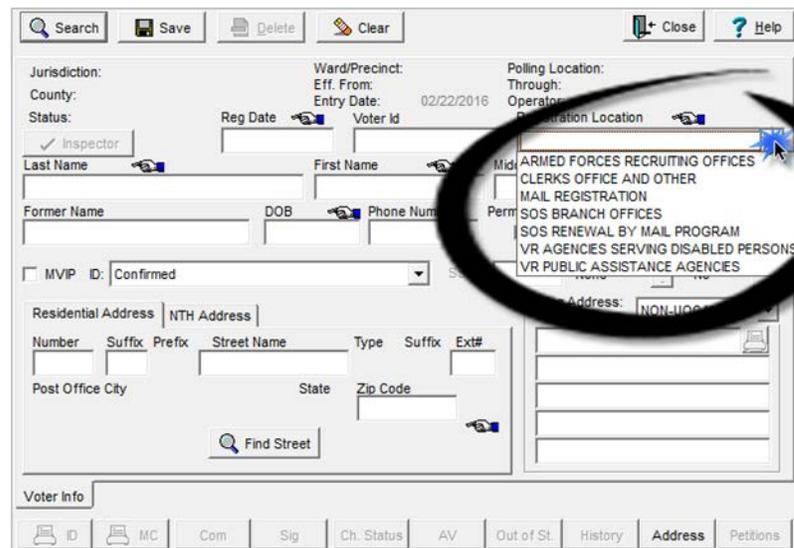
- Number of new voter registrations
- Location where the voter registered to vote
- Address changes within a jurisdiction
- Rejected applications if able to enter into QVF
- Cancellations
- Confirmation cards sent

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.



The screenshot displays the QVF data entry interface. At the top, there are buttons for Search, Save, Delete, Clear, Close, and Help. The main form area includes fields for Jurisdiction, County, Status, Reg Date, Ward/Precinct, Eff. From, Entry Date, Polling Location, Through, Operator, and Registration Location. The Registration Location dropdown menu is open, showing a list of options: ARMED FORCES RECRUITING OFFICES, CLERKS OFFICE AND OTHER, MAIL REGISTRATION, SOS BRANCH OFFICES, SOS RENEWAL BY MAIL PROGRAM, VR AGENCIES SERVING DISABLED PERSONS, and VR PUBLIC ASSISTANCE AGENCIES. A mouse cursor is pointing at the 'CLERKS OFFICE AND OTHER' option. Below the dropdown, there are fields for Last Name, First Name, Mid, Former Name, DOB, Phone Number, and Address. The Address field is currently set to 'NON-LOCAL'. At the bottom, there is a 'Voter Info' section with buttons for ID, MC, Com, Sig, Ch. Status, AV, Out of St., History, Address, and Petitions.

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:

Registration Location	Form Type
Armed Forces Recruiting Offices	Form very rarely used – may be obsolete
Clerks Office and Other (including Federal Post Card Application (FPCA))	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: <div data-bbox="987 527 1365 653" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> Sent: <input type="text"/> Received: <input type="text" value="03/07/2016"/> FPCA <input checked="" type="checkbox"/> Format: <input type="text"/> </div>
Mail Registration	<div data-bbox="548 751 1089 951" style="border: 1px solid gray; padding: 5px;"> <p>State of Michigan Voter Registration Application and Michigan Driver License/Personal Identification Card Address Change Form</p> <p>qualifications</p> <p>Are you a citizen of the United States of America? <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>Will you be at least 18 years of age on or before election day? <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>If you are not a US citizen, do NOT complete this form</p> <p>Michigan driver license/state personal ID #</p> </div>
SOS Branch Offices	<div data-bbox="548 1014 1062 1245" style="border: 1px solid gray; padding: 5px;"> <p>10/01/2013 ANB274096 0071</p> <p>Voter Declaration - Read</p> <ul style="list-style-type: none"> - I am a citizen of the United States - I am a resident of the State of Michigan and the city or township where you are applying to register to vote - I will be at least 18 years of age on or before election day - I authorize cancellation of my registration - The information I have given is true and correct under penalty of perjury subject to a fine or imprisonment <p>IMPORT</p> <p>ARE YOU A UNITED STATES CITIZEN? IF YOU CHECKED "NO" IN RESPONSE TO THESE QUESTIONS, DO NOT SIGN THIS FORM.</p> <p>Voter Jurisdiction LANSING Township</p> <p>MAIL HISTORY DRIVER</p> <p>3824 W ST JOE ST LANSING MI 48917</p> <p>County INGHAM</p> <p>Driver License / Personal ID Number D 616 576 307 232</p> <p>Signature of Applicant <input checked="" type="checkbox"/></p> </div>
SOS Renewal by Mail Program	<div data-bbox="548 1266 1008 1476" style="border: 1px solid gray; padding: 5px;"> <p>MICHIGAN CHANGE OF ADDRESS/VOTER REGISTRATION</p> <p>154</p> <p>2</p> <p>Howard</p> <p>Kalamazoo</p> <p>Kalamazoo</p> <p>03/22/1978</p> <p>03/22/1978</p> </div>
VR Agencies Serving Disabled Persons	<div data-bbox="548 1497 1084 1692" style="border: 1px solid gray; padding: 5px;"> <p>State of Michigan Voter Registration Application and Michigan Driver License/Personal Identification Card Address Change Form (For use by Michigan designated Agency Only)</p> <p>Are you a citizen of the United States of America? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Will you be 18 years of age on or before election day? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If you checked "No" in response to either of these questions, do not complete this form.</p> <p>Last Name First Name</p> <p>FORM # NSP-938B (Rev. 10-05)</p> </div>
VR Public Assistance Agencies	<div data-bbox="548 1713 1117 1908" style="border: 1px solid gray; padding: 5px;"> <p>State of Michigan Voter Registration Application and Michigan Driver License/Personal Identification Card Address Change Form (For use by Michigan designated Agency Only)</p> <p>Are you a citizen of the United States of America? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Will you be 18 years of age on or before election day? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If you checked "No" in response to either of these questions, do not complete this form.</p> <p>Last Name First Name</p> <p>FORM # NSP-938A (Rev. 10-05)</p> </div>

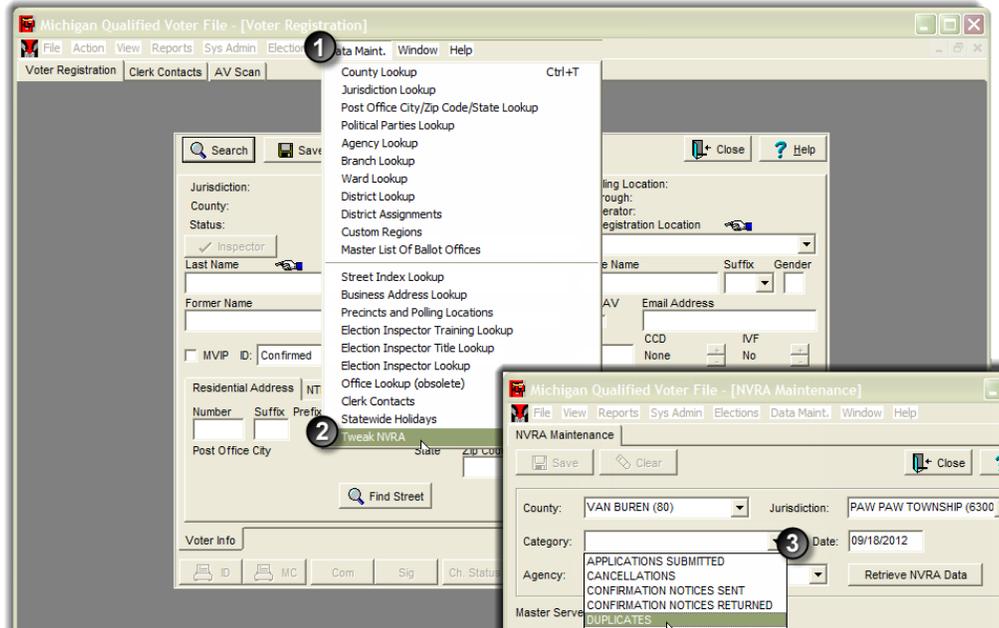
Recording Duplicate Voter Registrations

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.

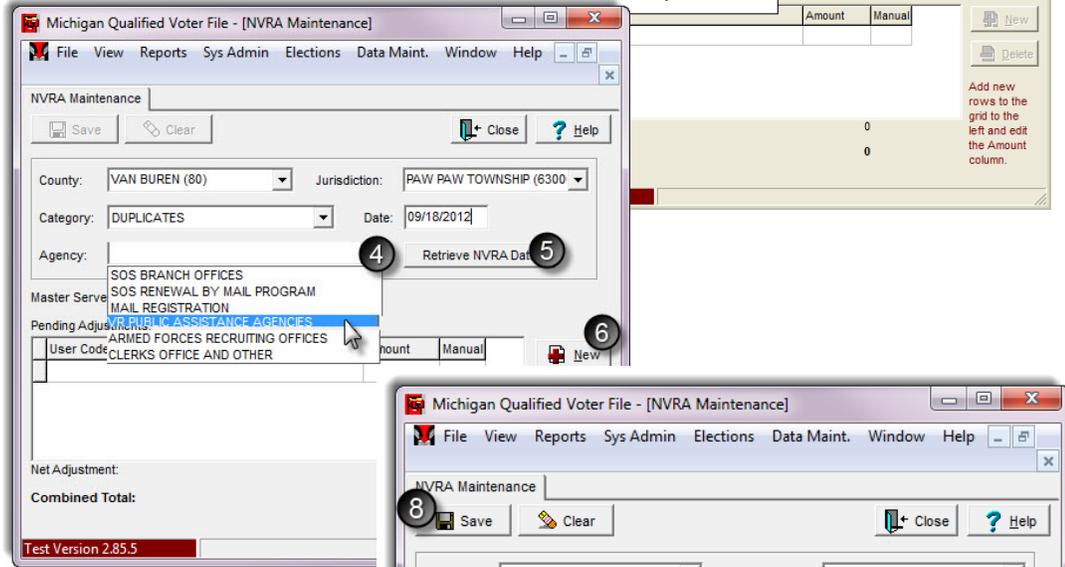
Entering information QVF does not track automatically

To enter data not tracked by QVF:

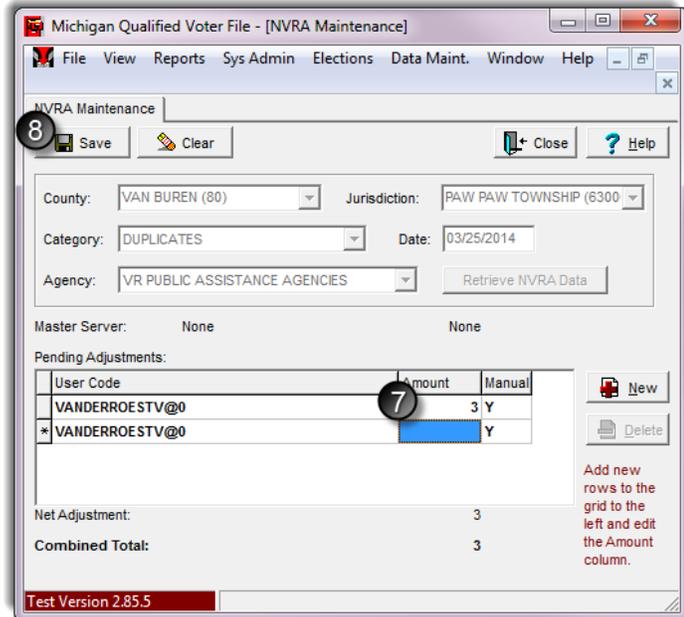
1. Click Data Maint.
2. Click Tweak NVRA
3. Make a Selection (e.g. Duplicates)



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

For full instructions on how to record absentee ballot activity, refer to [Chapter 6 of the QVF Reference Manual](#) and the [Military and Overseas Voters Manual for Election Administrators](#).

Election Inspectors

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