### **SECRETARY OF STATE[721]**

### DIVISION I ADMINISTRATION

### CHAPTER 1

DESCRIPTION	OF	ORGANIZATION
DESCRIENT TOTAL	$\sim$ 1	

	DESCRIPTION OF ORGANIZATIO
1.1(17A)	Central organization
1.2(17A)	Corporations
1.3(17A)	Uniform Commercial Code
1.4(17A)	Elections
1.5(17A)	Land office
1.6(17A)	Notaries public
1.7(17A)	Legislative division—enrolled bills
1.8(17A)	Process agent
1.9(17A)	Oaths and bonds
1.10(17A)	Joint governmental agreements
1.11	Reserved
1.12(17A)	Judiciary
	CHAPTER 2
	RULES OF PRACTICE
2.1(17A)	Forms used
2.2(17A)	Filing complaints
2.3(9,631)	Payment for services
2.4(17A)	Examination and preservation of records
2.5(17A)	Telecopier service
	CHAPTER 3
	ADMINISTRATIVE HEARINGS
3.1(17A)	Scope
3.2(17A)	Definitions
3.3(17A)	General information
3.4(17A)	Commencing the contested case
3.5(17A)	Notice of hearing
3.6(17A)	Contested case hearing procedures
3.7(17A)	Presiding officer
3.8(17A)	Decisions
3.9(17A)	Request for rehearing
3.10(17A)	Judicial review
	CHAPTER 4
	FORMS
4.1(17A)	Forms and instructions
4.2(17A)	Corporation forms
4.3(17A)	Election forms
4.4(17A)	Uniform Commercial Code forms
4.5(17A)	Verified lien statement forms
4.6(9A,17A)	Athlete agent

# CHAPTER 5 PUBLIC RECORDS AND FAIR INFORMATION PRACTICES

	(Uniform Rules)	
5.1(17A,22)	Definitions	
5.3(17A,22)	Requests for access to records	
5.6(17A,22)	Procedure by which additions, dissents, or objections may be entered into certain	
3.0(1711,22)	records	
5.9(17A,22)	Disclosures without the consent of the subject	
5.10(17A,22)	Routine use	
5.11(17A,22)	Consensual disclosure of confidential records	
5.12(17A,22)	Release to subject	
5.13(17A,22)	Availability of records	
5.14(17A,22)	Personally identifiable information	
5.15(17A,22)	Personnel files	
5.16(17A,22)	Other groups of records	
	CHAPTER 6	
	SAFE AT HOME PROGRAM	
6.1(9E)	Definitions	
6.2(9E)	Failure to notify secretary of changes in information; cancellation	
6.3(9E)	Renewal of certification; recertification	
6.4(9E)	Cancellation of voter registration in the statewide voter registration database	
6.5(9E)	Change of voter registration through the program	
6.6(9E)	Cancellation of absentee ballot voting through the program	
	CHAPTER 7	
	AGENCY PROCEDURE FOR RULE MAKING	
7.1(17A)	Applicability	
7.2(17A)	Advice on possible rules before notice of proposed rule adoption	
7.3(17A)	Public rule-making docket	
7.4(17A)	Notice of proposed rule making	
7.5(17A)	Public participation	
7.6(17A)	Regulatory analysis	
7.7(17A,25B)	Fiscal impact statement	
7.8(17A)	Time and manner of rule adoption	
7.9(17A)	Variance between adopted rule and published notice of proposed rule adoption	
7.10(17A)	Exemptions from public rule-making procedures	
7.11(17A)	Concise statement of reasons	
7.12(17A)	Contents, style, and form of rule	
7.13(17A)	Agency rule-making record	
7.14(17A)	Filing of rules	
7.15(17A)	Effectiveness of rules prior to publication	
7.16(17A)	General statements of policy	
7.17(17A)	Review by agency of rules	
CHAPTER 8		
PETITIONS FOR RULE MAKING		
8.1(17A)	Petition for rule making	
8.2(17A)	Briefs	
8.3(17A)	Inquiries	
8.4(17A)	Agency consideration	
U.T(1/A)	rigoney consideration	

	CHAPTER 9		
9.1(17A)	DECLARATORY ORDERS Petition for declaratory order		
9.2(17A)	Notice of petition		
9.3(17A)	Intervention		
9.4(17A)	Briefs		
9.5(17A)	Inquiries		
9.5(17A) 9.6(17A)	Service and filing of petitions and other papers		
9.7(17A)	Consideration		
9.8(17A)	Action on petition		
9.9(17A)	Refusal to issue order		
9.10(17A)	Contents of declaratory order—effective date		
9.11(17A)	Copies of orders		
9.12(17A)	Effect of a declaratory order		
	CHAPTER 10		
	WAIVER RULES		
10.1(17A)	Definition		
10.2(17A)	Scope of chapter		
10.3(17A)	Applicability		
10.4(17A)	Criteria for waiver		
10.5(17A)	Filing of petition		
10.6(17A)	Content of petition		
10.7(17A)	Additional information		
10.8(17A)	Notice		
10.9(17A)	Hearing procedures		
10.10(17A)	Ruling		
10.11(17A)	Public availability		
10.12(17A)	Cancellation of a waiver		
10.13(17A)	Violations		
10.14(17A)	Defense		
10.15(17A)	Judicial review		
	CHAPTER 11		
	Reserved		
	Reserved		
	CHAPTER 12		
	DISASTER RECOVERY FOR OUT-OF-STATE ENTITIES		
12.1(29C)	Definitions		
12.2(29C)	Notification and insurance verification		
12.3(29C)	Transmittal of notification		
	CHAPTERS 13 to 19		
	Reserved		
	DIVISION II		
	ELECTIONS		
	CHAPTER 20		
	DEPUTY COMMISSIONERS OF ELECTIONS		
20.1(47)	Deputy secretary of state and deputy county auditor to act		
20.2(47)	County commissioner of elections may appoint special deputie		

## CHAPTER 21 ELECTION FORMS AND INSTRUCTIONS

### DIVISION I

	DIVISION I GENERAL ADMINISTRATIVE PROCEDURES	
21.1(47)	Emergency election procedures	
21.2(47)	Electronic submission of absentee ballot applications and affidavits of candidacy	
21.2(47) 21.3(49,48A)	Voter identification documents	
21.4(49)	Changes of address at the polls	
	Eligibility declarations in the election register	
21.5(49)	• •	
21.6	Reserved	
21.7(48A)	Election day registration	
21.8(48A)	Notice to election day registrant	
21.9(49)	"Vote here" signs	
21.10(43)	Application for status as a political party	
21.11(49)	Statement to provisional voter	
21.12(47,53)	Absentee ballot receipt deadline when the United States post office is closed on the	
21 12 (17 50)	deadline for receipt of absentee ballots	
21.13(47,50)	Canvass date adjustment when the United States post office is closed on the	
	deadline for receipt of absentee ballots	
21.14(53)	Intelligent Mail barcode (IMb) Tracing	
21.15(49)	Proof of residence or identification after casting provisional ballot	
21.16 to 21.19	Reserved	
21.20(62)	Election contest costs	
21.21(62)	Limitations	
21.22(49)	Photocopied ballot procedures	
21.23 and 21.24	Reserved	
21.25(50)	Administrative recounts	
21.26 to 21.29	Reserved	
21.30(49)	Inclusion of annexed territory in city reprecincting and redistricting plans	
21.31(275)	School director district maximum allowable deviation between director districts	
21.32(372)	City ward maximum allowable deviation between city wards	
21.33(49)	Redistricting special election blackout period	
21.34 to 21.49	Reserved	
21.50(49)	Polling place accessibility standards	
21.51	Reserved	
21.52(48A)	Request for new voter identification card	
21.53 to 21.74	Reserved	
21.75(49)	Voting centers for certain elections	
21.76(48A)	Electronic poll book training for poll workers	
21.77(49)	Photographing ballots	
21.78 to 21.99	Reserved	
21.100(39A)	Issuance of technical infractions	
21.101(47)	State commissioner's review of complaints	
21.102(49)	Commissioner's filings and notifications to state commissioner	
21.103(39A)	Election misconduct—investigation	
21.104 to 21.199	Reserved	
DIVISION II		
	BALLOT PREPARATION	
21.200(49)	Constitutional amendments and public measures	
21.201(44)	Competing nominations by nonparty political organizations	
21.202(43,52)	Form of primary election ballot	
21.203(49,52)	Form of general election ballot	

21.204(260C) 21.205 to 21.299	Tabulating election results by school district for merged area special elections Reserved		
	DIVISION III ABSENTEE VOTING		
21.300(53)	Satellite absentee voting stations		
21.301(53)	Absentee ballot requests from voters whose registration records are "inactive"		
21.302(48A)	In-person absentee registration		
21.303(53)	Mailing absentee ballots		
21.304(53)	Absentee ballot requests from voters whose registration records are "pending"		
21.305(53)	Confirming commissioner's receipt of an absentee ballot on election day		
21.306(53)	Incomplete absentee ballot applications		
21.307(53)	Absentee ballot drop boxes		
21.308 to 21.319	Reserved		
21.320(53)	Absentee voting by UOCAVA voters		
21.321 to 21.350	Reserved		
21.351(53)	Receiving absentee ballots		
21.352(53)	Review of returned envelopes marked with affidavits		
21.353(53)	Opening the return carrier envelopes that are not marked with voters' affidavits		
21.354(53)	Review process		
21.355(53)	Notice to voter		
21.356 to 21.358	Reserved		
21.359(53)	Processing absentee ballots before election day		
21.360	Reserved		
21.361(53)	Rejection of absentee ballot		
21.362 to 21.399	Reserved		
DIVISION IV INSTRUCTIONS FOR SPECIFIC ELECTIONS			
21.400(376)	Signature requirements for certain cities		
21.401(376)	Signature requirements in cities with primary or runoff election provisions		
21.402(372)	Filing deadline for charter commission appointment petition		
21.403(372)	Special elections to fill vacancies in elective city offices for cities that may be required to conduct primary elections		
21.404(372)	Special elections to fill vacancies in elective city offices for cities without primary		
	election requirements		
21.405(69)	Special elections to fill a vacancy in the office of representative in Congress		
21.406 to 21.499	Reserved		
21.500(277)	Signature requirements for school director candidates		
21.501 to 21.600	Reserved		
21.601(43)	Plan III supervisor district candidate signatures after a change in the number of		
	supervisors or method of election		
21.602 to 21.799	Reserved		
21.800(423B)	Local sales and services tax elections		
21.801(423B)	Form of ballot for local option tax elections		
21.802(423B)	Local vehicle tax elections		
21.803(423F)	Revenue purpose statement ballots		
21.804(423B) 21.805 to 21.809	Local option sales and services tax elections in qualified counties Reserved		
21.803 to 21.809 21.810(34A)	Referendum on enhanced 911 emergency telephone communication system		
21.010(J <del>1</del> A)	funding		
21.811 to 21.819	Reserved		
21.820(99F)	Gambling elections		

21.821 to 21.829 21.830(357E)	Reserved Benefited recreational lake district elections
,	CVI I DITTED AA
	CHAPTER 22 VOTING SYSTEMS AND ELECTRONIC POLL BOOKS
22.1(52)	TESTING AND EXAMINATION OF VOTING EQUIPMENT
22.1(52)	Definitions for certification of voting equipment
22.2(52)	Voting system standards
22.3(52)	Examiners
22.4(52)	Fees and expenses paid to the examiners
22.5(52)	Examination of voting equipment—application Review of application by examiners
22.6(52) 22.7(52)	Consultant
22.8(52)	Contact other users
22.9(52)	Testing the equipment
22.10(52)	Test primary election for three political parties
22.11(52)	Test general election
22.12(52)	Report of findings
22.13(52)	Notification
22.14(52)	Denial of certification
22.15(52)	Application for reconsideration
22.16(52)	Appeal
22.17(52)	Changes to certified voting systems
22.18(52)	Rescinding certification
22.19 to 22.29	Reserved
22.30(50,52)	Electronic transmission of election results
22.31(52)	Acceptance testing
22.32 to 22.40	Reserved
22.41(52)	Public testing of optical scan systems
22.42(52)	Preparing test decks
22.43(52)	Conducting the public test
22.44 to 22.49	Reserved
22.50(52)	Voting system security
22.51(52)	Memory storage devices
22.52(52)	Voting equipment malfunction at the polls
22.53 to 22.99	Reserved
	OPTICAL SCAN VOTING SYSTEMS
22.100	Reserved
22.101(52)	Definitions
22.102(52)	Optical scan ballots
22.103 to 22.199	Reserved
	PRECINCT COUNT SYSTEMS
22.200(52)	Security
22.201(52)	Programming and testing the tabulating devices for precinct count systems
22.202(50)	Unique race and candidate ID numbers for election night results reporting
22.203(50)	Reporting election night results electronically
22.204 to 22.220	Reserved
22.221(52)	Sample ballots and instructions to voters
22.222 to 22.230	Reserved
22.231(52)	Emergency ballot box or bin
22.232(52)	Manner of voting

22.233 to 22.239	Reserved
22.240(52)	Results
22.241(52)	Electronic transmission of election results
22.242 to 22.249	Reserved
22.250(52)	Absentee voting instructions
22.251 to 22.259	Reserved
22.260(52)	Specific precinct count systems
22.261(52)	Election Systems & Software Voting Systems—preparation and use in elections
22.262(52)	Premier Election Solutions' AccuVote OS and AccuVote OSX precinct count
22.202(32)	devices
22.263(52)	AutoMARK Voter Assist Terminal (VAT)
22.264(52)	Unisyn OpenElect OVO unit—preparation and use in elections
22.265(52)	Unisyn OpenElect OVI unit
22.266(52)	Dominion Democracy Suite Voting Systems—preparation and use in elections
22.267 to 22.339	Reserved
OPTICAL	L SCAN VOTING SYSTEM USED FOR ABSENTEE AND SPECIAL VOTERS PRECINCT
22.340(52)	Processing
22.341(52)	Reporting results from absentee ballots and provisional ballots
22.342(52)	Tally list for absentee and special voters precinct
22.343(39A,53)	Counting absentee ballots on the day before the general election
22.344 to 22.599	Reserved
22 600(47)	E-POLL BOOKS
22.600(47)	Revolving loan fund
22.601(47)	Operational features of e-poll books
22.602(47)	Security features of e-poll books
	CHAPTER 23
	VOTER REGISTRATION IN STATE AGENCIES
23.1(48A)	Definitions
23.2(48A)	Registration forms
, ,	Declination forms
23.3(48A)	
23.4(48A)	Electronic declination records
23.5(48A)	Retention and storage of declination forms
23.6(48A)	Distribution of voter registration forms
23.7(48A)	Applications, recertifications, renewals and changes of address received from
	applicant representatives
23.8(48A)	Recertification and renewal applications
23.9(48A)	Change of address notices
23.10(48A)	Ineligible applicants
23.11(48A)	Other voter registration agencies
	CILARTED 24
	CHAPTER 24
24.1(47)	UNOFFICIAL CANVASS OF VOTES
24.1(47)	Unofficial canvass
24.2(47)	Duties of the county commissioner of elections
24.3(47)	Duties of the state commissioner of elections
	CHAPTER 25
ELECTION	ADMINISTRATION—ADMINISTRATIVE COMPLAINT PROCEDURE
25.1(17A,39A,47)	General provisions
25.1(17A,39A,47) 25.2(17A,39A,47)	•
	Filing, service, and initial review of complaint
_ /. ] ][ [ / A ]]A 4 / [	rinne, sorvice, and initial review of collibratile

	Notice of proceedings
25.5(17A,39A,47)	Informal settlement
25.6(17A,39A,47)	Answer
25.7(17A,39A,47)	Presiding officer
25.8(17A,39A,47)	Proceedings based upon written submissions
25.9(17A,39A,47)	Written decisions, available remedies
25.10(17A,39A,47)	Hearings
25.11(17A,39A,47)	Time requirements
25.12(17A,39A,47)	Waiver of procedures
25.13(17A,39A,47)	Telephone and electronic proceedings
25.14(17A,39A,47)	Disqualification
25.15(17A,39A,47)	Consolidation—severance
25.16(17A,39A,47)	Service and filing of pleadings and other papers
25.17(17A)	Discovery
25.18(17A)	Issuance of subpoenas in a complaint proceeding
25.19(17A)	Motions
25.20(17A)	Continuances
25.21(17A)	Withdrawals
25.22(17A)	Intervention
25.23(17A)	Hearing procedures
25.24(17A)	Evidence
25.25(17A)	Default
25.26(17A)	Ex parte communication
25.27(17A)	Recording costs
25.28(17A)	Final decisions, publication and party notification
25.29(17A)	Interlocutory appeals
25.30(17A)	Appeals and review
25.31(17A)	Applications for rehearing
25.32(17A)	Stays of orders
25.33(17A)	No factual dispute complaint proceedings
25.34(17A)	Alternate dispute resolution
25.35(17A)	Judicial review
	CHAPTER 26
	COUNTING VOTES
	PART I—GENERAL PROVISIONS
26.1(49)	Definitions
26.2(49)	Counting votes on election day
26.3(50)	Reporting overvotes and undervotes
26.4(50)	Absentee and special voters precinct
26.5 to 26.9	Reserved
	PART II—OPTICAL SCAN VOTING SYSTEMS
26.10(50)	Systems affected
26.11(50)	Examples used
26.12(50)	Wrong ballots
26.13(50)	Ballot properly marked by the voter
26.14(50)	Ballots with identifying marks
26.15(49)	Voter's choice
26.16(49)	Determination of voter's choice
26.17(49)	Marks not counted
26.18(49)	Acceptable marks
` /	•

26.10	D 1	
26.19	Reserved Wike in particular	
26.20(49)	Write-in votes	
26.21(49)	Corrections by voter	
26.22 to 26.49	Reserved	
	PART III—PAPER BALLOTS	
26.50(49)	Standards	
26.51(49)	Write-in votes	
26.52 to 26.59	Reserved	
	PART IV—VOTING MACHINES	
26.60 to 26.99	Reserved	
	PART V—RECOUNTS	
26.100(50)	Requester	
26.101(50)	Recounts for candidates who run as a team	
26.102(50)	Bond	
26.103(50)	Recount board	
26.104(50)	Responsibilities of the recount board	
26.105(50)	Duties of commissioner and commissioner's staff	
26.106(50)	Access to meeting	
26.107(50)	Report of the recount board	
26.108 to 26.199	Reserved	
	PART VI—POST-ELECTION AUDIT	
26.200(50)	Precinct selection	
26.201(50)	State commissioner duties	
26.202(50)	Post-election audit time frame	
26.203(50)	Audit board and audit procedure	
( )		
	CHAPTER 27	
27 1/47 00C A CE2	HELP AMERICA VOTE ACT GRANTS	
27.1(47,80GA,SF2		
27.2(47,80GA,SF2		
	2298) Eligibility and requirements	
	2298) Application process	
	2298) Application contents	
	2298) Application review	
	2298) Award process	
27.8(47,80GA,SF2	, 1	
27.9(47,80GA,SF2298) Access to records		
	CHAPTER 28	
	VOTER REGISTRATION FILE (I-VOTERS) MANAGEMENT	
28.1(47,48A)	State registrar's responsibility	
28.2(48A)	Access and fees	
28.3(48A)	Duplicate and multiple voter registration record deletion process	
28.4(48A)	Cancellations and restorations of voter registration due to felony conviction	
28.5(47,48A)	Noncitizen registered voter identification and removal process	
28.6(48A)	Cancellations and restorations of voter registration due to jury declination	
28.7(48A)	Voter list maintenance reports	

#### CHAPTER 29 ELECTIONS TECHNOLOGY SECURITY 29.1(47) **Definitions** 29.2(47) Cybersecurity training Cybersecurity incident or breach 29.3(47) Election security by the commissioners 29.4(47) 29.5(47) Emergency or incident response plans Social media accounts 29.6(47) DIVISION III UNIFORM COMMERCIAL CODE CHAPTER 30 UNIFORM COMMERCIAL CODE 30.1(554) General provisions 30.2(554) Acceptance and refusal of documents 30.3(554) UCC information management system 30.4(554) Filing and data entry procedures Search requests and reports 30.5(554) 30.6(554) Other notices of liens CHAPTERS 31 to 39 Reserved DIVISION IV CORPORATIONS CHAPTER 40 **CORPORATIONS** 40.1(490,499,504A) Filing of documents 40.2(490,499,504A) Reinstatement of corporations Names distinguishable upon corporate records 40.3(487,490,504A) 40.4(490,491,496C,497,498,499,504A) Payment and refund of fees 40.5(491,496A,499,504A,548) Document to county recorder Registration and protection of marks 40.6(548) 40.7(80GA,SF2274) Revised nonprofit corporation Act fees 40.8(488,489,490) Biennial reports 40.9(488,489,490,504) Online filing requirements CHAPTER 41 Reserved CHAPTER 42 ATHLETE AGENT REGISTRATION 42.1(9A,17A) Fees 42.2 and 42.3 Reserved General information 42.4(9A,17A) **CHAPTER 43 NOTARIAL ACTS**

Certificate of notarial acts

Commission as notary public

Short form certificates

Conflict of interest

Jurisdiction

43.1(9B) 43.2(9B)

43.3(9B)

43.4(9B)

43.5(9B)

TAC	1 7	10	122
IAC	, 4	10/	'23

43.6(9B)	Performance of notarial act on electronic record
43.7(9B)	Protection of recording and personally identifiable information
43.8(9B)	Notary public sanctions
43.9(9B)	Standards for communication technology and identity proofing for notarial acts performed for remotely located individuals
43.10(9B)	Providers of communication technology
43.11(9B)	Registration of provider of communication technology and approval of communication technology
	CHAPTER 44
	Reserved
	CHAPTER 45
	MECHANICS' NOTICE AND LIEN REGISTRY
45.1(572)	General provisions
45.2(572)	Creation of mechanics' notice and lien registry
45.3(572)	Administrator identification
45.4(572)	Posting of notice of commencement of work
45.5(572)	Posting of preliminary notice
45.6(572)	Posting of mechanic's lien
45.7(572)	Forfeiture and cancellation of mechanics' liens
45.8(572)	Discharge of mechanic's lien by submission of a bond
45.9(572)	Action against general contractor or owner-builder to recover amount due
45.10(572)	Delay by administrator
45.11(572)	Nondisclosure of MNLR information
45.12(572)	Obligation to update information
45.13(572)	Fees and services
45.14(572)	Grounds for refusal of a posting or submission
45.15(572)	Posting of a filing office statement, correction statement, or withdrawal statement
45.16(572)	Assignment of date and time stamp and MNLR number
45.17(572)	Penalties
45.18(572)	Preservation and access by the public