



Ohio Administrative Code Rule 111:3-5-05 Transmittal of forms.

Effective: [March 28, 2022](#)

(A)

Each designated agency, through its agency coordinator, shall collect all registration forms and tally the number of registration forms collected. The total number of registration forms collected by each designated agency since the date of the last transmittal shall be recorded on a transmittal form that shall be in a format prescribed by the secretary of state. In addition, each designated agency shall record on the transmittal form the name and address of the designated agency.

(B) Each agency coordinator, or their designee, shall forward the transmittal form and the registration forms to the board of elections in the county in which the designated agency is located. The process for forwarding the forms to the board of elections shall be jointly agreed to by the designated agency and the board of elections. If no such process can be agreed upon, the designated agency shall transmit the registration forms, along with the transmittal form, to the board of elections by regular mail, postage prepaid, no less often than once every five business days.

(C) Each board of elections shall, upon receipt of a transmittal form, note the total number of duplicate registrations received through the transmittal. This number shall be recorded on the transmittal form. Thereafter, each board of elections shall maintain the transmittal forms or the information contained thereon in a format and location so that the information is readily available to the secretary of state and the board of elections can report to the secretary of state any statistical information as the secretary requests.
