



NATIONAL CHANGE OF ADDRESS VOTER LIST MAINTENANCE PROCESS

1. Ohio law requires the Secretary of State “each year” to obtain a list from the National Change of Address (NCOA) registry of any voters who’ve moved within the last 12 months. These are registered Ohio voters who’ve indicated to a government agency that they’ve moved to a new address, meaning they are likely no longer eligible to vote at their old address. This is done to prevent a voter from accidentally creating abandoned registrations that could be misused when they leave one place and re-register in another.
2. The Secretary of State then sends those NCOA records to each of the appropriate county board of elections.
3. County board of elections sends a notice to the voter informing them that public records indicated they’ve moved and asking them to confirm or correct that information.
4. That action starts a four-year clock, where the voter has the opportunity to confirm their legal voting address or otherwise engage in some form of voter activity that proves the registration is still active at that location. For example, they can request an absentee ballot, sign a petition, vote on Election Day, etc.
5. During that time, the county board of elections sends a notice to the voter informing them that public records indicated they’ve moved and asking them to confirm or correct that information.
6. If the voter confirms the change of address is accurate, the notice includes a postage-paid response card they can use to cancel their inactive registration.
7. Only the voter can cancel their own registration during that four-year period. It cannot be canceled by the board of elections or any other government agency.

8. Only after four years have passed WITH ZERO RESPONSE OR ACTIVITY from the voter at that address can the registration be removed by the board of elections.
 9. After the four-year period has expired, the Secretary of State must act within 120 days to initiate the removal of that voter registration from the rolls.
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