

## **Election Policies and Rules of Procedure**

### **1.3 Determination of Voter Qualifications – for Petition Signature Verification**

CBJ Code 29.10.080 lays out the following conditions for someone to successfully sign a petition:

- (1) Must be a Juneau registered voter on the day they sign
- (2) Handwriting must be legible
- (3) Can only sign once
- (4) Must sign in ink
- (5) Residence address must be within the City and Borough of Juneau

CBJ Code 29.10.030 states that voters must also include a personal identifier.

Clerk/Election staff check the petition signers against the State of Alaska's Division of Elections Voter Registration Electronic Management System (VREMS) database. This provides real-time information about who is registered, their registration status, residence address, signature, and personally identifying information.

All staff working on petition verification will have a signed confidentiality agreement with the State, guaranteeing people's confidential information stays private.

Clerk/Election staff are trying to verify that (1) the person who signed was eligible to do so and (2) the person signed for themselves. Staff will follow the below guidelines when determining qualified petition signers:

#### **Registration Location:**

- Voters must be registered in the precincts from State of Alaska House Districts 3 and 4 located in within the City and Borough of Juneau.

#### **Eligibility Status:**

- Voters must have one of the following condition codes: "Active Status" (CV, ID, LM, LU, PI, PN, PS, RG, UC, UN, XR) or PU (Inactive Status – the voter was sent the second notice as part of the list maintenance process but did not respond and was inactivated in VREMS).
- Staff will not accept voters under other Inactive Status condition codes (AV, FC, FD, IA, NC, OS, QU, RE, VR, XX).

#### **Names:**

- Staff will accept common nicknames in place of a person's legal first name
- Staff will accept a completely different first name *if* the person's identity can be verified through other means (signature match, personal identifier match)
- Staff will accept a middle name in place of a person's legal first name.
- Staff will accept a name that is missing the generational suffix (Jr, Sr, III, etc) *if* the person's identity can be verified through other means (signature match, personal identifier match)
- Staff will accept one portion of a hyphenated or double last name
- Staff will accept a completely different last name *if* the person's identity can be verified through other means (signature match, personal identifier match)
- Staff will not accept if this section is left blank

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#### **Personal Identifiers:**

Accepted personal identifier include: voter registration number, the last four digits of a Social Security number, date of birth, Alaska driver’s license number, or Alaska State ID.

- Staff will accept a “fuzzy match” for a personal identifier as defined in CBJ Code 29.07.150(C) *if* the signature matches voter records
- Staff will not accept if this section is left blank

#### **Address:**

- Staff will accept residential addresses within the City and Borough of Juneau
- Staff will accept an address that does not match VREMS *if* a person’s identity can be verified through other means (signature match, personal identifier match)
- Staff will accept “homeless”, “unhoused”, or similar language if the person has been registered at a previous Juneau residence and their identity can be verified through other means (signature match, personal identifier match)
- Staff will accept abbreviations on road addresses using local knowledge (ex: FCR for Fritz Cove Road, ND for North Douglas)
- Staff will not accept if this section is left blank
- Staff will **not** accept a P.O. Box

#### **Signature:**

Signature verification will only be done by trained staff. If staff flag a signature as non-matching, it will be reviewed by at least one other staff member before a final determination is made.

If the voter does not have a signature on file with the State Division of Elections or CBJ, then the signature will count as accepted if all other items match (personal identifier match, address match)

#### **Registration Date:**

Petition signers must be a registered Juneau voter on the day they sign the petition.

The State of Alaska allows people to register to vote or update their voter registration when applying for their PFD. PFD applications are open January 1 – March 31 of each year. That information is not imported into the VREMS database until late May or early June. Staff will interpret the PFD import date, as provided annually by the State of Alaska Division of Elections, as March 31 when checking eligibly.