



SECRETARY OF THE STATE
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HARTFORD, CT 06106

To all Registrars of Voters:

We are pleased to introduce to you two new tools that will assist you with Department of Motor Vehicle (“DMV”) voter registration transactions on the Centralized Voter Registration System (“CVRS”). First, we have developed a tool that will allow the DMV to transmit electronically applications for voter registration using a version of the current On-Line Voter Registration System. Applicants will electronically complete their application for voter registration at the DMV while they transact other DMV business. Once the voter registration application is complete, the electronic application will be transmitted to you just like the current on-line applications appear today; complete with an electronic signature.

The second tool is an electronic version of the “Tumbleweed” system. You will no longer have to independently logon to Tumbleweed. The Tumbleweed data will automatically appear in your reminders screen allowing you to (1) make in-town address changes, (2) process removals for those moving out of your town and (3) eliminate Tumbleweed data for non-voters.

Attached to this memo you will find a user manual for these new upgrades. This manual will also cover a few aspects of the system that do not apply to Registrars of Voters directly. We left them in the manual as we felt you may find them of interest to better understand how the system ultimately works. We will attempt to summarize the most critical aspects of the system within this memo while referring to the user manual by page and section number when applicable. The most important thing to remember is that we attempted to keep the process of managing these new electronic registrations as close as possible to the process used to manage the existing on-line voter registration applications that you are now familiar with in hopes of keeping your learning curve low.

SECTION 2. REMINDERS SCREEN (Page 4)

Similar to on-line voter registration applications, you will find two new entries on your reminders screen:

- (1) “New DMV Voter Registrations”: This section includes those individuals who have appeared in person before the DMV for a driver’s license and during that process have indicated they wish to register to vote.
- (2) “DMV change of address (Tumbleweed)”: This section includes those individuals who have indicated with DMV that they wish to change their address. This section will include both changes of address within town and changes of address outside of town.

SECTION 3. NEW DMV VOTER REGISTRATIONS (Page 5)

In this section you will find new voter registrations from the DMV. The registration process for these voters will be almost identical to the registration process for on-line voter registrations. After you select this section you will be sent to a home screen for this section that will list all of the new applications waiting to be processed. You can print a list of the voters using the “Print List” button or you can select an individual voter to work on.

Once you select an individual voter, you will be taken to the summary screen (Page 6) that will indicate if the system has found a statewide match and where you can also do various other tasks such as:

- (1) Select the suggested statewide match for a voter;
- (2) Create a “new” voter if no statewide match was found;
- (3) Print the voter registration card for the new voter complete with electronic signature;
- (4) Select “No Action Required” if you need to skip this voter for any reason.

Once you have decided to either create a “new” voter or to “select” an existing voter, you will be taken to the comparison screen (Page 7) which provides you a summary and comparison of the new registration data and existing registration data, if available. Once you are satisfied with the comparison, you choose select.

You will now be taken to the familiar voter registration screen (Page 8). Once you have reviewed and completed this screen you will select “accept” and the voter will be entered into the CVRS system and a letter of acceptance will be generated to be sent to the voter (Page 9).

NOTE: *The only difference in the voter registration screen between this process and the on-line voter registration process is that you will have to enter the street number and street of the voter. It will be provided in **bold** just above the address line. The reason for this is because the DMV data provided to us does not have any consistent format and uses abbreviations that may result in inconsistent data or incorrect addresses if CVRS were to attempt to convert this data automatically.*

SECTION 4. DMV CHANGE OF ADDRESS (TUMBLEWEED) (Page 14)

In this section you will find DMV change of address (Tumbleweed) data that is sent by DMV when an individual indicates that they wish to change their address on their driver’s license. After you select this section you will be sent to the home screen for this section that will list all of the DMV change of address applications waiting to be processed. You can print this list using the “Print List” button or you can select an individual voter to work on. Voters in this section can come from three categories discussed in detail below:

- (1) *Change of address within the same town.* When you select a voter who wants to change their address within the same town you will be taken to the summary screen (Page 15). Here the system will display the potential match to the DMV record that appears in the CVRS system. Once you have decided the match is accurate and have chosen “select”, you will be taken to the comparison screen (Page 16) which provides you a summary and comparison of the new and old registration data. Once you are satisfied with the comparison, you choose select. You will now be taken to the familiar voter registration screen (Page 17) and once completed, to the letter of acceptance (Page 18).

- (2) *Change of address out of town.* When you select a voter who wants to change their address from one town to another there are two separate actions that will take place.
 - a. First, the town from which the voter is MOVING OUT will select the voter and move the voter to “Off” status. This will generate the familiar DMV move letter that will be sent to the voter asking if this move out of town is accurate. (Pages 19 & 20). This procedure is the same procedure you would use currently with the “Tumbleweed” hard copy reports.
 - b. Second, the town to which the voter is MOVING IN will see (after the original town moves the voter to “off”) the same voter listed in the “New DMV Voter Registrations” section. The new town will be able to select this voter and register the voter electronically. (Pages 6, 7, 8, & 9) You now have the ability to complete this process because the DMV has changed their “change of address” card to make it a voter registration application and will transmit this information using a version of the on-line voter registration system.

As with Section 3 above, once the NEW town has decided to “select” the existing voter, you will be taken to the comparison screen (Page 7) which provides you a summary and comparison of the new and existing registration data. Once you are satisfied with the comparison, you choose select.

You will now be taken to the familiar voter registration screen (Page 8). Once you have reviewed and completed this screen you will select “accept” and the voter will be entered into the CVRS system and a letter of acceptance will be generated to be sent to the voter (Page 9).

- (3) *Tumbleweed information sent – no CVRS voter found.* There may be instances when you receive a “Tumbleweed” record but after a search of CVRS, no existing voter record is found. In this case, after you have selected the voter from the appropriate home screen (Page 14), CVRS will conduct a statewide search and indicate “no record found”. In this case, you can choose “No action required” and remove this record from the “Tumbleweed” list or you can select the “State Search” button to conduct additional research if you so desire.

SECTION 6. REPORTS (Page 28)

There is one new report available to assist you with the management of this new process:

- (1) DMV Registration List (Page 28) – will provide you with a list of the DMV applications received and will also indicate if these applications have been processed. You have the ability to select a report of new registrations or “Tumbleweed” change of address applications.