



Ohio Administrative Code

Rule 111:3-6-03 Processing voter registration applications by designated agencies, other registration agencies and deputy registrars of motor vehicles.

Effective: March 28, 2022

(A) Every designated agency, other registration agency, and deputy registrar of motor vehicles shall accept completed voter registration application forms, regardless of whether a form was distributed by the designated agency, other registration agency, or deputy registrar of motor vehicles. Original voter registration application forms shall be transmitted to the board of elections for the county in which the agency or deputy registrar is located. Each designated agency and the appropriate board of elections shall establish a method by which voter registration application forms are transmitted to that board of elections within five business days after being accepted by the agency.

(B) The secretary of state shall supply instructions to the designated agencies, other registration agencies, and deputy registrars of motor vehicles, for the electronic transmission of voter registration applications to the secretary of state. Each designated agency, other registration agency or deputy registrar of motor vehicles shall transmit an identifier for data relating to each new voter registration application form that shall be used by boards of elections to match the electronic data to the original voter registration application form.

(C) The designated agency, other registration agency, or deputy registrar of motor vehicles may place the identifier to be used to match the electronic data with the original voter registration application forms in the upper left corner of the original voter registration application form, but in no instance shall the identifier indicate the identity of the agency transmitting the form, or mask in any way the information supplied by the elector on the original voter registration application form.

(D) Any designated agency, other registration agency, or deputy registrar of motor vehicles that receives a voter registration application shall electronically transmit the application to the secretary of state within two business days after receipt. In the case of an application to update an elector's name or residence, "receipt of a voter registration application" may consist of the entry or creation of electronic data in a format approved by the secretary of state. In that case, the agency or deputy registrar shall include with the record a statement that the elector's identity was verified at the time of the entry or creation of the elector's updated electronic data. Voter registration applications shall



be transmitted to the secretary of state by one of the following methods:

(1) Extensible markup language format (XML) according to XML specifications and according to instructions provided by the secretary of state;

(2) Portable document format (PDF) and electronic mail according to instructions that may be provided by the secretary of state; or

(3) Facsimile according to instructions that may be provided by the secretary of state.

(E) Voter registration applications shall be transmitted according to instructions from the secretary of state by the highest degree of electronic capacity possessed by the designated agency, other registration agency, or deputy registrar of motor vehicles, with XML format being the highest degree and facsimile being the lowest degree of electronic capacity.

(F) In the event that the designated agency, other registration agency or deputy registrar of motor vehicles is able to transmit voter registration applications only by facsimile, the secretary of state may instruct the agency or deputy registrar to make its electronic transmissions directly to the appropriate boards of elections, and the boards of elections shall accept the applications by facsimile and compare them with the voter registration application forms received from designated agencies, other registration agencies and deputy registrars of motor vehicles.