

CHAPTER 8  
TRANSMISSION OF REGISTRATION FORMS BY AGENCIES

**821—8.1(48A) Cataloging registration data.** Every agency which registers voters in a paperless manner shall daily catalog a file of registration records to the computer system used by the registrar. The file shall contain all voter registration records collected by the agency during the previous working day, except that the file containing registration records collected on the last day of registration for a regularly scheduled election shall be cataloged not later than 8 p.m. of that day.

**821—8.2(48A) Data elements of paperless voter registration transactions.** The file specified in rule 8.1(48A) shall contain the following information:

1. The number of the county in which the applicant lives;
2. The applicant's Iowa driver's license number, if the applicant has one. If not, the applicant's Iowa department of transportation-issued nonoperator's identification card number. If the applicant has neither, the last four digits of the applicant's social security number;
3. The applicant's date of birth;
4. The applicant's gender;
5. The applicant's full name;
6. The applicant's residence address;
7. The applicant's mailing address, if different from the residence address;
8. The date of the transaction;
9. The applicant's party affiliation, if any;
10. The applicant's telephone number;
11. An identifier of the agency receiving the application;
12. The jurisdiction in which the applicant was previously registered to vote;
13. The name under which the applicant was previously registered to vote;
14. Audit information sufficient to allow the agency to identify the transaction and retrieve and reproduce the application, including the applicant's signature.

**821—8.3(48A) File specifications.** Technical requirements, including the record format, and the method of file transfer, shall be decided upon and agreed to by the registrar and the agency submitting electronic voter registration data.

**821—8.4(48A) Technical requirements for electronic signatures.** Agencies which accept and collect paperless voter registration transactions shall maintain an electronic "copy" of the document, including the applicant's signature. The design of the system shall be such that no change to the document can be made and the document can be reproduced in hard copy when necessary.

**821—8.5(48A) Transmission of paper voter registration forms.** Voter registration applications or changes accepted on paper documents by agencies shall be sent to the appropriate county commissioner by courier, U.S. mail, or other reliable carrier not later than the Friday of the week in which the document is received by the agency. If an agency receives completed voter registration forms on the Saturday which is a close of registration date for an election, the agency shall forward those registration forms immediately following the end of that business day. Nothing in these rules shall be construed to require an agency to be open for business on the last day of registration for an election.

These rules are intended to implement Iowa Code sections 48A.11 and 48A.21.

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