

DIRECTIVE 2026-44 CANCELLATION CHECKLIST

To ensure that the records associated with the 2022 NCOA and Supplemental Process and Past Due Cancellations are properly identified, please refer to the checklists below.

I. REGISTRATION READINESS TIMELINE:

- ☐ Prior to submitting the registration readiness file to the Secretary of State's office, each board of elections must complete the following steps:
 - Receive from all designated agencies and process all outstanding voter registration transactions by the close of business on **Tuesday, August 18, 2026.**
 - Resolve all outstanding duplicate registrations by the close of business on **Friday, August 21, 2026.**
 - Each board must pause entering voter registrations between **Tuesday, August 18, 2026** and **Monday, August 24, 2026.**
- ☐ **By 12:00 p.m. on Monday, August 24, 2026,** each board must upload the spreadsheet containing the registration records that will receive a registration readiness notice. The format is outlined in Section II.
- ☐ **For All Records:**
 - The Confirmation Notice must have been mailed no later than **January 27, 2023;**
 - The record must not contain any voter-initiated activity between the date the Confirmation Notice was mailed and the date the data is compiled for the mailing of the registration readiness notice. 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 Bureau of Motor Vehicles (BMV), or signing a candidate or issue petition that is verified by a board of elections;
 - The record does not appear on the "Automatic Confirmation of Address Safeguard" list on the Board of Elections Portal;
 - If the record is in active-confirmation status as a result of the 2022 NCOA process, the record must be contained on the 2022 Out-of-County NCOA list;
 - If the record is in active-confirmation status as a result of the 2022 Supplemental process, the record must not contain an voter-initiated activity between November 3, 2020 and the date the data is compiled for the mailing of the registration notice;
 - If the record is in active-confirmation status as a result of being an Out-of-County NCOA list or Supplemental list prior to 2022, the records acknowledgement notice was returned undeliverable, or the records information in the voter's records did not match BMV/SSA (non-address information).

- ☐ The Secretary of State's staff will review each board of elections data. If the outcome of the review is satisfactory, the Secretary of State's office will email each board to authorize the board to mail registration readiness notices.
- ☐ Boards of elections, by forwardable mail, must mail the registration readiness notice (Secretary of State Form 255-A-3) to each registration that meets the criteria above. Each board must finish mailing the notices **by September 11, 2026**.

II. SPREADSHEET FORMAT:

- ☐ The spreadsheet must be uploaded to the board's SharePoint folder in a .csv format and contain the following:
 - County Number
 - County Name
 - State Voter ID
 - Cancel Reason (NCOA, Supplemental or Past Due)
 - Registration Date
 - Last Voted Date
 - First Name
 - Last Name
 - Address
 - Address 2
 - City
 - State
 - Zip Code
 - Voter Status
 - Confirmation Notice Mail Date (for Registration Readiness)
 - Registration Readiness Notice Mail Date (for Pre-Cancellation file)

III. PRE-CANCELLATION TIMELINE AND DATA CHECKS:

- ☐ Before completing any cancellations, all boards must submit a "pre-cancellation file" to the Secretary of State's office. Prior to providing the pre-cancellation file, boards must:
 - Receive from all designated agencies and process all outstanding voter registration transactions by the close of business on **Friday, January 8, 2027**.
 - Resolve all outstanding duplicate registrations by the close of business on **Monday, January 11, 2027**.

- Each board must pause entering voter registrations between **Friday, January 8, 2027** and **Tuesday, January 12, 2027**.
- ❑ **By 12:00 p.m. on Tuesday, January 12, 2027**, each board must upload the spreadsheet containing the record of registrations that are pending cancellation pursuant to the 2022 NCOA and Supplemental Process and Past Due Cancellations.
- ❑ The spreadsheet must meet the same data conditions as outlined in Section II.

For All Records:

- ❑ The record was on the approved registration readiness list and received a registration readiness mailing;
- ❑ The Confirmation Notice must have been mailed no later than January 27, 2023;
- ❑ The record must 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 file. 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 does not appear on the "Automatic Confirmation of Address Safeguard" list on the Board of Elections Portal;
- ❑ The record does not appear on the "Do Not Mail" list.
- ❑ If the records are in active-confirmation status as a result of the **2022 NCOA** Process, the records must be contained on the 2022 Out-of-County NCOA list.
- ❑ If the records are in active-confirmation status as a result of the **2022 Supplemental** Process, the record must not contain any voter-initiated activity between November 3, 2020 and the date the data is compiled for the mailing of the registration readiness notice;
- ❑ If the records are in active-confirmation status as a result of a **Past Due Cancellation**, the record is in active confirmation status as a result of being on an Out-of-County NCOA list or Supplemental list prior to 2022 or;
- ❑ The record's acknowledgement notice was returned undeliverable; or
- ❑ The record's information in the voter's records did not match BMV/SSA non-address information;²

Boards of elections must not cancel any registration pursuant to this Directive to which any of the following apply:

1. The registration appears on the "Do Not Mail" list;
2. The registration is impacted by a voter registration vendor's error known to the board;
3. The registration appears on the Secretary of State's Statewide Voter Registration Database ("SWVRD") in "active" status.

IV. CANCELLATION PROCESS

- ☐ Board receives an email authorization from the Secretary of State's office to proceed with canceling the registrations.
- ☐ All identified records must be canceled **on Wednesday, January 27, 2027.**
- ☐ If a board of elections is holding a special or charter election within 30 days of that date, the board must notify the Secretary of State's office as soon as that is known, so that an alternative date can be set.
- ☐ **By 12:00 p.m. on Thursday, January 28, 2027,** each board must upload the spreadsheet containing the registrations that received the registration readiness notice and were canceled.
- ☐ The cancellation file format is the same as described above for the pre-cancellation file. The cancellation file must be uploaded to the board's SharePoint folder in a .csv format.

V. MAINTAINING RECORDS OF CANCELLATION:

- ☐ Each board must work with its voter registration vendor to ensure that its county voter registration system maintains and can produce a list of voter registrations canceled pursuant to this Directive. Boards must record all of the following in their county's voter registration system:
 - The date that it mailed a registration readiness notice (Secretary of State Form 255-A-3) to an elector; and
 - If the elector responds to the notice, the date on which the elector responded; and
 - If the elector does not respond to the notice, the date the registration was canceled.

If you have any questions regarding this Directive, please contact the Secretary of State's office at (614) 728-8789 or via email at Intake@OhioSoS.gov.