

CHECKLIST ADDENDUM TO DIRECTIVE 2022-35

To ensure that the records associated with the 2018 NCOA and Supplemental Process are properly identified, please refer to the checklists below. The same information is outlined in the Directive as well.

2018 NCOA PROCESS RECORDS

Each record provided in the spreadsheet as a result of the **2018 NCOA Process** must meet the following data conditions:

- ☐ The record is in active confirmation status as a result of the 2018 NCOA Process;
- ☐ The record appears on the 2018 Out-of-County NCOA list;
- ☐ The record's registration date is before March 7, 2018;
- ☐ The record does not contain voter history on or after May 8, 2018;
- ☐ The record does not contain any voter-initiated activity between the date the confirmation notice was mailed and the date the data is compiled for the pre-cancellation list. Voter-initiated activity includes voting, submitting a valid absentee ballot application, registering to vote, updating or confirming an address with a board of elections or the BMV, or signing a candidate or issue petition that is verified by a board of elections;¹
- ☐ The record appears on the registration readiness notice spreadsheet; and
- ☐ The record does not appear on the "do not cancel" list.

2018 SUPPLEMENTAL PROCESS RECORDS

Each record provided in the spreadsheet as a result of the **2018 Supplemental Process** must meet the following data conditions:

- ☐ The record is in active-confirmation status because of the 2018 Supplemental Process;
- ☐ The record appears on the 2018 Supplemental list;
- ☐ The record's registration date is before March 15, 2016;
- ☐ The record does not contain voter history on or after March 15, 2016;
- ☐ The record does not contain any voter-initiated activity between the date the confirmation notice was mailed and the date the data is compiled for the pre-cancellation list. Voter-initiated activity includes voting, submitting a valid absentee ballot application, registering to vote, updating or confirming an address with a board of elections or the BMV, or signing a candidate or issue petition that is verified by a board of elections;²
- ☐ The record appears on the registration readiness notice spreadsheet; and
- ☐ The record does not appear on the "do not cancel" list.

¹ See [Election Official Manual, Chapter 4, Section 4.01.](#)

² See [Election Official Manual, Chapter 13, Section 13.01.](#)