



**Board of Elections**  
 406 Craven Street, New Bern, NC 28560  
 252-636-6610  
[craven.boe@ncsbe.gov](mailto:craven.boe@ncsbe.gov)  
[www.cravencounty.com](http://www.cravencounty.com)

FOR OFFICE USE ONLY	
TOTAL FEE DUE:	_____
DATE REQUEST RECEIVED:	_____
DATE REQUEST FULFILLED:	_____
DELIVERED TO:	_____
DATE/TIME DELIVERED:	_____
PARTY CHAIRMAN REQUEST:	YES/NO

## Voter Registration Data Request Form

### Requested Data Format:

**Mailing Labels** (Choose)

- Individual                   \$.60 per page  
 Household                   (30 labels per page)

**Electronic Data Form/Method** (Check)

- delimited (csv)  
 MS Xcel                   (for hard copy see fee detail below-left)  
 Adobe (pdf)               (for hard copy see fee detail below-left)  
 MS Word                   (for hard copy see fee detail below-left)  
 CD                         \$25.00  
 Flash Drive               \$35.00  
 Internet Download       FREE – Information will be placed on the Board of Elections website within 72 hours

- Computer Printouts       8.5x11\* \$.025  
 Computer Printouts-Color 8.5x11\* \$.050

\*Additional charge for larger formats

### Requested Information:

- Raw Data (contents of data fields)                    Statistics (summary of contents of data fields)  
 Voter History (with fields checked below)                    Other (Specify) \_\_\_\_\_  
 Age Range   From: \_\_\_\_\_ To: \_\_\_\_\_

### Data Fields :    - Please be VERY specific when requesting reports in this format. Requests will be fulfilled as ordered.

- Voter Registration Number    Name: Last, First, Middle    Status    Party    Age\*  
 Telephone Number (If Available)    Gender    Race    Registration Date  
 Residential Address    Mailing Address    Precinct    Municipality  
 Congressional District    Superior Court District    Judicial District    NC Senate District  
 NC House District    County Commissioner District    Sanitation District    Board of Education District

\*In Accordance with NCGS § 163-82.10, Age will replace date of birth on reports. Date of birth is no longer public record.

### Requestor's Information:

Name: (Print) \_\_\_\_\_ Signature: \_\_\_\_\_  
 Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

### **Charges/ Costs:**

PLEASE REMIT THIS REQUEST FORM TO THE CRAVEN COUNTY BOARD OF ELECTIONS. PAYMENT MUST BE RECEIVED BEFORE REQUEST WILL BE PROCESSED. FOR PERSONAL OR CORPORATE CHECKS, PLEASE ALLOW THREE (3) DAYS FOR CHECK TO CLEAR BEFORE YOUR REQUEST CAN BE PROCESSED. WHILE OUR GOAL IS TO PROCESS ALL REQUESTS IN A TIMELY MANNER, REQUESTS ARE FILLED ON A FIRST COME, FIRST SERVED BASIS. PLEASE ALLOW UP TO FOURTEEN (14) DAYS FOR ALL REQUESTS TO BE PROCESSED.

Data is obtained using the State Election Information Management System (SEIMS), which is a suite of applications that automates voter registration and simplifies the administration of voter records. The suite contains a set of functions used for local processing in the counties. These functions include registering voters, verifying addresses, recording voter's history, mailing absentee ballots, administering polling places, and others. The second is support for statewide functions, which are based on a central statewide database containing the voter registration and voter history data from all counties in the state.

SEIMS is a client/server application that replicates data to the statewide voter registration database. It links all 100 counties electronically to facilitate the exchange of information not only on election night, but also for voter registration reports, maintenance, and elections management. The central database is used to perform cross county duplicate checks and to validate and distribute reports of deaths to the counties.

SEIMS supports interfaces to other state systems and processes using the state database including:

Interfaced to the Department of Health and Human Services (DHHS) system to provide a statewide check of death reports against the voter role. Also checks for duplicate voter registrations statewide.

Interfaces to the Department of Corrections (DOC) system to provide a statewide check of felony conviction records against voter records.

Interfaces to the Department of Motor Vehicles (DMV) system to automate the process of voter registrations from the DMV offices and perform real time validation of NC identifications.

The State Board of Elections was directed by NCGS § 163-82.11 to develop and implement a computerized statewide elections management system to support efforts of the SBE and county boards of elections to conduct legal and orderly elections. All one hundred counties in NC participate in the use of SEIMS.

The "purge" procedures that counties used in the past to clean the lists of registered voters have been repealed by new legislation. Specifically, Section 8 (b) of the NVRA states that

Any State program or activity to protect the integrity of the electoral process by ensuring the maintenance of an accurate and current voter registration roll...shall not result in the removal of the name of any person from the official list of voters...by reason of the person's failure to vote.

States can no longer use non-voting as a reason to remove voters from the list. The new systematic program to remove voters who no longer reside in the county requires boards to examine records from the voter registration file, the DMV transaction and declination lists, and agency declinations on file to identify those registrants with whom no voter registration contact has been made. No-contact notices and confirmation notices mailed to these registrants will more accurately identify those persons who have moved outside the county, and may no longer be eligible to vote using their existing voter registration.

North Carolina's removal program will be conducted every fourth year, immediately following the Presidential election year, beginning in 1997. County boards follow the steps outlined below to conduct a systematic program of removal of voters who no longer reside in the county.

1. **Identify**

County boards of elections staff should begin with the assumption that a no-contact notice will be mailed to every registered voter currently on the active list. The following procedures should be used to determine the registrants who have in some way verified their voter registration record during the period spanning the last two federal general elections. These registrants should then be removed from the *no-contact list*. The *no-contact list* should include all active registered voters except:

- a) Registrants who, during the period spanning the last two federal general elections were contacted by mail, including those who received:
  - i) A mailed verification notice or new voter card
  - ii) Any board of elections administrative mailings
  - iii) Any board of elections List Maintenance mailings
- b) Registrants who, during the period spanning the last two federal general elections, conducted a business transaction at a DMV office, but declined a voter registration transaction during that visit, indicating that the voter information is up to date. Use the DMV voter registration declination lists retained in the board of elections office to perform this step.
- c) Registrants who, during the period spanning the last two federal general elections, conducted a business transaction at a voter registration agency, but declined a voter registration transaction during that visit, indicating that the voter information is up to date. Use the agency voter registration declination lists retained in the board of elections office to perform this step.
- d) Registrants who, during the period spanning the last two federal general elections, verified the existing voter registration record by any other acceptable method. "Acceptable method" shall include:
  - i) Election activity: absentee voting, in-person voting, precinct transfer information, provisional affirmation, etc.;
  - ii) A correctly completed application to register to vote or to change voter information received by the county board of elections
  - iii) Notice of candidacy
  - iv) Request form for voter registration supplies
  - v) Any voter tracked on phone logs
  - vi) Active Poll Workers
  - vii) Any voter who has signed a petition

2. **Mail**

- a) Mail to the *no-contact list* a non-forwardable **no-contact notice**. This notice should be sent to the address appearing on the current voter record. The verification notices and voter cards approved by the State Board office and used by the counties serve the purpose of a no-contact mailing.
- b) If a no-contact notice is not returned to the board of elections office, further action is not taken on that voter record—the registrant is retained on the list of *active* registered voters.
- c) If a no-contact notice is returned as undeliverable by the U. S. Postal Service, the county board of elections should mail to the voter a forwardable **address confirmation notice**. The address confirmation notice should be sent to the address on the current voter record.
- d) Once the address confirmation notice is mailed, the registrant is considered *confirmation pending*. The forwardable address confirmation notice includes a postage prepaid return card, and requires a response from the voter.

3. **Action**

- a) If the forwardable address confirmation notice is returned by the U. S. Postal Service as undeliverable, or the return card is not returned at all within thirty (30) days of the date the notice was sent, the registrant is *inactive*.
- b) If a forwardable address confirmation notice is returned by the voter verifying the address or providing a new address within the county, the county board of elections should update the voter's registration information and mail a **verification notice** to the address indicated on the returned notice.
- c) If a forwardable address confirmation notice is returned by the voter indicating a new address outside the county and signed by the registrant, the county board of elections should remove the registrant from the list. The forwardable address confirmation notice gives the registrant information regarding how to register to vote in his/her new county.
- d) To be effective for a primary or general election, the inactive status must be assigned at least ninety (90) days prior to the date of the election. Voters who are entered into the confirmation process less than ninety (90) days before a primary or general election cannot be considered inactive for that primary or general election.