

DIRECTIVE 2026-47

September 25, 2026

To: All County Boards of Elections
Board Members, Directors, Deputy Directors

Re: Continual Audit of the Statewide Voter Registration Database and County Voter Registration Systems

SUMMARY

Ohio law requires the Secretary of State's office to conduct a "Manually Triggered Detailed Audit" for each county at least once each calendar year.¹ Historically, the statewide voter registration database (SWVRD) has been compared with the county voter registration system (CVRS) to identify discrepancies between the systems. Due to enhanced data capabilities through the Secretary of State's Office of Data Analytics and Archives, this annual review process can now be conducted on an ongoing basis. Rather than reviewing voter registration records once each year, the SWVRD will perform automated daily audits of approximately two percent of each county's active and confirmation voter records, completing a full statewide audit every three months.

This approach is intended to identify discrepancies much earlier, improve the quality of voter registration data, distribute the workload more evenly throughout the year, and provide greater statewide visibility into recurring issues and trends between the CVRS and the SWVRD.

Accordingly, this directive establishes the requirements each county board of elections must follow when the Secretary of State's continual comparison process identifies a discrepancy between the CVRS and the SWVRD. It governs county review, vendor engagement, root-cause documentation, correction, synchronization, evidence submission, and closure.

INSTRUCTIONS

The audit compares configured fields for each eligible voter record in the CVRS and SWVRD.

¹[R.C. 3503.15\(E\)\(5\)](#) and [O.A.C. 111:3-4-05](#).

The current fields included in the audit are shown below:

Voter Information Fields

County ID	Identifier for the county associated with the voter record.
BMV ID	Identifier associated with the voter's Bureau of Motor Vehicles record.
Last Name	Voter's last name.
SSN4	Last four digits of the voter's Social Security number.
First Name	Voter's first name.
Middle Name	Voter's middle name or initial.
Phone Number	Phone number associated with the voter record.
Birth Date	Voter's date of birth.
Birth City	City where the voter was born
Birth State	State where the voter was born
Birth Country	Country where the voter was born
Registration Type	Type or method of voter registration.
Suffix	Name suffix, such as Jr., Sr., II, or III.
Registration Date	Date the voter was registered.
Voter Status	Current registration status of the voter.
Private Address Flag	Indicates whether the voter's address is designated as private or confidential.
Last Activity Type	Type of the most recent recorded voter activity.
Last Activity Date	Date of the most recent recorded voter activity.

Voter Address Fields

House Number	Numeric portion of the voter's street address.
Street Name	Name of the street.
Pre Street Direction	Direction appearing before the street name, such as N, S, E, or W.
Street Description	Street type or designation, such as St, Rd, Ave, or Blvd.
Post Street Direction	Direction appearing after the street name, such as N, E, NE, NW, SE SW etc.
Secondary Address	A combination of an indicator and a range.
Secondary Indicator	Type of unit or location, such as APT, STE, RM, FL, BLDG, UNIT, etc.STE
Secondary Address Range	A specific room, suite, or apartment number.
City	City associated with the voter's address.
State	State associated with the voter's address.
Zip Code	Five-digit ZIP Code associated with the address.

Zip Code +4	Four-digit extension to the ZIP Code.
Country	Country associated with the address.
Country Postal Code	Postal code used for a non-U.S. address.
Latitude	Geographic latitude associated with the voter's address.
Longitude	Geographic longitude associated with the voter's address.

Voter Region Fields

Precinct	Voting precinct associated with the voter's residential address.
Career Center	Career or vocational education district associated with the voter's address.
City	Municipal city jurisdiction associated with the voter's address.
City School District	City school district associated with the voter's address.
County Court District	County court district associated with the voter's address.
Congressional District	U.S. congressional district associated with the voter's address.
Court of Appeals	Ohio court of appeals district associated with the voter's address.
Educational Service Center District	Educational service center district associated with the voter's address.
Exempted Village School District	Exempted village school district associated with the voter's address.
Library	Public library district associated with the voter's address.
Local School District	Local school district associated with the voter's address.
Municipal Court District	Municipal court district associated with the voter's address.
State Board of Education	State Board of Education district associated with the voter's address.
State Representative District	Ohio House of Representatives district associated with the voter's address.
State Senate District	Ohio Senate district associated with the voter's address.
Township	Township associated with the voter's address.
Village Ward	Village ward associated with the voter's address.

Automatic Email Notification

For each completed reporting batch, the system sends the boards of elections an automated email that identifies discrepancies and provides instructions. The automated email language has been updated for this enhanced review, and the board should carefully review it. The board must also act on each email notification as soon as it is issued and must not wait until the full audit cycle is complete before resolving the discrepancies.

Board and Vendor Responsibility

The board must conduct an initial assessment and, if needed, engage its voter registration vendor to resolve the discrepancies identified in the email notification. The board and vendor must review each type of discrepancy, identify its verified cause, and document whether it resulted from county data entry, local configuration, vendor software, data mapping, transmission, SWVRD processing, or another verified source within five days of notification. The board must also complete the Continual Audit Resolution Log on SharePoint located in the **Continual Audit** folder. If the board and vendor cannot identify and/or resolve the root cause within five days, the board must email the Secretary of State at SWVRD@OhioSoS.gov with a plan of action to resolve the discrepancies.

Note: For every discrepancy, the board is responsible for the accuracy and completeness of the flagged record, even when its vendor performs technical work. A correction is not complete if only the local record has been changed. The board must review Voter Query to ensure the discrepancy has been resolved.

Enhancing the audit process strengthens the accuracy and integrity of Ohio's voter registration records by promptly identifying discrepancies and requiring timely, documented resolution. Effective implementation requires close collaboration between each board of elections and its voter registration system vendor as they investigate discrepancies, identify and correct verified root causes, confirm synchronization between the county voter registration system and the statewide voter registration database, and report complete findings and corrective actions to the Secretary of State. This shared commitment to transparency, accountability, and prevention is essential to maintaining the integrity of Ohio's voter rolls.

Yours in service,



Frank LaRose

Ohio Secretary of State