

STATE OF COLORADO
Department of State

1700 Broadway
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Mike Coffman
Secretary of State

Holly Z. Lowder
Director, Elections Division

MEMORANDUM

Date: March 13, 2008

To: All Human Services Agency Directors
Liz McDonough

From: Wayne Munster, Deputy Director of Elections

Re: Voter registration statistical reporting

As you may be aware, the Colorado Secretary of State's office has been working closely with the Colorado Department of Human Services to ensure that your agency is in compliance with Section 7 of the [National Voter Registration Act](#) (NVRA) and [Rule 3.110.2](#) of the Income Maintenance Rules for your department. [Liz McDonough](#) from the state DHS office has designated you as the contact for your office's location.

As a designated contact, you are responsible, among other things, to report voter registration statistical information relating to the NVRA for your agency. In the past, this process has been completed by filling out a postcard and submitting that card to either the Secretary of State's office or to your County Clerk & Recorder. Beginning on Friday, March 15, 2008 this process will change.

On March 15, 2008, we will be emailing you a reporting tool to use for voter registration statistics. This online tool has been created in survey format and will allow you to enter your statistics online rather than reporting voter registration totals using a postcard. Attached is a sample of the survey you will receive. **These surveys will be completed online and should not be printed and mailed to the Secretary of State or your County Clerk.**

In the past, you have reported statistics by calendar month. As a result of recent changes to the reporting process, you will now be required to report your statistics twice a month, on the 5th and 20th. Statistics for the first half of each month will be due on the 20th. Statistics for the second half of each month will be due on the 5th of the following month. The Secretary of State's office will email a new survey to you each time a report is due.

To provide assistance with improving NVRA compliance, the Secretary of State's office plans to conduct regional trainings for designated agencies throughout the state. We will contact your agency as training dates and locations are established.

In addition, in order to more efficiently process orders for voter registration application forms, we have added the option of emailing the Secretary of State's office. If you would like to place an order for voter registration forms (English or Spanish), please send an email to [Angela Lawson](#). All orders are processed as expeditiously as possible and generally take seven to fourteen days to receive. For your convenience, we have attached a PDF version of the Agency-Based Voter Registration form. If you choose to print this form, you may do so; however, if you prefer, we are happy to supply you with an adequate amount of voter registration applications.

In the future, you will likely receive more information regarding implementation and compliance protocols for the NVRA and Rule 3.110.2 from Liz McDonough and/or this office. **Specific questions regarding applicable processes should be directed through the state DHS office.**

Finally, if you would like to designate someone other than yourself to be the designated contact person for NVRA purposes, please send an email with appropriate contact information to [Angela Lawson](#).



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