

Canvass Wrap-Up and Enhanced Canvass Procedures

ROVAC Conference · April 2025

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Haven't started?

- All CVRs must be sent by May 1st (9-32)*
- ED-683s can be sent year-round
- May Election towns exempt (but not prohibited)
- Consider when people will be made inactive and how that interacts with budget referenda / special elections
- Most towns NCOA – can also do phone, door-to-door, 100% mailing. Each will identify some moves that others will not.

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Finishing Canvass Process

- Annotate cards in file so you (or future Registrars) can make sense of it later
- Identify all inactive and removal cards in your files to a new file for later removal (records retention requires “5 years from last active date”)
- Preserve copy of letters (not just returns)
- Enter all responses from voters just before 31 days from notice sent date
- Review history report by status at 31+ days after sending letters / correct based on response
- State canvass form due by 1 month after regular election (don't forget your dates)

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Non-Voting Canvass

- 9-35(e) and NVRA Section 8: “including the name of an elector who has not voted in two consecutive federal elections” – send CVRs with post-paid return
- Typically expanded to a “four year non voting” list to be uniform

PRO	CON
Identify movers that can't be found any other way	Numerous – expense, work involved
Lowers petition / referendum thresholds	Very low response rate
	Draws complaints from residents

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Expanded Sources

- ERIC
- Property transfer / Grand Lists
- PO Boxes
- “Uniform and non-discriminatory” standard in NVRA
- “Opting-in” individual voters (SOTS guidance)

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Troubleshooting the Process

- Late voter responses
- Mailing envelope issues
 - Postage due (“Forever” meters)
 - Service endorsement problem (“return service requested”)
- Data entered under wrong canvass type
- What else are you experiencing?

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Friendly Canvass

- When you want to communicate with voters after May 1st or if you don’t feel that the information you have about a move confirms non-residence
- Message to request voters to take an action (such as removing themselves from the list)
- Cannot trigger inactive status on non-delivery or non-response
- Reduces wrong-town voting and number of SDR voters

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Ongoing ED-683s

- When reliable info shows move within town, you can change first then notify voter
- Ability to do transfers on Election Day within town limits disenfranchisement risk
- Updates from NCOA to include postage-paid response envelope

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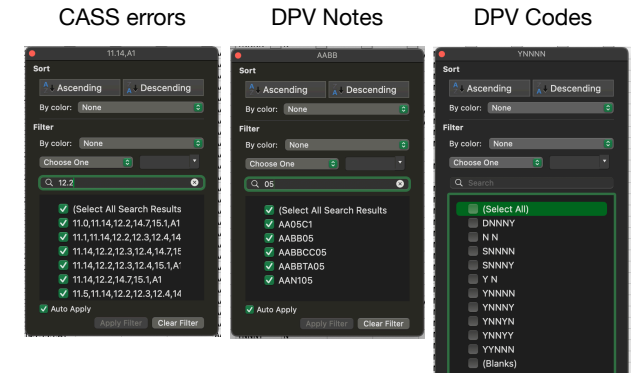
Focus on “Mailability”

- Some people don’t have a mailbox where they live
- Addresses screened in two ways:
 - CASS Certification: Checks that street name is correct within a given zipcode and house number is in a pre-defined range of valid addresses
 - DPV Certification: Checks that there is a mailing receptacle at the specific address, with matching unit number (pre-requisite for NCOA matching)
- What happens when your town and the USPS disagree about addresses?

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How to Access Detailed Data in Excel

- Use “Filter” to scan for addresses
- Type a value to find CASS errors and DPV Notes
- Scan visually to identify DPV codes



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“CASS Errors”

Common Codes in CT Voter List

General Address Errors

2.1	Mistake in town name	
3.1	Mistake in street name	
6.1	Multiple streets match	
10.1–10.3	Town name corrected	
11.1	Phonetic Street Name (mis-spelled)	
11.4–11.5	Incorrect street suffix	
12.2	Missing unit	
12.3	Unit incorrect	

Zipcode Errors

14.1	No ZIP code	
14.2	Incorrect ZIP code changed	
14.3	+4 changed	
14.5	+4 added	
14.7	ZIP corrected (multi-match address)	

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“DPV Codes”

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
DPV Confirmation	CMRA Indicator	“False Positive”	Vacancy Flag	“No Stats”	USPS Address
Y: Full address match N: Did not match (not NCOA'd) S/D: Unit did not match	Y: Address is a commercial mail receiving agency (UPS store, etc)	Don't worry about it	Y: Address marked as vacant by carrier (not authoritative evidence of move)	Y: Considered permanently unmailable (see DPV Notes)	Y: This is someone using a PO box as their residence

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“DPV Notes”

Key DPV Note Values

Note Value	Description
AA / BB	Valid address
A1	No match (invalid address)
CC	Extraneous unit number
C1	Incorrect unit number
F1	Military address
M1	House number missing
M3	House number incorrect
N1	Unit number missing
PO	Mail goes directly to PO box

“No Stats” Values

Note Value	Description
02	New construction / no mail service
05	No possible delivery
06	Missing / incorrect unit needed for delivery

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Beneficial USPS Data Products

DSF2 Data

- “Walk sequencing” data organizes your voter list into the routes walked by letter carrier
- Necessary for best discounts on bulk mailings (21 cents per piece / 12 cents with non-profit permit)
- Simplifies the planning process if you want to do a door-to-door canvass
- Contains data on “seasonal moves”

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Beneficial USPS Data Products

Occupant Lists

- Full list of currently mailable residential addresses in zipcodes of your choosing
- Omits addresses which may exist but not receiving mail per USPS
- Good for identifying addresses where nobody is registered to vote
- Can come with resident names for most addresses
- Good tool for seeing what USPS expects for street names / unit formatting when you have invalid addresses

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“Recent Mover” Lists

- ERIC provides some data to SOTS (who periodically does a registration mailing to these people) based on those with licenses that are not registered to vote
- Can get via NCOA if you start with a list you want to check
- Commercially available new mover lists (Data Axle, Melissa Data, etc)
 - About 4% of population per year
 - Costs about 15 cents per name / can get subscription updates

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