



# ELECTIONS BULLETIN

**To:** Town and City Clerks

**From:** Melanie Hodge, Elections Administrator  
Katie Lane-Karnas, Elections Administrator

**Re:** HAVA Statewide Checklist – Updates

**Date:** September 9, 2006

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**Thank you all for your diligent work in the Statewide Checklist. We appreciate your patience as we continue to develop the program.**

## SSN Verification

There is still much confusion about what happens when a clerk enters the last four digits of a Social Security Number.

If you have entered the last four digits of the SSN, a request for verification is automatically sent to our office and the applicant's record will be under the "Drivers License or SSN Not Verified" Status. Please do not enter the applicant's information again. Our office will request verification from DMV and if a match is found, we will go into the voter record and check that the SSN has been verified and the voter record will now be listed under the "Active" status. A clerk does not have the capability to check the "Verify" box for an SSN. Even if the clerk has seen a copy of the social security card, they are still not able to check the box.

If a match is not found, Katie will contact you and ask that you get a copy of the Social Security card from the voter and have you verify the date of birth with the applicant.

Please note: If you have entered the last four digits of an SSN and the applicant then gives you a driver's license number, once you have been able to verify that number, please remove the SSN.

## Vermont Driver's License Number

Many clerks are forgetting to CLICK on the VERIFY DRIVERS LICENSE button after you data enter the DL#. Please verify the # and then Click on SAVE DATA on the right side of the screen.

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