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May 11, 2017

VIA EMAIL and U.S. MAIL

Director Marci Andino
State Election Commission
Post Office Box 5987
Columbia, South Carolina 29250

Dear Director Andino:

The Executive Subcommittee appreciates the Election Commission's partnership in the oversight process. As a follow up to the subcommittee meeting on May 9, 2017, the subcommittee seeks additional information. Please provide the information by Wednesday, May 24, 2017 so the Subcommittee may review it in preparation for the next meeting.

Training

1. Please provide the total cost of the training the agency conducted last year (i.e. the training for which the agency charges).
2. Please provide a list of videos from the agency that are currently available to the county boards and public via the web, including the website on which the videos can be accessed (e.g., polling manager video, etc.)

Printing of Ballots

1. What are the requirements for a company to become certified to print ballots?

Samples

1. Please provide a sample document that illustrates all of the information provided about individual voters if a registered voter in South Carolina requested to purchase all of the information available.
2. Please provide a sample of the following forms: (a) voter registration by mail; (b) voter registration at county board office; and (c) voter registration at any of the agencies who are capable of registering individuals to vote.

Filing Fees

1. What do other states charge in filing fees for the following: (a) presidential preference primaries; and (b) statewide primaries/runoffs?
2. What do the political parties in South Carolina charge the candidates, over and above the filing fees required by the Election Commission?

Voter Eligibility & Removal from Voter Lists

1. What information would be required, and who would need to provide it, for the Election Commission to decide an individual is no longer a qualified voter within a particular county, because the individual does not live in the county?
2. Please outline the steps taken by the Election Commission prior to removing an individual from a voter list, including, but not limited to, how far in advance notice is provided, if notice is provided, before an upcoming election in which the individual would otherwise be able to vote.
3. Exhibit A lists the qualifications for eligible voters and the subcommittee's understanding, based on testimony and information provided by the agency, of which entity verifies the qualifications are met and the verification method. Please make any revisions necessary to ensure the document is complete and accurate.

In your responses to these questions, please provide the subcommittee with any relevant, necessary context information. If the agency has any concerns about the format yielding answers that do not provide an accurate reflection of the agency, please express those concerns prior to responding to the question, in a written letter with a copy to staff for the subcommittee. Please retain your working papers for these responses in the event the subcommittee would like to view those. As a reminder, responses to the questions above, as well as responses to any other requests, are considered sworn testimony and subject to S.C. Code of Laws Sections 2-2-70 through 2-2-120.

Please utilize patterns, as opposed to different colors, as the fill for any graphs the agency provides in response to this letter, or future requests, so the differences are more easily distinguishable when the information is printed in black and white.

The subcommittee looks forward to working collaboratively with the agency during the oversight process. Thank you and your team for your service to the citizens of South Carolina.

Sincerely,

Signature Redacted

Gary E. Clary
Subcommittee Chair

cc: The Honorable Laurie Slade Funderburk
The Honorable Wm. Weston J. Newton
The Honorable Robert Q. Williams

Exhibit A: Verification of Voter Qualifications

Note: State Election Commission = SEC

LIVING

<u>Time Period</u>	<u>Who Verifies</u>	<u>Method and Frequency of Verification</u>
Initially eligible to register to vote	County Board	Required Method 1: Voter Declaration, which individual reads and signs, affirming the individual meets all of the qualifications to vote. <ul style="list-style-type: none"> • <u>Frequency:</u> Once
Remains eligible to vote	SEC	Method 1: DHEC's Bureau of vital statistics sends the Election Commission an electronic file of all those over 18 who are deceased (but this only records those who die in south Carolina, someone could be registered to vote here, but die in another state) <ul style="list-style-type: none"> • <u>Frequency:</u> Method 2: Receives from the Social Security Administration <ul style="list-style-type: none"> • <u>Frequency:</u>

18 YEARS OF AGE

<u>Time Period</u>	<u>Who Verifies</u>	<u>Method and Frequency of Verification</u>
Initially eligible to register to vote	County Board	Required Method 1: Voter Declaration, which individual reads and signs, affirming the individual meets all of the qualifications to vote. <ul style="list-style-type: none"> • <u>Frequency:</u> Once Additional Optional Method 2: <ul style="list-style-type: none"> • <u>Frequency:</u>
Remains eligible to vote	SEC	Method 1: <ul style="list-style-type: none"> • <u>Frequency:</u>

NOT ADJUDICATED BY A COURT TO BE MENTALLY INCOMPETENT

<u>Time Period</u>	<u>Who Verifies</u>	<u>Method and Frequency of Verification</u>
Initially eligible to register to vote	County Board	Required Method 1: Voter Declaration, which individual reads and signs, affirming the individual meets all of the qualifications to vote. <ul style="list-style-type: none"> • <u>Frequency:</u> Once Additional Optional Method 2: <ul style="list-style-type: none"> • <u>Frequency:</u>
Remains eligible to vote	SEC	Method 1: <ul style="list-style-type: none"> • <u>Frequency:</u>

NOT IN JAIL OR PRISON

<u>Time Period</u>	<u>Who Verifies</u>	<u>Method and Frequency of Verification</u>
Initially eligible to register to vote	County Board	Required Method 1: Voter Declaration, which individual reads and signs, affirming the individual meets all of the qualifications to vote. <ul style="list-style-type: none"> • <u>Frequency:</u> Once Additional Optional Method 2: <ul style="list-style-type: none"> • <u>Frequency:</u>
Remains eligible to vote	SEC	Method 1: <ul style="list-style-type: none"> • <u>Frequency:</u>

NOT BE CONVICTED OF A FELONY OR OFFENSE AGAINST THE ELECTIONS LAWS, unless the disqualification has been removed by service of the sentence, including probation and parole time (unless sooner pardoned)

<u>Time Period</u>	<u>Who Verifies</u>	<u>Method and Frequency of Verification</u>
Initially eligible to register to vote	County Board	<p>Required Method 1: Voter Declaration, which individual reads and signs, affirming the individual meets all of the qualifications to vote.</p> <ul style="list-style-type: none"> • <u>Frequency:</u> Once <p>Additional Optional Method 2:</p> <ul style="list-style-type: none"> • <u>Frequency:</u>
Remains eligible to vote	SEC	<p>Method 1:</p> <ul style="list-style-type: none"> • <u>Frequency:</u>

RESIDENT OF COUNTY AND PRECINCT IN WHICH YOU ARE REGISTERING TO VOTE

<u>Time Period</u>	<u>Who Verifies</u>	<u>Method and Frequency of Verification</u>
Initially eligible to register to vote	County Board	<p>Required Method 1: Voter Declaration, which individual reads and signs, affirming the individual meets all of the qualifications to vote.</p> <ul style="list-style-type: none"> • <u>Frequency:</u> Once <p>Additional Optional Method 2:</p> <ul style="list-style-type: none"> • <u>Frequency:</u>
Remains eligible to vote	SEC	<p>Method 1:</p> <ul style="list-style-type: none"> • <u>Frequency:</u>

U.S. CITIZEN

<u>Time Period</u>	<u>Who Verifies</u>	<u>Method and Frequency of Verification</u>
Initially eligible to register to vote	County Board	<p>Required Method 1: Voter Declaration, which individual reads and signs, affirming the individual meets all of the qualifications to vote.¹</p> <ul style="list-style-type: none"> • <u>Frequency:</u> Once <p>Additional Optional Method 2: County Boards may request additional information from an individual at the voter registration stage if the board has reason to believe the individual is not a U.S. Citizen. Acceptable documents to prove citizenship include: (1) Birth certificate (issued by a U.S. State or U.S. Department of State); (2) U.S. Passport (issued by U.S. Department of State); (3) Certificate of Citizenship; and (4) Naturalization Certificate.</p> <ul style="list-style-type: none"> • <u>Frequency:</u> As needed • <u>Further Explanation:</u> County board members, directors, and staff are trained to use caution in requiring additional documentation to prove citizenship. Additional documentation should only be required if there is a real question, based on individual circumstances, about whether the person is a U.S. citizen. Additional documentation must not be requested based on race, color, ethnicity, national origin, or language as doing so would be discriminatory. Counties are cautioned that appearing to create a barrier to voter registration would be a violation of Federal and State laws.
Remains eligible to vote	SEC	<p>Method 1:</p> <ul style="list-style-type: none"> • <u>Frequency:</u>

¹ All applicants must complete a voter registration application. The applicant must attest to citizenship on the voter registration application and by signing the application takes an oath to that effect. Any applicant guilty of fraudulently applying for registration is guilty of perjury and is subject to the penalty for that offense. In most cases, this attestation should be sufficient to satisfy the board that the applicant is a U.S. citizen.