

I. Joining the Crosscheck Program

1. Chief State Election Official (CSEO) or designee signs the Memorandum of Understanding (MOU)
2. CSEO assigns two staff members:
 - a. one election administration person
 - b. one IT/database person
3. Staff members will:
 - a. participate in annual conference calls and emails
 - b. pull voter registration data in January and upload to FTP site
 - c. receive crosscheck results and process them
 - d. instruct local election officials
 - (1) mail notices to registrants
 - (2) promptly respond to requests for signatures, addresses, etc.
4. There is no cost. Processing the duplicate registrations and researching possible double votes requires a commitment of time at the state and local levels. States make individual decisions about the amount of time and effort they will commit, and this might vary from year to year. A state that is not able to commit the resources to process the results in a given year still provides a benefit to the other states through its participation.

II. Data Comparison Procedure

1. Designate at least one administrative and one IT/database contact person to be on the email list serve.
2. At least one person from each state should participate in a conference call hosted by Kansas in November or December preceding the crosscheck.
3. Pull your entire database on January 15, 2014 and upload it to the secure FTP site hosted by Arkansas. Instructions and, if necessary, followup reminders and questions, will come from the Kansas or Arkansas IT/database persons. Each state's data should include Active and Inactive records if possible.
Follow the prescribed data format. Review and edit your data before uploading it. Do not truncate fields, reverse fields, or leave them blank. Please include SSN4.
4. Kansas will download files, delete everything from FTP site, run the data comparison, and upload individual state results files to the FTP site. At every stage of the process, data files are encrypted and zipped.
5. When notified by Kansas, download your results files from the Arkansas FTP site. After downloading, make sure all data are deleted from the FTP site.
6. Process the results according to your state's laws, regulations and policies.
7. Respond promptly to inquiries from other states or local jurisdictions for information to confirm duplicates or to obtain evidence of double votes. Usually this will be copies of signatures on poll books or absentee/advance ballot applications and return envelopes.

III. Analyzing Results

Each state analyzes and acts upon the results according to its own laws and regulations. No state is required by the Memorandum of Understanding to act upon the results.

A. Cancellations and Confirmation Mailings

An apparent duplicate registration is produced when the first names, last names and dates of birth in two records match exactly. Other information such as middle name, suffix and SSN4 should be used to confirm whether the two records are matches. It may be necessary to contact another jurisdiction to obtain more information, such as signatures.

An apparent duplicate registration may result in one of two actions being taken:

1. The jurisdiction possessing the record with the older registration date may cancel the record (and send a cancellation notice if state laws or regulations require it) if the following conditions are met:
 - a. The records match on first name, last name, and date of birth, and
 - b. One or both of the following data elements match:
 - last four digits of Social Security number and
 - signature and
 - c. Data in the middle name field either matches or is not a mismatch.
2. The jurisdiction possessing the record with the older registration date may mail a confirmation notice, pursuant to the National Voter Registration Act of 1993, Sec. 8(d)(2), if the three fields match as specified in item 1.a. above. These registrants' names are added to the state's Inactive list pending cancellation after two federal general elections, assuming there has been no voting activity during that period.

B. Cancellations by Confirmation Between Jurisdictions

Pursuant to NVRA Sec. 8(d)(1)(A), the jurisdiction possessing the record with the older registration data may cancel the record (and send a cancellation notice if state laws or regulations require it) if another jurisdiction confirms that the registrant has registered to vote in the newer jurisdiction and has indicated on the voter registration application form an address in the former jurisdiction.

C. Information Sharing

Each state will decide whether it prefers that followup requests for information from other states and localities should be addressed to the state or the individual

localities. All participating states will be notified of this preference. Each state will provide contact information for local election offices. States and localities are cautioned against sending registrants' personally identifiable information via email.

D. Double Votes

1. When two records are determined to be duplicates, review the voter history field to determine if there appears to be a double vote. Experience in the crosscheck program indicates that a significant number of apparent double votes are false positives and not double votes. Many are the result of errors—voters sign the wrong line in the poll book, election clerks scan the wrong line with a barcode scanner, or there is confusion over father/son voters (Sr. and Jr.).

2. Collect copies of signatures from the election officers in the two jurisdictions in which the double votes occurred. The classic double vote occurs when a person votes in person at the polling place on election day in the jurisdiction where he/she normally lives and also casts an absentee (advance) ballot by mail in the other jurisdiction.

In these cases, evidence to prove the double vote occurred often includes the following:

- Signature from the voter's application for voter registration in jurisdiction A
- Signature from the voter's application for voter registration in jurisdiction B
- Signature from the poll book in jurisdiction A
- Signature on an absentee (advance) ballot application form in jurisdiction B
- Signature on the absentee (advance) ballot return envelope in jurisdiction B

3. The collection of evidence to prove double votes is a considerable commitment of time and effort. It requires a high level of cooperation and communication between jurisdictions.

4. Compare the signatures. Once you are satisfied that the evidence indicates a double vote occurred, refer the case to a local or state prosecutor. Include a referral cover letter, cite relevant state statutes, and include copies of all necessary documents.

E. Information Request Form

A request form as appears below may be used to request followup information from other jurisdictions. Jurisdictions may adapt it as needed and produce it on their own letterhead.

KRIS W. KOBACH
Secretary of State



Memorial Hall, 1st Floor
120 S.W. 10th Avenue
Topeka, KS 66612-1594
(785) 296-4564

STATE OF KANSAS

12/4/2013

To Whom It May Concern:

Voter Information

John Doe	DOB: 1/02/1933
Jane Doe	2/03/1955
Tom Smith	3/06/1985
Janet Jones	12/13/1967
Ben Thompson	11/9/1990

We request voter registration and voter history information related to the above mentioned individuals for the November 2012 election. The purpose of the request is to collect evidence about possible double votes cast by these individuals.

We will maintain appropriate safeguards to protect the confidentiality of the records.

We will not make any public use of these files or information. We will keep your office apprised of the details as our office moves forward with this inquiry.

If you have questions please contact me at 785-296-0080.

Sincerely,

Jameson Beckner
Special Programs Coordinator
Kansas Secretary of State

Business Services: (785) 296-4564
Fax: (785) 296-4570

Web site: www.sos.ks.gov
E-mail: kssos@sos.ks.gov

Elections: (785) 296-4561
Fax: (785) 291-3051

IV. IT/Database Manager Information

IT/database managers should follow this timeline and use the data format on the next page.

ACTIVITY	Time Frame
Kansas sends data extract reminder email	January
Arkansas sends upload instruction email to each state with: <ul style="list-style-type: none"> • URL for FTP site • login ID • password 	January
States extract their data according to Data Format document	approx. January 15th
States upload their extract files to the FTP site	January
Each state emails bruce.ferguson@sos.ks.gov <ul style="list-style-type: none"> • with encryption password • with number of records 	January
Kansas processes the extract file	January - February
Kansas emails notification to each state	January - February
Kansas loads the file into comparison database	January - February
Kansas produces Results file for each state: <ul style="list-style-type: none"> • create Single Row comparison files • create Stacked Row comparison files • update Statistics spreadsheet • zip all comparison files and statistics into Results file • encrypt Results file into self-decrypting .exe • upload Results file to the FTP site 	January - February
Kansas sends email to each state that Results file is ready	January - February
Each state needs to: <ul style="list-style-type: none"> • refer to State Cross Check Result File Instructions below • download their Results file • delete their Results file from the FTP site • decrypt and unzip their Results file 	January - February
Each state processes its Results file accordingly	January - February
Kansas and Arkansas verify Results have been deleted from FTP site	February

Data Format

Fields

1. Status ("A" – Active, "I" – Inactive)
2. DateTime_Generated
3. First_Name
4. Middle_Name
5. Last_Name
6. Suffix_Name
7. Date_of_Birth (YYYY/MM/DD Example: "2010/01/01")
8. Voter_ID_Number
9. SSN_Last4
10. Address_Line_1 (if no mailing address, provide residential address)
11. Address_Line_2
12. City
13. State
14. Zip
15. County_Name
16. Date_of_Registration (YYYY/MM/DD Example: "1970/01/01")
17. Voted_in_Last_General ("Y" – they did vote, or "N" – they did not vote, or "" – data not available)

Comment [np1]: NVRA definition

Comment [np2]: Last activity date (voter-initiated changes only)

Comment [np3]: Last even-year General only

The file should be a comma delimited ASCII file with double quote text qualifiers and {CR} {LF} row delimiters. The file should have a Header Record followed by 1 to many Voter Records. Each Voter Record should contain 17 fields.

Example:

```
"Status","DateTime_Generated","First_Name","Middle_Name","Last_Name","Suffix_Name",  
"Date_of_Birth","Voter_ID_Number","SSN_Last4","Address_Line_1","Address_Line_2",  
"City","State","Zip","County_Name","Date_of_Registration","Voted_in_Last_General"
```

```
"A","2013/01/15 12:00:00 AM","Bob","Alan","Jones","","1940/06/16","123456","7890",  
"123 Main St","Apt 201","Topeka","KS","12345","Shawnee","1958/06/17","Y"
```

The file should be encrypted and password protected and uploaded to the secure FTP site. Please email the password in a separate email.

Also, please notify us of the total number of records in the uploaded file.

We use a free program, AxCrypt, for encryption. Here is a link to the AxCrypt download site: <http://www.axantum.com/AxCrypt/>.

Reminders for Data Upload Process

We have identified from past experience some helpful hints that we ask you to keep in mind as you prepare to upload your data. Please carefully review your file before uploading, taking into account the following:

1. Do not include any records that contain programming commands from your process that created the file
2. Please include a header record, but only one
3. Please account for all 17 fields, in the order requested
4. Please trim all excess spaces so the records are not padded to a fixed length
5. Please zip your file before uploading it to the FTP site
6. Please be aware if your address lines contain a comma and make sure you encapsulate the field with double quotes
7. Please note that if you will be providing SSN data, we only ask for the last 4 positions
8. Please extract dates in the requested formats
9. Please edit data that contains double quotes during extraction – ie. remove the double quotes or change them to single quotes
 - a. Examples
 - 1.. Change ..., "Robert "Bob" ", ...
 To ..., "Robert 'Bob' ", ...

 2. Change ..., "123 "U" St", ...
 To ..., "123 U St", ...
10. Consider replacing "null" text values with actual null string, ""

Crosscheck Results File Instructions

- 1) Download your state's self decrypting .exe file from the FTP site
 - 2) Double click the file.
 - 3) Enter the passphrase
 - i) This will decrypt the file
 - ii) The resulting .zip file contains 2 folders and a spreadsheet
 - 4) Extract all files
 - 5) Please delete your state's file from the FTP site once you confirm a successful download
- ❖ The spreadsheet presents some general statistics about current and previous State Cross Check Voter Registration Comparisons
- Since DOB is one of the match criteria, please provide valid Date_of_Birth fields (see column D)
 - If you see a non-zero value in column E, please determine if you can provide unique Voter_ID_Number fields
 - If you see a non-zero value in column F, please determine within your own extract file if you have multiple records for the same individual (the criteria for this comparison is the same as the state-to-state comparison; DOB, LastName, FirstName)
- ❖ One folder, SingleRowOutput:
- Contains one result file with the potential match count of each comparison and total for that BaseState
 - Contains individual result files for your state compared with each other participating state
 - Ideally opened programmatically
 - Contains one result file comparing your state with all other participating states
 - Ideally opened programmatically
 - Within each result file:
 - A header row identifies each column
 - A possible voter match is presented in a single row with your states' data followed by the data from the other state
- ❖ The second folder, StackedRowOutput:
- Contains one result file with the potential match count of each comparison and total for that BaseState
 - Contains individual result files for your state compared with each other participating state
 - Ideally opened in Excel
 - Contains one result file comparing your state with all other participating states
 - Ideally opened in Excel
 - Within each result file:

- A header row identifies each column
- A possible voter match is presented in two rows with data from your state stacked over data from the other state
- Within each individual result file:
 - The “Case” column represents the sequential instance of each possible match
- Within the ALL result file:
 - The “Case” column represents the sequential instance of each possible match as that match relates in the individual result files