



Ohio Administrative Code

Rule 111:3-4-01 Converting voter registration applications into electronic files.

Effective: [March 28, 2022](#)

Upon receiving a new voter registration application or an application to change an existing voter registration, a board of elections shall do all of the following:

(A) Date stamp the application to show the date that it was received.

(B) Determine the completeness and validity of the application by reviewing it to verify that the voter supplied all of the information required by state and federal law.

(C) If the board determines that the application is complete and valid, the board shall do all of the following:

(1) Enter the information contained on the application into the correct data fields in the county voter registration system, including phone number and email if provided;

(2) Scan the voter registration application into the county voter registration system to capture, at a minimum, the applicant's signature.

(3) File and retain the voter registration application in accordance with Ohio law and the current public record retention schedule for the board of elections.

(D) After entering the information on the voter registration application into the county voter registration system, the board shall transmit the voter record to the statewide voter registration database. The voter record shall include in the record a unique county voter identification number assigned to the voter by the county voter registration system.
