

CANCELATION CHECKLIST TO DIRECTIVE 2025-02

To ensure that the records associated with the 2021 NCOA and Supplemental Process and Past Due Cancellations are properly identified, please refer to the checklists below.

I. CANCELATION TIMELINE:

- ☐ Prior to completing any cancellations pursuant to this Directive, 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 **Monday, August 11, 2025**.
 - Resolve all outstanding duplicate registrations by the close of business on **Monday, August 18, 2025**.
 - This timeline must be followed to ensure that each board resolves duplicate registrations without being impacted by another board's processing of voter registration transactions. Each board must pause entering voter registrations between **Tuesday, August 12, 2025** and **Monday, August 25, 2025**
- ☐ **By 12:00PM on Monday, August 25, 2025**, each board must upload the spreadsheet containing the records of registrations that are pending cancellation pursuant to the 2021 NCOA and Supplemental Processes and Past Due Cancellations.
- ☐ The Secretary of State's staff will review each board's pre-cancellation file. If the outcome of the review is satisfactory, the Secretary of State's office will email each board to authorize the board to proceed with canceling the registrations. The boards must not cancel any registration until receipt of that email. Prior to canceling any records, boards must update voter-initiated activity for any voter who signed a petition that was verified by the board or had any other type of voter-initiated activity. All identified records must be canceled on **Tuesday, September 23, 2025**.
- ☐ **By 12:00PM on Wednesday, September 24, 2025**, each board must upload the spreadsheet containing the registrations that received the registration readiness notice and were canceled.

II. CANCELATION 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
- Registration Readiness Notice Mail Date

III. PRE-CANCELATION DATA CHECKS:

Each record provided in the spreadsheet must meet the following data conditions:

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 September 20, 2021;
- ☐ 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 Cancel" list.

And, if the records are in active-confirmation status as a result of the **2021 NCOA Process**:

- ☐ The records must be contained on the 2021 Out-of-County NCOA list;
- ☐ N/A;

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

And, if the records are in active-confirmation status as a result of the **2021 Supplemental Process**:

- ☐ The record must not contain any voter-initiated activity between August 6, 2019 and the date the data is compiled for the mailing of the registration readiness notice;
- ☐ N/A;

And, 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 2021 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 Cancel" 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. CANCELATION 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 **Tuesday, September 23, 2025**.
- ☐ 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 12:00PM on Wednesday, September 24, 2025**, 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.

² See Election Official Manual, [Chapter 4, Section 4.07](#). (The Driver's License Number (DLN) could not be verified; the Last Name (LN) could not be verified; the First Name (FN) could not be verified; the Date of Birth (DOB) could not be verified; the Last Four Digits of Social Security number (SSN4) could not be verified; and/or whether the elector has been identified as deceased.)

V. MAINTAINING RECORDS OF CANCELATION:

- 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 – Updated 4/2024](#)) 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.