NF

DOC # 0803145
05/30/2012 09:55 AM Deputy: AR
OFFICIAL RECORD
Requested By:
DOUGLAS COUNTY/CLERK

Douglas County - NV
Karen Ellison - Recorder
Page: 1 Of 35 Fee: 0.00
BK-0512 PG- 6399 RPTT: 0.00

Assessor's Parcel Number: N/A

Date: MAY 30, 2012

Recording Requested By:

Name: CONCHA LORD, CLERK'S OFFICE
& LARRY WECKERLE, CLERK'S OFFICE

Address:

City/State/Zip:

Real Property Transfer Tax: $ N/A

INTRASTATE INTERLOCAL CONTRACT #2012.087

(Title of Document)

RE-RECORD WITH ADDITIONAL PAGES.

COPY

This page added to provide additional information required by NRS 111.312 Sections 1-2. (Additional recording fee applies)
This cover page must be typed or legibly hand printed.

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INTRASTATE INTERLOCAL CONTRACT BETWEEN PUBLIC AGENCIES

A Contract Between the State of Nevada
Acting By and Through Its

Nevada Secretary of State
101 North Carson Street, Suite 3
Carson City, NV 89701
Contact: Scott Gilles
sgilles@sos.nv.gov
and

2012 MAY 21 PM 1:08

Carson City Clerk
885 Musser Street
Carson City, NV 89701
Contact: Alan Glover
aglover@carson.org

&

Douglas County Clerk-Treasurer
P.O. Box 218
Minden, NV 89701
Contact: Ted Thran
tthran@co.douglas.nv.us

WHEREAS, NRS 277.180 authorizes any one or more public agencies to contract with any one or more other public agencies to perform any governmental service, activity or undertaking which any of the public agencies entering into the contract is authorized by law to perform; and

WHEREAS, it is deemed that the services hereinafter set forth are both necessary and in the best interests of the State of Nevada;

NOW, THEREFORE, in consideration of the aforesaid premises, the parties mutually agree as follows:

1. REQUIRED APPROVAL. This Contract shall not become effective until and unless approved by appropriate official action of the governing body of each party.
2. DEFINITIONS.
   a. "State" means the State of Nevada and any state agency identified herein, its officers, employees and immune contractors as defined in NRS 41.0307.
   b. "Sponsor" means the Nevada Secretary of State's office, Carson City, Nevada.
   c. "Counties" means the Douglas County Clerk's Office, Douglas County, Nevada and the Carson City Clerk's Office, Carson City, Nevada.
   d. "Principal Contractor" means Election Systems and Software ("ES&S"), an entity that performs services and/or provides goods for the Counties under the terms and conditions set forth in this Intrastate Interlocal Contract Between Public Agencies (hereinafter, the "Contract").
3. CONTRACT TERM. This Contract shall be effective upon approval to September 30, 2012, unless sooner terminated by either party as set forth in this Contract.
4. TERMINATION. This Contract may be terminated by either party prior to the date set forth in paragraph (3), provided that a termination shall not be effective until 30 days after a party has served written notice upon the other party. This Contract may be terminated by mutual consent of both parties or unilaterally by either party without cause. The parties expressly agree that this Contract shall be terminated immediately if for any reason State and/or federal funding ability to satisfy this Contract is withdrawn, limited, or impaired.

5. NOTICE. All notices or other communications required or permitted to be given under this Contract shall be in writing and shall be deemed to have been duly given if delivered personally in hand, by telephonic facsimile with simultaneous regular mail, or mailed certified mail, return receipt requested, postage prepaid on the date posted, and addressed to the other party at the address set forth above.

6. INCORPORATED DOCUMENTS. The parties agree that the services to be performed by the Principal Contractor shall be specifically described; this Contract incorporates the following attachments in descending order of constructive precedence:

ATTACHMENT 1: ES&S COST ESTIMATES AND SCOPE OF WORK

ATTACHMENT 2: DOUGLAS AND CARSON CITY POWERPROFILE EE VOTER REGISTRATION SYSTEM CHANGE ORDER; CHANGE REQUEST/ APPROVAL FORM

7. REIMBURSEMENT AMOUNT. The parties agree that Principal Contractor will provide the services specified in Attachments 1 and 2 at a total cost of $92,175.00 for complete project services, with the total payable: upon completion of the project, not to exceed $92,175.00. The State does not agree to reimburse Counties for expenses unless otherwise specified in the incorporated Attachments 1 and 2.

8. INVOICING. The Principal Contractor will invoice the Counties at the address listed above upon completion of the project with net 30 payment terms as to the amount listed in Section 7 above. Within three (3) business days of its receipt of the invoice, the Counties will submit the invoice to the Secretary of State's office at the address listed above for payment directly to the Principal Contractor. The State will submit payment to the Principal Contractor within 25 days of invoice receipt.

9. ASSENT. The parties agree that the terms and conditions listed on incorporated attachments of this Contract are also specifically a part of this Contract and are limited only by their respective order of precedence and any limitations expressly provided.

10. INSPECTION & AUDIT.

a. Books and Records. Each party agrees to keep and maintain under general accepted accounting principles full, true and complete records, agreements, books, and documents as are necessary to fully disclose to the other party, the State or United States Government, or their authorized representatives, upon audits or reviews, sufficient information to determine compliance with any applicable regulations and statutes.

b. Inspection & Audit. Each party agrees that the relevant books, records (written, electronic, computer related or otherwise), including but not limited to relevant accounting procedures and practices of the party, financial statements and supporting documentation, and documentation related to the work product shall be subject, at any reasonable time, to inspection, examination, review, audit, and copying at any office or location where such records may be found, with or without notice by the other party, the State Auditor, Employment Security, the Department of Administration, Budget Division, the Nevada State Attorney General's Office or its Fraud Control Units, the State Legislative Auditor, and with regard to any federal funding, the relevant federal agency, the Comptroller General, the General Accounting Office, the Office of the Inspector General, or any of their authorized representatives.

c. Period of Retention. All books, records, reports, and statements relevant to this Contract must be retained by each party for a minimum of three years and for five years if any federal funds are used in this Contract. The retention period runs from the date of termination of this Contract. Retention time shall be extended when an audit is scheduled or in progress for a period reasonably necessary to complete an audit and/or to complete any administrative and judicial litigation which may ensue.

11. BREACH; REMEDIES. Failure of either party to perform any obligation of this Contract shall be deemed a breach. Except as otherwise provided for by law or this Contract, the rights and remedies of the parties shall not be exclusive and are in addition to any other rights and remedies provided by law or equity, including but not limited to actual damages, and to a prevailing party reasonable attorneys' fees and costs.

12. LIMITED LIABILITY. The parties will not waive and intend to assert available NRS chapter 41 liability limitations in all cases. Contract liability of both parties shall not be subject to punitive damages. To the extent applicable, actual contract damages for any breach shall be limited by NRS 353.260 and NRS 354.626.

13. FORCE MAJEURE. Neither party shall be deemed to be in violation of this Contract if it is prevented from performing any of its obligations hereunder due to strikes, failure of public transportation, civil or military authority, act of public enemy, accidents, fires, explosions, or acts of God, including, without limitation, earthquakes, floods, winds, or storms. In such an event the intervening cause must not be through the fault of the party asserting such an excuse, and the excused party is obligated to promptly perform in accordance with the terms of the Contract after the intervening cause ceases.

14. INDEMNIFICATION. Neither party waives any right or defense to indemnification that may exist in law or equity.

15. INDEPENDENT PUBLIC AGENCIES. The parties are associated with each other only for the purposes and to the extent set forth in this Contract, and in respect to performance of services pursuant to this Contract, each party is and shall be a public agency separate and distinct from the other party and, subject only to the terms of this Contract, shall have the sole right to supervise, manage, operate, control, and direct performance of the details incident to its duties under this Contract. Nothing contained in this Contract shall be deemed or construed to create a partnership or joint venture, to create relationships of an employer-employee or principal-agent, or to otherwise create any liability for one agency whatsoever with respect to the indebtedness, liabilities, and obligations of the other agency or any other party.

16. WAIVER OF BREACH. Failure to declare a breach or the actual waiver of any particular breach of the Contract or its material or nonmaterial terms by either party shall not operate as a waiver by such party of any of its rights or remedies as to any other breach.

17. SEVERABILITY. If any provision contained in this Contract is held to be unenforceable by a court of law or equity, this Contract shall be construed as if such provision did not exist and the nonenforceability of such provision shall not be held to render any other provision or provisions of this Contract unenforceable.

18. ASSIGNMENT. Neither party shall assign, transfer or delegate any rights, obligations or duties under this Contract without the prior written consent of the other party.

19. OWNERSHIP OF PROPRIETARY INFORMATION. Unless otherwise provided by law or this Contract, any reports, histories, studies, tests, manuals, instructions, photographs, negatives, blue prints, plans, maps, data, system designs, computer code (which is intended to be consideration under this Contract), or any other documents or drawings, prepared or in the course of preparation by either party in performance of its obligations under this Contract shall be the joint property of the Counties and the Sponsor.

20. PUBLIC RECORDS. Pursuant to NRS 239.010, information or documents may be open to public inspection and copying. The parties will have the duty to disclose unless a particular record is made confidential by law or a common law balancing of interests.

21. CONFIDENTIALITY. Each party shall keep confidential all information, in whatever form, produced, prepared, observed or received by that party to the extent that such information is confidential by law or otherwise required by this Contract.

22. PROPER AUTHORITY. The parties hereto represent and warrant that the person executing this Contract on behalf of each party has full power and authority to enter into this Contract and that the parties are authorized by law to perform the services set forth in paragraph (6).

23. GOVERNING LAW; JURISDICTION. This Contract and the rights and obligations of the parties hereto shall be governed by, and construed according to, the laws of the State of Nevada. The parties consent to the jurisdiction of the Nevada district courts for enforcement of this Contract.

24. REPORTS. Technical reports will be provided by the Principal Contractor to Counties and Sponsor as required by the Scope of Work with the final report to be provided upon completion of the project. A

financial report will be provided by the Counties to Sponsor upon completion of the project. Such reports will be forwarded to the Secretary of State's office as provided herein.

25. ENTIRE AGREEMENT AND MODIFICATION. This Contract and its integrated attachment(s) constitute the entire agreement of the parties and such are intended as a complete and exclusive statement of the promises, representations, negotiations, discussions, and other agreements that may have been made in connection with the subject matter hereof. Unless an integrated attachment to this Contract specifically displays a mutual intent to amend a particular part of this Contract, general conflicts in language between any such attachment and this Contract shall be construed consistent with the terms of this Contract. Unless otherwise expressly authorized by the terms of this Contract, no modification or amendment to this Contract shall be binding upon the parties unless the same is in writing and signed by the respective parties hereto, approved by the State of Nevada Office of the Attorney General.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be signed and intend to be legally bound thereby.

DOUGLAS COUNTY

Public Agency #1

Public Agency #1 Signature — Date: May 17, 2012 — Title: Clerk-Treasurer

CARSON CITY

Public Agency #2

Public Agency #2 Signature — Date: 5.3.12 — Title: Carson City Mayor

SECRETARY OF STATE

Public Agency #3

Public Agency #3 Signature — Date: 5/7/12 — Title: Deputy for Operations

Signature – Nevada State Board of Examiners

APPROVED BY BOARD OF EXAMINERS

On 5-8-12 (Date)

Approved as to form by:

Deputy Attorney General for Attorney General, State of Nevada

On 5-7-12 (Date)

City of Carson City
Agenda Report

Date Submitted: April 24, 2012

Agenda Date Requested: May 3, 2012
Time Requested: 5 min

To: Mayor and Board of Supervisors

From: Alan Glover, Clerk-Recorder

2012.R.7

Subject Title: For Possible Action to authorize the mayor to sign a Interlocal Contract Between Carson City and the State of Nevada.

Staff Summary: The Nevada Secretary of State is developing the Nevada Online Voter Access project (NOVA). Carson City and Douglas County have a contract with Election Systems and Software (ES&S). This contract must be modified in order to complete the work. The interlocal contract is between the State of Nevada and Carson City for payment by the State of Nevada to ES&S.

Type of Action Requested: (check one)
(x) Resolution (____) Ordinance
(__) Formal Action/Motion (____) Other (Specify)

Does This Action Require A Business Impact Statement: (___) Yes (X) No

Recommended Board Action: I move to adopt Resolution No. _____ a resolution authorizing the Mayor to sign an Intrastate Interlocal Contract between State of Nevada acting by and through the Nevada Secretary of State's Office and Carson City.

Explanation for Recommended Board Action: This allows the State of Nevada to pay for the changes to the software and for ES&S to do the work.

Applicable Statue, Code, Policy, Rule or Regulation: NRS 277.180

Fiscal Impact: $ 46,087.50
Explanation of Impact: ES&S will bill Carson City & Douglas County for the work. Carson City and Douglas County will then forward the bill to the Nevada Secretary of State who will pay ES&S.

Funding Source: State of Nevada
Alternatives:

Supporting Material:

RECEIVED
MAY 07 2012
DEPARTMENT OF ADMINISTRATION
OFFICE OF THE DIRECTOR
BUDGET AND PLANNING DIVISION

COPY

Prepared By: Alan Glover

Reviewed By:

(Department Head) Date: 4-23-12

(City Manager) Date: 4/24/12

(District Attorney) Date: 4/24/12

(Finance Director) Date: 4/24/12

Board Action Taken:

Motion: 2012 R-8

1) KA
2) MW

Aye/Nay 5 0

(Vote Recorded By)

COPY

RESOLUTION NO. 2012-R-8

RESOLUTION TO AUTHORIZE THE MAYOR TO SIGN AN INTRASTATE INTERLOCAL AGREEMENT BETWEEN THE STATE OF NEVADA, SECRETARY OF STATE'S OFFICE, AND CARSON CITY, TO PROVIDE FOR PAYMENT OF SOFTWARE TO DEVELOP THE NEVADA ONLINE VOTER REGISTRATION PROJECT.

WHEREAS, any two or more public agencies may enter into cooperative agreements for the performance of any governmental function pursuant to NRS 277.080 to 277.180, inclusive; and

WHEREAS, NRS 277.110 provides that every such agreement must be by formal resolution or ordinance of the governing body of each public agency included and must be spread at large upon the minutes, or attached in full thereto as an exhibit, of each governing body; and

WHEREAS, the parties to the Interlocal Agreement between the State of Nevada, Secretary of State's Office, and Carson City, to provide for funding the Nevada Online Voter Access project (NOVA), desire to adopt and approve such agreement, as required by NRS 277.110. A copy of the agreement is attached to this Resolution as Exhibit "A", and

WHEREAS, all parties to the Interlocal Agreement between the State of Nevada, Nevada Secretary of State's office, and Carson City, are public agencies as defined by NRS 277.100; and

NOW, THEREFORE, BE IT RESOLVED that the Mayor of Carson City is authorized to sign the Agreement.

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Douglas County Board of Commissioners

AGENDA ACTION SHEET

1. **Title:** For possible action - Discussion to approve the interlocal contract between the Nevada Secretary of State and Douglas County Clerk-Treasurer to reimburse Douglas County for the costs incurred to upgrade the current Douglas County ES&S Power Profile Voter registration software to integrate with the Secretary of States NOVA program. NOVA – Nevada Online Voter Access. This upgrade will allow future Douglas County residents with a driver's license to register to vote online, and current Douglas County registered voters to make address changes.

2. **Recommended Motion:** Approve the interlocal contract between the Nevada Secretary of State and Douglas County Clerk-Treasurer.

3. **Funds Available:** N/A

4. **Prepared by:** Ted Thran – Clerk-Treasurer

5. **Meeting Date:** May 17, 2012 **Time Required:** 10 minutes

6. **Agenda:** Consent

7. **Background Information:** The proposed contract with attachments is attached. The upgrade will allow future Douglas County residents with a driver's license to register to vote online and current Douglas County registered voters to make address changes. The contract has been reviewed by the District Attorney's office.

8. **Committee/Other Agency Review:**

9. **Reviewed by:**
   - TT Department Manager
   - _____ District Attorney
   - SM County Manager
   - _____ Other

10. **Commission Action:**
    - _____ Approved
    - _____ Denied
    - _____ Other
    - _____ Approved with Modifications
    - _____ Deferred

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Douglas and Carson City
PowerProfile EE Voter Registration System
Change Order

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Effort Impact	Schedule Impact	Performance Impact
High	High	Low
Documentation Impact	**Capacity Impact**	**Support Impact**
Low	Medium	Low
Financial Impact	**Hardware/Software Impact**	**Other Impact**
Total Cost = 92,175 *The cost will be split eventually for the two accounts.* *Douglas County- 46,087.50* *Carson City- 46,087.50*	None	None

Required Modifications	Modifications to Be Performed By
Once the change order is signed, ES&S will evaulate within the release schedule and notify the customer	ES&S

Accept/Reject

I hereby certify that I accept this document and authorize ES&S, Inc. to proceed as described within. The customer has five business days to notify ES&S of any required modifications or of the rejection of this document. After five business days, this document will be considered accepted

		Name	Title	Signature	Date
●Accept ○Reject	ES&S	Tammy Foster	Director of VR		01/11/2012
○Accept ○Reject	Carson City, NV	Alan Glover	Clerk-Recorder	Alan Glover	05/04/2012
◉Accept ○Reject	Douglas County, NV	Ted Thran	Clerk-Treasurer		5/17/12

Douglas and Carson City
PowerProfile EE Voter Registration System
Change Order

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Effort Impact	Schedule Impact	Performance Impact
High	High	Low
Documentation Impact	**Capacity Impact**	**Support Impact**
Low	Medium	Low
Financial Impact	**Hardware/Software Impact**	**Other Impact**
Total Cost = 92,175 ***The cost will be split eventually for the two accounts.*** ***Douglas County- 46,087.50*** ***Carson City- 46,087.50***	None	None

Required Modifications	Modifications to Be Performed By
Once the change order is signed, ES&S will evaulate within the release schedule and notify the customer	ES&S

Accept/Reject

I hereby certify that I accept this document and authorize ES&S, Inc. to proceed as described within. The customer has five business days to notify ES&S of any required modifications or of the rejection of this document. After five business days, this document will be considered accepted

		Name	Title	Signature	Date
●Accept ○Reject	ES&S	Tammy Foster	Director of VR	Tammy Foster	01/11/2012
○Accept ○Reject	Carson City, NV				
○Accept ○Reject	Douglas County, NV				

Douglas and Carson City
PowerProfile EE Voter Registration System
Change Order

Change Request/Approval Form

CG ID*	Change Title	Date Raised	Raised By	Contact E-mail	Contact Tel #	Priority (H/M/L)
NV Counties -004	Nevada Online Voter Access (NOVA)	Nov. 2011	NV SOS	LWeckerle@co.douglas.nv.us SMerriwether@carson.org AGlover@carson.org	(775) 782-9008 for Larry	H

Description of Requested Change
ES&S was approached to review the NOVA County Integration Guide Version 2.0 published by the Nevada Secretary of State Information Technology. In addition, a cost analysis for performing the requirements within the PowerProfile system was requested specific to two accounts- Douglas and Carson City. ES&S submitted PowerProfile cost estimates to enhance the PowerProfile product for Douglas and Carson City. In addition, ES&S included interpretations of the work so that it was clear how we understood the requirements and how the estimates were formulated. This information can be located in the documentation titled NV Online VR Access Customer Estimates v 2.pdf attached with this email exchange. Any scope change to these documents are subject to additional fees. In order for ES&S to schedule and perform the work outlined in the documents referenced above for both Carson City and Douglas will need signed change orders from these two accounts. The terms by which this change order is governed is stated as follows: Carson City The license and use of the software being provided under this Change Order shall be governed by the terms and conditions of the Software and Services Agreement entered into by the parties dated August 20, 2001. Douglas County The license and use of the software being provided under this Change Order shall be governed by the terms and conditions of the Software and Services Agreement entered into by the parties dated August 24, 2001.

Impact Analysis Conducted by		Date Analysis Complete	Impact Analysis Approved By	Date Analysis Approved
Name	Signature			
Melissa Winchester		01/11/2012		

Impact of Making the Change

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ELECTION SYSTEMS & SOFTWARE

Nevada Online Voter Access (NOVA) PowerProfile Cost Estimates Documentation

MAINTAINING VOTER CONFIDENCE.
ENHANCING THE VOTING EXPERIENCE.

TOTALS

Project totals				
Systems Analysis	Development	Quality Assurance	Deployment*	Cost
105	248	132	76	$92,175.00

*Deployment cost includes Production Support, Training, and Documentation

PowerProfile System Total			
Resource Type	Hourly Rate	Maximum Contract Hours	Maximum Contract Cost
Systems Analysis	$175	105	$18,375.00
Development	$175	248	$43,400.00
Quality Assurance	$150	132	$19,800.00
Production Support	$175	18	$3,150.00
Documentation	$125	50	$6,250.00
Training	$150	8	$1,200.00
Labor Totals:		**561**	**$92,175.00**

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Assumptions –

The following assumptions have been made in an effort to provide pricing information:

1) The cost estimates for implementation in Douglas County and Carson City are based on the requirements as defined in the NOVA County Integration Guide, Version 2 (version date 9/2/2011) which is included as **Appendix B** of this document.
    a. ES&S's interpretation of these requirements is provided as **Appendix A** of this document.
    b. **Appendix C** (High Level Service Interaction as provided by the state) and **Appendix D** (Voter Registration Application Provided by Douglas County) were also included in the cost estimates.
    c. If the scope as defined in Appendices B-D is modified, ES&S will need to evaluate the estimates again.
2) Training will not be done onsite but will be done via Webex session, with both counties attending together.
3) No onsite support hours are required
4) No travel is required
5) No project manager from ES&S will be assigned to this project.
6) The SSL Certificates will be purchased and maintained by the counties.
7) The NOVA web interface will be hosted on some system other than PowerProfile and therefore the following costs are not included in this estimate: Web Interface, Usability Studies, Web Hosting, Domain registration, CASS web services, server backend for the Web registration data, maintenance or troubleshooting of the Web interface, or bandwidth fees.
8) Any new hardware required will be provided by the Counties.
9) The county servers and network will be of a robust nature and capable of meeting the time responses required by the state.
10) Any required Spanish translations will be provided by the State.
11) The Counties will have the option to automatically add/update the registrants or queue them up for manual processing based on a system parameter.
12) Twenty-four hours have been included in our proposal for certification but ES&S does not have detailed certification plans. If the certification requirements are dramatically different than expected, the certification estimate will need to be re-calculated.

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Appendix A – Interpretation of work by ES&S

This analysis is based on the NOVA County Integration Guide Document Analysis, included as **Appendix B**

1.1 Document Purpose

- No requirements

1.2 NOVA System Overview

- No requirements

1.3 NOVA availability during registration lockout periods and lockout queuing

- If records come in during the registration lockout period, they will be stored in the EZ_Voter table for the county users to process manually.
- They may either hold these records until after the election or add them as new registrants who will be ineligible to vote in the election based on being registered after the books close date.

1.4 Processing registrations to the live system during the 10 day in-office period

- No requirements because Douglas County and Carson City do not require this functionality.

2.1 Create New XML web service project

- A new XML web service project will be created based on the state's requirements.

2.2 Set service namespace

- Requirement included in 2.1.

2.3 Coding the "RequestVoterInfo()" service method

- A new service method called "RequestVoterInfo()" will be created.
- NOVA will call the RequestVoterInfo service method with the VoterID using the "RequestVoterInfo" packet type.
- The county web service will return the most recent registrant data as defined in the VoterInformation object.
- This will include the latest registrant signature.

2.3.1 UserInLockout Flag effects within NOVA user interface

- No requirements. This only affects the NOVA website.

2.4 Coding the "ValidateResidentialAddress()" service method

- A new service method called "ValidateResidentialAddress()" will be created.
- NOVA will call the ValidateResidentialAddress method with the ResidentialAddress object, which will contain the address data the user entered on the website.
- The county web service will validate the entered data against the Street File data to determine whether the address is valid.
- The county web service will respond with the AddressValidationResponse packet containing the appropriate response code and message.
- The error message must be passed back in Spanish if that is the language passed to the web service by NOVA.

2.5 Coding the "SubmitVoterRegistration()" service method

- A new service method called SubmitVoterRegistration() will be created.
- NOVA will call the SubmitVoterRegistration method with the VoterRegistration object, which will contain the registrant data that the user entered on the website.
- The county web service will validate that the registration can be added or updated based on date of birth, valid address, all required fields entered, etc.
- If the registrant is eligible, the record will either be added directly to the registrant database or queued up for manual processing based on system parameter settings as determined by the county.

- The county web service will respond with the VoterRegResponse object containing the appropriate response code and validation message. The Registrant ID will also be included in the response if the voter was added to the registrant database. If the record is being queued up for manual processing, the temporary id number of the queued record will be included, with a 'Q' as the first character.
- The signature from the DMV will be attached to the record.
- *Note that if a signature was sent by the county in the VoterRegResponse object, NOVA will not request the signature from the DMV so it will not be included in the VoterRegistration object as sent by NOVA and the record should be processed without a required signature.*
- A PDF 'mockup' of the NV Voter Registration application will be created using the data provided by the state, including the signature. This will be attached to the record. (See **Appendix D** for VR Application image sample as provided by Douglas County)

2.6 International Mailing Address format

- If an international mailing address is included for a voter record, it will be located in the MailingAddress attribute of the VoterRegistration packet.
- The City name, State\Province name and Postal Code will be in the MAILCITY field.
- The State and Zip code fields will be blank.
- The Country_code field will be populated with the two character ISO country code.
- The county web service will convert the country_code field to the country name and append it to the data in the mailcity field. This data will be stored in the mailing address 4 field in PowerProfile.

2.7 Military Mailing Address format

- If a military mailing address is included for a voter record, it will be located in the MailingAddress attribute of the VoterRegistration packet.
- The Country_Code field will be NULL.
- The City field will be either APO or FPO.
- The State field will be one of AE, AA, or AP.

2.8 Message transfer security

- The web server must have a valid SSL certificate installed.
- Passwords must be complex and must be at least 8 characters with upper & lower case characters, numbers and special characters.
- Anonymous authentication must be disabled.

2.9 Coding the "SubmitBelatedVoterSignature" service method

- A new service method called "SubmitBelatedVoterSignature ()" will be created.
- NOVA will call the SubmitBelatedVoterSignature method with the VoterID, the response code, and the signature. This will be for records where the signature was not sent originally because the 3,000 daily signature limit from the DMV was exceeded.
- The county web service will insert the signature into the queued up record.
- The county web service will respond with the SubmitBelatedSignatureResponse object containing the appropriate response code and message.

3.1 Authentication credentials

- Communicating passwords to the SOS must be in a secure manner.

3.2 Service URL

- The HTTPS service URL must be delivered to the SOS in a secure manner.

3.3 Service environments

- Both a test server and production server must be installed in Douglas and Carson City.
- NOTE regarding the following: "The NV SOS office may periodically make system modifications that may not necessarily impact the county but still require new development and testing efforts…". Any new development required by these changes will be considered billable development that is not included in this proposal.

3.4 County website URL

- ASSUMPTION: The County website URL will be communicated to the SOS Office via telephone or e-mail. It will not be a packet from the DXI system.

3.5 Decision to validate residential address before final submit

- A new nightly export of street data will be created to provide the street directional, street name, street type, and zip code. This will be provided to the state along with the registrant data export.

3.6 Language Support for Printed Materials

- Neither Douglas County or Carson City provide election materials in any language other than English, so this option should be set to False for these jurisdictions.
- If this changes, further billable work in PowerProfile would be required in order to the support different language preferences. That work is not included in this proposal.

4.1 Performance Requirements

- Service requests must take no longer than 2 seconds to return on average.
- SubmitVoterRegistration() service method may take up to 4 seconds to return.

4.2 Availability

- Regular downtime, if required, must occur in the following timelines:
  - Tuesday-Saturday 12:00 am to 2:00 am
  - Thursday 4:00 am to 6:00 am
  - Saturday 8:00 pm to 11:59 pm
  - Sunday 9:00 pm to 11:59 pm

5.1 Missing DMV Signature Files

- For records from NOVA which do not have a signature, users will manually process those records.
- A new Missing Signature notice will be added to PowerProfile that the users can send to these registrants. Users will be able to add these registrants in a status other than Active while waiting for the signature, or may leave them in the queue table for future processing.

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Appendix B – NOVA Integration Guide as provided by the State

NOVA County Integration Guide

Version 2.0

Nevada Secretary of State Information Technology

COPY

Version History

Date	Version	Description	Author
5/18/2011	1.0	First Release	Micah Evans
9/2/2011	2.0	Phase 2 Release for Fall 2011	Micah

1. Introduction

1.1 Document Purpose

This document contains the checklist to be followed by counties in the State of Nevada to integrate with the Nevada Online Voter Access (NOVA) system for the purpose of accepting online voter registrations filed through the NOVA internet application at https://nvsos.gov/SOSVoterServices/registration/step1.aspx as provided by the Nevada Secretary of State's office. This document focuses on the development effort required to expose XML based web services necessary to validate and accept online registrations. This document should be used in conjunction with the "NOVA DSDD.doc" document which details more of the overall system flow and logic.

1.2 NOVA System Overview

The NOVA system's primary goal was to make voter registration easier and more convenient for the general public doing so in a way that keeps their private information secure and private. Convenience is achieved by maintaining high availability online throughout most of the day and keeping the system online even during mail-in registration lockout periods. Other benefits can be achieved through NOVA as well such as reduced work load and data entry upon the counties and quicker registration times. NOVA was designed to be 'county-neutral', not enforcing any rules specific to a particular county, allowing for any county to join in by doing little more than exposing a few interactive web services to the NV SOS office. The NOVA system **does** enforce that the counties adhere to strict service interface definitions however so that regardless which county the NOVA system is communicating with, it uses a common client-side proxy interface and protocol requiring little to no additional development efforts on the part of the existing NOVA system. The county will be responsible for accepting and recording new registrations as well as updates to existing registrations through this system.

1.3 NOVA availability during registration lockout periods and lockout queuing

In an effort to expand the availability of the NOVA system, regardless of any upcoming election or lockout dates, the county is to implement a queuing strategy to accept registrations at any time, but queue them up away from the county's live registration system when registering online during the mail-in lockout period (typically from 30 days before an election to the election date). The NOVA front end application will not disable itself during an election's mail-in registration lockout period but rather send the registration to the county as normal where the county will determine whether to queue the voter up or not based on its own election dates stored in-house.

The county's queuing data structure should be a database table that mirrors the 'live' primary voter registration table with an additional unique primary key column to uniquely identify the

record and a column to specifically map that particular queued registration back to a live registration by storing the voter's live unique Voter ID when performing an update on an existing registration record committed prior to the lockout date. Example:

```
Create Table LockoutQueueRegistration(
        QueueVoterID int primary key identity(1,1),
        … inherit over all columns from live voter registration table
        LiveVoterID int/varchar(16) Null Foreign Key References LiveVoterRegTable(VoterID)
)
```

The queue table's primary key column will be passed between the SOS NOVA front end and the County system as any normal VoterID would, within any VoterID object properties, but the county will place an additional "Q" marker in front of the numeric primary key so that it may easily differentiate a live VoterID vs. a queued ID. The QID originates from a response from the county's SubmitVoterRegistration() service method which is then subsequently logged in the SOS NOVA audit table. This QID is then sent back to the county's SubmitVoterRegistration() service for registration updates, to the county's RequestVoterInfo() to pre-load update data and to the SubmitBelatedVoterSignature() service which passes back DMV signature images that could not be retrieved due to exceeding of the daily 3K limit. See below for more details on the implementation of these service methods.

The NOVA system will allow for updates to queued registrations but will NOT allow for updates to live registrations during the lockout period. This limitation is the result of complications arising from multiple updates to the same record coming from online transactions, offline transactions and from automated processes.

When an election date has elapsed and the registration lockout period is over, the county would then import in their queued registrations into their live system, process the registration as normal (mail registration cards, etc) and purge their queue. This online queuing process should work similar to how your offline process of queuing registration were to occur when receiving mail in registrations after the mail-in registration deadline. Offline, you'd probably keep these in a stack saving them until after the election day when they'd be processed.

1.4 Processing registrations to the live system during the 10 day in-office period (Optional)

In an effort to mitigate long lines and extended processing times during the 10 day in-office registration period (typically occurring the day **after** the mail in registration deadline 30 days before an election and **before** the walk-in registration deadline 20 days before the election), Clark county had requested the ability to identify the client IP address of the computer doing the registration so that they may identify machines\lap tops there in office, used by walk-in voters so that they could commit their registrations **to the live system after the mail-in registration deadline has elapsed** (but before the walk-in registration has elapsed). The client IP address is captured in the front end NOVA system and sent to the county's SubmitVoterRegistration() service method where the county has the choice of comparing this IP against a 'white-list' of valid IPs stored locally at the county, to determine if the registration should be committed to the live system or committed to the lockout queue, during the 10 day in-office registration period. This is choice the county will make on whether or not to implement this logic and is completely optional. If the county chooses not to allow for these in office registrations they can simply ignore the incoming IP and queue all registrations during the lockout period. If the county wishes to implement this logic they will need to warehouse the IP whitelist in their own local system and implement the logic in code within their SubmitVoterRegistration() service.

2. Development Tasks

2.1 Create New XML web service project

Your first step will be to create your XML web service project using your agency's preferred development platform. If this platform is Microsoft .Net, request the "NOVAServicesTemplate" .Net project from the SOS IT staff to expedite your development (\\sos-fs\sostek$\Applications\NOVA\County Integration Guides\NOVAServicesTemplate). This project contains a "NOVAInterfaces.vb" interface definition file, implemented by a "VoterRegistrationService.asmx" service class that defines all service operation definitions and all parameters in and out. If you are not on the .Net platform you can utilize the NOVA WSDL document to implement the service interface definitions. This WSDL is located at \\sos-fs\sostek$\Applications\NOVA\County Integration Guides\ServiceWSDL (or ask SOS IT staff for the WSDL). Regardless if your platform is .Net or not, you may review the contents of the NOVAInterfaces.vb and VoterRegistrationService.asmx files for general comments and sample code explaining enumerated parameter values, business logic to be implemented and general best practices. Complete your service methods by implementing all county business logic, county validation rules and database interfacing routines. Be prepared to comprehensively log any run-time exceptions and errors within your project so that you may be able to debug and troubleshoot intercommunication issues with the SOS IT application or any internal problems that may arise.

2.2 Set service namespace

To allow the SOS NOVA system to interact with all county services from the same service proxy it will be necessary to decorate your service with a "www.nvsos.gov" namespace. For .Net services simply set the Namespace service attribute for your asp.net web service, as it is done in the VoterRegistrationService.asmx example:

```
<System.Web.Services.WebService(Namespace:="http://www.nvsos.gov")> _
```

Otherwise ensure that your generated WSDL has all targetNamespace attributes set to "http://www.nvsos.gov".

2.3 Coding the "RequestVoterInfo()" service method

The county shall implement a "RequestVoterInfo()" service method taking a VoterID parameter and a ClientIPAddress parameter, both text/string types and returning a "VoterInfo" object. This service method serves 3 purposes:

a) Retrieves the latest voter registration information from the county system to pre-populate the web forms in the event we're doing a registration update
b) Return information to indicate if the user is in the County's lockout queue or not.
c) Return information to indicate if the user is attempting to register during the county's election lockout period.

The NOVA front end will call this method immediately following the submission of the step 3 data (name, dob, dln, ssn, zip) prior to calling the DMV service to validate the user's information and get the signature image. As part of the VoterInfo object back, the county will return the signature image (in a base64 encoded string format) if a VoterID was passed in matching to a voter in the county system. If the signature is returned, the trip to the DMV will be for verification purposes only and will not request the signature. The VoterID will be set to zero for new registration. ClientIPAddress will always be set from the client's IP address but this data is only relevant to the service if the county will be implementing IP white listing during the 10 day in-office period (see section 1.4 above). In that case the IP would be checked against the IP white list to determine the all important UserInLockout flag.

This service must **always return the two IsInLockoutQueue and UserInLockout Boolean fields** whether a VoterID is passed in or not. These are the only 2 required fields back. If UserInLockout = True then UpcomingElectionDate, MailInLockoutDate, WalkInLockoutDate must be set so that we may pass this information to the end user regarding when their registration will become effective.

All other VoterInformation fields are optional. If the voter's registration information is not returned, the NOVA system will pre-load the update registration forms with data pulled from the state wide list which will be up to date in most scenarios. If the County can not provide a signature, the normal trip to the DMV to request the signature will be made as would happen for new registrations. The county should return this data if possible but without it, registration updates may still occur.

See section 6.7 below for a complete definition of the VoterInformation object returned from RequestVoterInfo()

2.3.1 UserInLockout Flag effects within NOVA user interface

When UserInLockout = True, we'll display the following message for new registrations after the step 3 form submission:

NOTICE: You are registering AFTER the <MainInLockOutDate> lockout date for the upcoming <NextImmediateElectionDate> election and you will thus NOT be eligible to vote in the <NextImmediateElectionDate> election! You will however be able to vote in all subsequent elections granted you continue to meet eligibility requirements.

And when UserInLockout = True and we've identified the voter is in the live county system and thus we conclude this is an update we will display the following message:

Sorry you are currently already registered to vote in <COUNTYNAME> County and while we normally allow for registration updates, the <MainInLockOutDate> lockout date for the upcoming <NextImmediateElectionDate> election has elapsed and we do not allow for registration updates to occur during this lockout period. You may try this registration update again after the <NextImmediateElectionDate> election.

As the system is not allowing for updates to existing registrations in the live county system during the registration lockout period. We ARE however allowing for updates to registrations that are in the lockout queue only as these are not subject to the same complexities and updating collisions the live system is. In that scenario, when UserInLockout = True and we've identified the voter is in the lockout queue (IsInLockoutQueue = True), then we'd display this message:

NOTICE: You are updating your registration after the <MainInLockOutDate> lockout date for the upcoming <NextImmediateElectionDate> election and thus these changes will not be effective until AFTER the <NextImmediateElectionDate> election.

And finally, when UserInLockout = False and the user is doing a registration UPDATE, we will display the following message:

NOTICE: This registration change you are making here will take effect before the <NextImmediateElectionDate> election for which you will be eligible.

2.4 Coding the "ValidateResidentialAddress()" service method

The ValidateResidentialAddress() service method is exposed from your system to the NV SOS NOVA system so that the user's residential address may be validated against county specific rules immediately after the user submits address information on step 4 of the registration process. These rules could be verification that the address exists, is a residential address or the voting precinct may be correctly identified. This validation is optional and can be set to return a True\Valid response code if you do not wish to actually have the residential address validated prior to submitting the voter record to the SubmitVoterRegistration() service method. If you're going to enforce home address validation and code the ValidateResidentialAddress function, keep the returned messages short and to the point.

Examples:

- "Invalid street number provided for this address."
- "Invalid address for the city and/or zip code provided."
- "Invalid street name provided for this address."

You'll also need to ensure that these response messages are returned in Spanish when the language preference passed in is set to Spanish as the NOVA system is completely bi-lingual. The NOVA user interface will prefix these error messages with: "The County registrar has rejected your Home Address with the following message: " and end the message with "Please correct this issue and retry your submission." (when user preference is in English, otherwise the same equivalent messages in Spanish). Refer to the Deliverables, section 3.5 below for more details on up-front address validation.

2.5 Coding the "SubmitVoterRegistration()" service method

In your implementation of SubmitVoterRegistration(), you should validate the entire voter record in full, based on your local county rules, including any address validation routines that may have already been executed. Even though we will ensure that the address will pass through your ValidateResidentialAddress function prior to this call, if that is the county's preference, it's always a good idea to keep with the 'trust no data' idea and it's not impossible a bug could arise where the address is not validated up front. If possible, you should also validate that the voter will be 18 years of age by the time of the next election being held in your county. Due to the variability of election dates at the county and even precinct level, the SOS office can not compare the voter's age to the next election date.

Error messages returned in the "ValidationErrorMessage" field off the VoterRegResponse object will be prefixed with the following message: "The County registrar has indicated there is a problem with your registration information: " and end with the message: "If the information that you entered is correct, then you will not be able to complete the registration process online; otherwise, please correct your information and retry your submission."

This service method should be capable of completing new registrations and updates to existing registrations. You'll know to perform an update when the VoterID parameter off the VoterRegistration object in is set.

For updates, if no signature is on file within your county system, be prepared for a new signature file to come in, retrieved from the DMV. The state NOVA system will not submit a registration update to this service method without a signature as a signature is required for all updates. It's possible we'll send in a new registration (VoterID = Nothing) that can be matched to an existing active registration in your system. The county should run a duplicate check by matching on DLN or possibly SSN4, DOB, First name (matching algorithm is at the discretion of the county) on an existing voter that is not in a cancelled or void status. If a duplicate is found, the county should reject the new registration as a duplicate. There is an exception to this rule however. It's possible you may have an FP (Fatal Pend) registration without a signature on file. In this case, it is recommended that you delete this record and replace it with the new registration that DOES

have a signature. If the new registration also does not have a signature then again it should be considered as a duplicate and rejected. This is the logic Clark County has implemented.

2.6 International Mailing Address format

Please note that for international mailing address, as per the request of Clark County, we place the City name, State\Province name and Postal Code, all in the MAILCITY field, leaving the State and Zip code fields blank. The Country_Code field will be populated with the two character ISO country code whether it's United States or not.

2.7 Military Mailing Address format

Military Mailing Addresses will also have a slightly different format than a standard US Mailing Address. In this scenario, and only in this scenario, the Country_Code field will be Null. City will take on one of the following values only: APO or FPO. State will take on one of the following values only: AE, AA, or AP. Other than that, the rest of the address information will be formatted normally.

2.8 Message transfer security

As we are passing in sensitive and private information, ALL communications must occur over industry standard SSL (https) and thus you will need to ensure your hosting web server has a valid SSL certificate installed. Also all service requests should be authenticated by ensuring a login and password is supplied that can be validated against your preferred authentication store. Passwords should be at least 8 characters with upper & lower case characters, numbers and special characters. Authorization should be implemented by ensuring that not just anyone within your system authentication store has access but rather ONLY those login accounts with explicit permission to access these NOVA services. In .Net this is easily achieve by setting the following web.config configurations:

```
<authentication mode="Windows" />
<authorization>
    <allow users="SOMEUSER"/> <!-- Or you could allow by roles -->
    <deny users="*" /> <!--Deny everyone else -->
</authorization>
```

... as set in the sample .Net project. With this configuration you would disable anonymous authentication in IIS and ensure integrated Windows Auth is enabled.

2.9 Coding the "SubmitBelatedVoterSignature" service method

This service method receives DMV signature files the next calendar day after a new voter registration has been successfully processed, when the 3000 daily signature request limit set by the DMV has been exceeded and the NV SOS had to queue up signature requests for the following day. The idea here is that the county will implement this service method to listen for and save signatures to complete a new registration where the DMVSignatureResponseCode property was set to "ThreeKLimitExceeded" (3) and DMVSignatureImage = Null during the call to SubmitVoterRegistration(). The parameters into this service method are the unique county VoterID (created by the county), DMVSignatureResponseCode (of enum type DMVSignatureResponseCodes defined below in section 6.1) and DMVSignatureFile (the actual base64 encoded string image). The response for this service is defined in section 6.6 below.

3. Deliverables

3.1 Authentication credentials

Credentials used by the NV SOS NOVA system to authenticate to your service should be delivered in a secure manor to SOS IT staff. This excludes un-encrypted, plain text emails.

3.2 Service URL

The HTTPS service URL should be delivered to SOS IT Staff in a secure manor. All connectivity issues will need to be resolved prior to the SOS office being able to connect to this service.

3.3 Service environments (Test & Production)

The county must provide at least two environments accessible to the NV SOS IT department to publish your XML web services: one for the live production environment and another for SOS development and testing. It would be preferable if there were two distinct service environments for development AND testing but one will may be sufficient depending on the development and testing cycles. The exposed pre-production environment should be stable, free from transient development bugs and reliably available during normal business hours, even during times where there is no active development or testing occurring. The NV SOS office may periodically make system modifications that may not necessarily impact the county but still require new development and testing efforts that will depend on the county's pre-production services.

3.4 County website URL

Upon successful completion of registration the user will see the following message at the bottom of the final page:

...
If you wish to update your registration data or view information about the <CURRENTYEAR> elections in <COUNTYNAME> County, visit <COUNTYWEBSITEURL>.

Where <COUNTYWEBSITEURL> is your county registrar of voter's web site you provide to us to key into our dynamic county configuration table.

3.5 Decision to validate residential addresses before final submit

The county registrar office has an option to pre-validate the voter's residential address up front, immediately upon the user providing this information, prior to the voter submitting their registration information to the registration office. If the county is capable of periodically transferring an up to date file containing all valid residential street addresses in that county where each record contains the following fields:

1) Street Direction (valid values are E, N, S, W only). Optional.
2) Street Name (e.g. "Elm", "Main"). **Required.**
3) Street Type (e.g. "ST", "LN"). Optional.
4) Zip Code. **Required.**

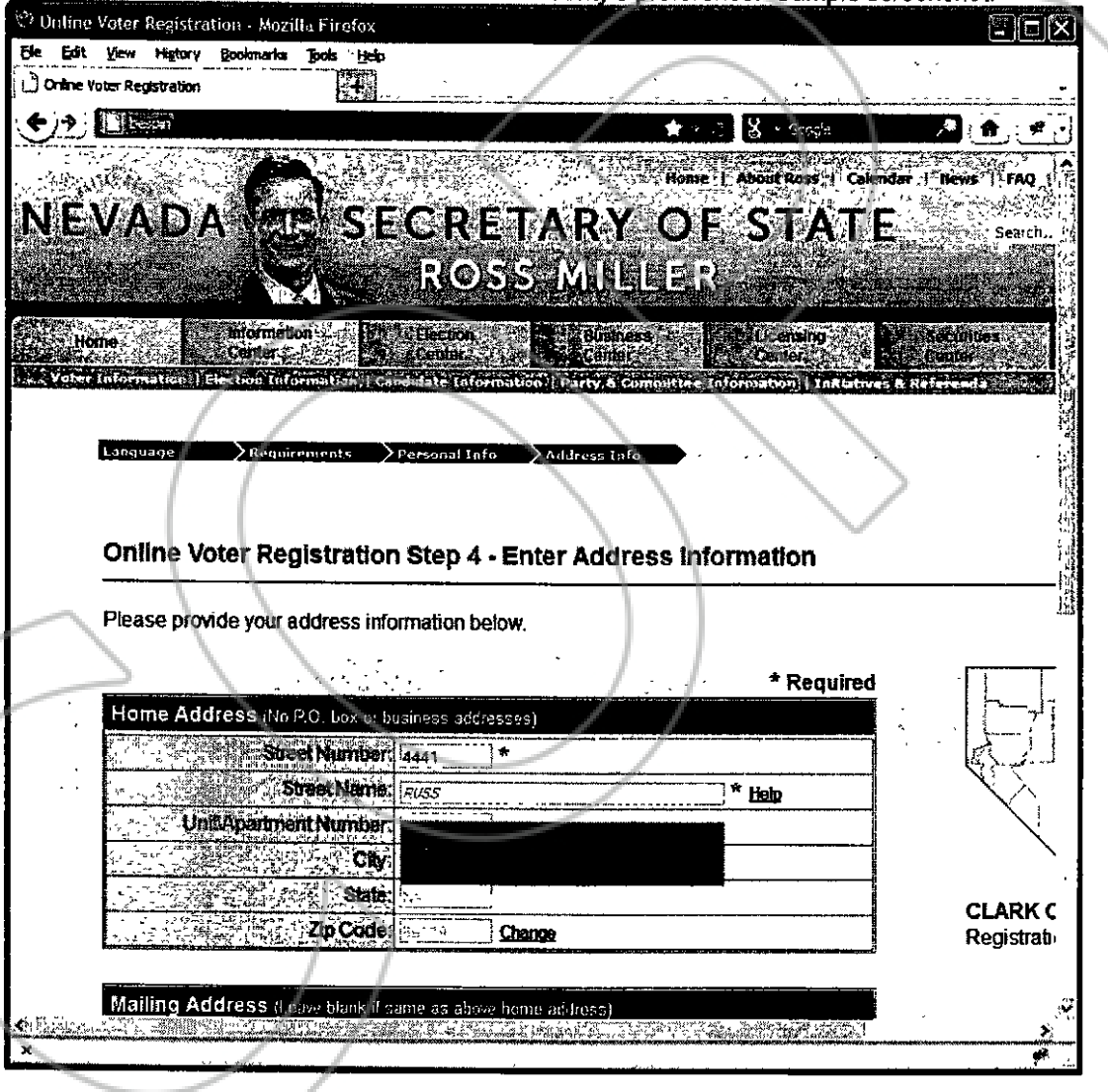
...then the SOS IT department can import this data into a table that is used to provide for autocomplete functionality within the user interface where once the user keys in 3 characters or more into the street name text box, a list of valid street names including street direction and type will be available to choose from a list below the textbox. This can help funnel the user into keying in a valid street name without any potential spelling errors or street name variations (e.g. "East McDonald Lane" vs. "E Mc Donald LN."). For example, if the following street records exist in our "StreetRange" database table:

Dir	StreetName	Type	Zip
	BRUSSELS	ST	89119
W	RUSSELL	RD	89119
E	RUSSELL	RD	89119
	RUSSETT	ST	89012

And the user specified they are in zip code **89119** on the step 3 page and they type in "russ" in the street name textbox, they would see options:

BRUSSELS ST
W RUSSELL RD
E RUSSELL RD

In their autosuggest list, already formatted out, where once that item is selected, the street text box contains the street address formatted in the county's preference. Sample screenshot:



Upon submission of the step 4 web form we re-utilize this StreetRange table to accurately parse out the street direction, name and type to be sent to each individual field in the

ResidentialAddress object (see Data Definition 6.3 below) when passed into your ValidateResidentialAddress() and SubmitVoterRegistration() service methods. If your county opts to have addresses validated here via a ValidateResidentialAddress() implementation, this periodic street data import file **must** be supplied to the SOS office to populate the local NOVA StreetRange database table. Otherwise the county may opt out of this check and do address validation exclusively within the final call to the SubmitVoterRegistration() method when the user is attempting to complete the registration.

3.6 Language Support for Printed Materials

If your county supplies printed election materials (e.g. sample ballots) in both English and Spanish, as required by law based on language demographics in your county, then you will need to inform the state of this ability. An internal configuration flag is stored to indicate this option and when set to true, we will ask the user their "Printed Material Language Preference" and forward this setting in the Language_Pref field in the VoterRegistration object into SubmitVoterRegistration(). With this option set to false, we will not ask this information from the user and Language_Pref will be undefined. The online help tip for this field states: "*Printed materials include sample ballots, mail ballot inserts and other mailings. Your language preference ensures you will receive all mailings in the language of your choice. Federal law requires counties to provide voting materials in the language of certain minority groups that constitute more than five percent of the voting age citizens in a county.*"

4. SLAs

4.1 Performance Requirements

Service methods should take no longer than 2 seconds to return on average. Expensive, processor intensive computations should be offloaded to asynchronous threads if all possible. The SubmitVoterRegistration() service method may take up to 4 seconds due the additional processing and final commit nature of this routine.

4.2 Availability

If your service must be unavailable on a regular basis please try to have it down during one of the following existing downtime ranges to prevent additional user downtime where we must further disable the front end application:

- Tuesday-Saturday 12:00 am to 2:00 am
- Thursday 4:00 am to 6:00 am
- Saturday 8:00 pm to 11:59 pm
- Sunday 9:00 pm to 11:59 pm

5. Miscellaneous

5.1 Missing DMV Signature Files

Your county must be prepared to handle cases where the voter's signature can not be delivered. This can happen for various reasons (no signature on file at DMV, error retrieving signature, signature on file with DMV is not correct, etc.). It will be the county's responsibility to follow up with the voter to request a signature be sent via postal mail to formally complete the registration.

6. Data and Object Definitions

6.1 VoterRegistration Object Definition (Parameter in to SubmitVoterRegistration())

LastName	String	Voter last name. **Required!**
FirstName	String	Voter first name. **Required!**
MiddleName	String	Voter middle name. Optional.
NameSuffix	String	Voter name suffix. Optional.
BirthDate	Date	Date of Birth, MM/DD/YYYY. **Required!**
DMVID	String	10-12 digit NV DMV license or ID number. **Required!**
SSN	String	Last 4 digits of social security number. **Required!**
BirthPlace	String	Voter place of birth. Optional.
Area_Code	String	Voter phone number area code. Optional.
Tele_Prefix	String	Voter phone number first 3 digits. Optional.
Tele_Number	String	Voter phone number last 4 digits. Optional.
Email	String	Email Address. Optional.
Party	String	3 char party registration. Possible values are DEM,GRN, IAP,LIB,NAT,NON,OTH,REP. **Required!**
Party_Other	String	Full party name if user specifies 'Other' party type. Required when Party='OTH', otherwise optional.
ReceiveLargeTypeBallot	Boolean	"Receive Sample Ballot In Larger Type" preference. Optional, defaulted to False.
Language_Pref	LangPref	Specifies what language the voter prefers receiving printed election materials in. Values are ENG & SPN. Optional. When undefined or null it assumed the preference is English.
ResidentialAddress	ResidentialAddress	Voter residential or home address. See ResidentialAddress definition below for property details. **Required!**
MailingAddress	MailingAddress	Optional, user is instructed only to provide a mailing address when different from residential address. See MailingAddress definition below for property details.
AffNumber	String	Unique alpha numeric affidavit number issued by NV SOS office between range of "OA000001" and "OA999999". **Required!**
DMVSignatureImage	String	base64 string to be converted to byte array via System.Convert.FromBase64String (for .Net). Optional.
DMVSignatureResponseCode	DMVSignatureResponseCodes	Response given by NV DMV when requesting voter signature. DMVSignatureResponseCodes is an enumeration with the following values: SignatureReturned = 0, NoSignatureOnFile = 1, ErrorRetrievingSignature = 2, ThreeKLimitExceeded = 3. ThreeKLimitExceeded indicates we've exceeded the daily 3000 signature request limit in which case the signature would be sent the next day via the SubmitBelatedVoterSignature() service method. **Required!**

6.2 VoterRegResponse Object Definition (Parameter out from SubmitVoterRegistration())

ResponseCode	16 bit Int	0 to indicate success, 1 = data validation error, 2 = system processing error. **Required!**
IDNumber	String	Return the newly generated voter ID, unique to your county system, so that the

		SOS office may have a handle on this voter if other service operations need to be called later such as SubmitBelatedVoterSignature(). **Required!**
ValidationErrorMessage	String	In the event the VoterRegistration record in fails a validation check you will need to return back a descriptive but brief message back to the user to assist them in correcting the problem with their voter registration data. See section 2.4 above for more details. Optional.
VoterRegCardURL	String	Here you can return back a URL for the end user to print and access their voter registration card immediately online. Because the county is solely responsible for issuing voter cards, this online implementation would be implemented via an online county system. Any query string parameters to identify the voter or card should be secure and unable to be easily guessed. The county should probably also expire this card at some point so that is not available indefinitely. This is strictly up to the county how best to secure the registration card. This property is completely optional and it's at the county's discretion whether to issue voter cards online or offline. If this property is not set the county must mail the voter card to the voter's mailing address.

6.3 **ResidentialAddress** Object Definition (Parameter in to ValidateResidentialAddress() and attribute of the **VoterRegistration** object)

StreetNumber	String	Street number portion of the home address (e.g. "333" in "333 E Main St"). Allows for unorthodox numbers such as "543 ½". **Required!**
StreetName	String	Street name portion of the home address (e.g. "Main" in "333 E Main St"). **Required!**
StreetPreDir	String	Street direction portion of the home address (e.g. "E" in "333 E Main St"). This will only ever take on "E", "W", "N", or "S" values unless alternate values are supplied by the county via periodic street names import file (see Deliverable 3.5). Optional.
StreetType	String	Street type portion of the home address (e.g. "St" in "333 E Main St". Unless the county enumerates out their own street types in a periodic street names file (see Deliverable 3.5) street types keyed in by users will be transformed as the 2-4 char abbreviations (e.g. "STREET" becomes "ST", "BOULEVARD" becomes "BLVD"). Optional.
Unit	String	Home apartment number or unit. Optional.
City	String	Home city. This will always be automatically derived from the user provided zip code, against our US Postal service populated zip codes database. **Required!**
State_Code	String	2 character abbreviated home state (should always be NV). This will always be automatically derived from the user provided zip code, against our US Postal service populated zip codes database. **Required!**
Zip	String	Home zip code. This will always be 5 digits only. **Required!**

6.4 **MailingAddress** Object Definition (Attribute of the **VoterRegistration** object)

Mail1	String	User provided mailing address line 1 value. Optional.
Mail2	String	User provided mailing address line 2 value. Optional.
Mail3	String	User provided mailing address line 3 value. Optional.
MailCity	String	User provided mailing city. Will contain city, state and postal code when international. See 2.5 Development item above. Optional.
MailState	String	User provided mailing state. When Country_Code = "US", this will always be the 2 char US state code, otherwise this is a free form field containing any number of valid ASCII characters the user keyed in. Optional.
MailZip	String	User provided mailing zip code. This is a completely free form field so this can be any number of valid ASCII characters. Optional.

Country_Code	String	2 character ISO country code. If there is a mailing address, this **will** be set. Optional

6.5 **AddressValidationResponse** Object Definition (Parameter out from ValidateResidentialAddress())

ResponseCode	16 bit Int	0 to indicate success, 1 = data validation error, 2 = system processing error. **Required!**
ValidationErrorMessage	String	In the event the address does not pass all validation checks you will need to return back a descriptive but brief message back to the user to assist them in correcting the problem with their home address. See section 2.3 above for more details. Optional.

6.6 **SubmitBelatedSignatureResponse** Object Definition (Parameter out from SubmitBelatedVoterSignature())

ResponseCode	16 bit Int	0 to indicate success, 1 = data validation error, 2 = system processing error. **Required!**
ValidationErrorMessage	String	Not currently implemented. Optional

6.7 **VoterInformation** Object Definition (Parameter out from RequestVoterInfo())

LastName	String	Voter last name. Optional.
FirstName	String	Voter first name. Optional.
MiddleName	String	Voter middle name. Optional.
NameSuffix	String	Voter name suffix. Optional.
BirthDate	Date	Date of Birth, MM/DD/YYYY. Optional.
DMVID	String	10-12 digit NV DMV license or ID number. Optional.
SSN	String	Last 4 digits of social security number. Optional.
BirthPlace	String	Voter place of birth. Optional.
Area_Code	String	Voter phone number area code. Optional.
Tele_Prefix	String	Voter phone number first 3 digits. Optional.
Tele_Number	String	Voter phone number last 4 digits. Optional.
Email	String	Email Address. Optional.
Party	String	3 char party registration. Possible values are DEM,GRN, IAP,LIB,NAT,NON,OTH,REP. Optional.
Party_Other	String	Full party name if user specifies 'Other' party type. Optional.
ReceiveLargeTypeBallot	Boolean	"Receive Sample Ballot In Larger Type" preference. Optional, defaulted to False.
Language_Pref	LangPref	Specifies what language the voter prefers receiving printed election materials in. Values are ENG & SPN. Optional. When undefined or null it assumed the preference is English.
ResidentialAddress	ResidentialAddress	Voter residential or home address. See ResidentialAddress definition below for property details. Optional.
MailingAddress	MailingAddress	Optional, user is instructed only to provide a mailing address when different from residential address. See MailingAddress definition below for property details.
ResponseCode	16 bit Integer	0 = Successfully returned data, 1=Data Validation failure, 2=System Error. **Required!**
Signature	String	base64 string to be converted to byte array via

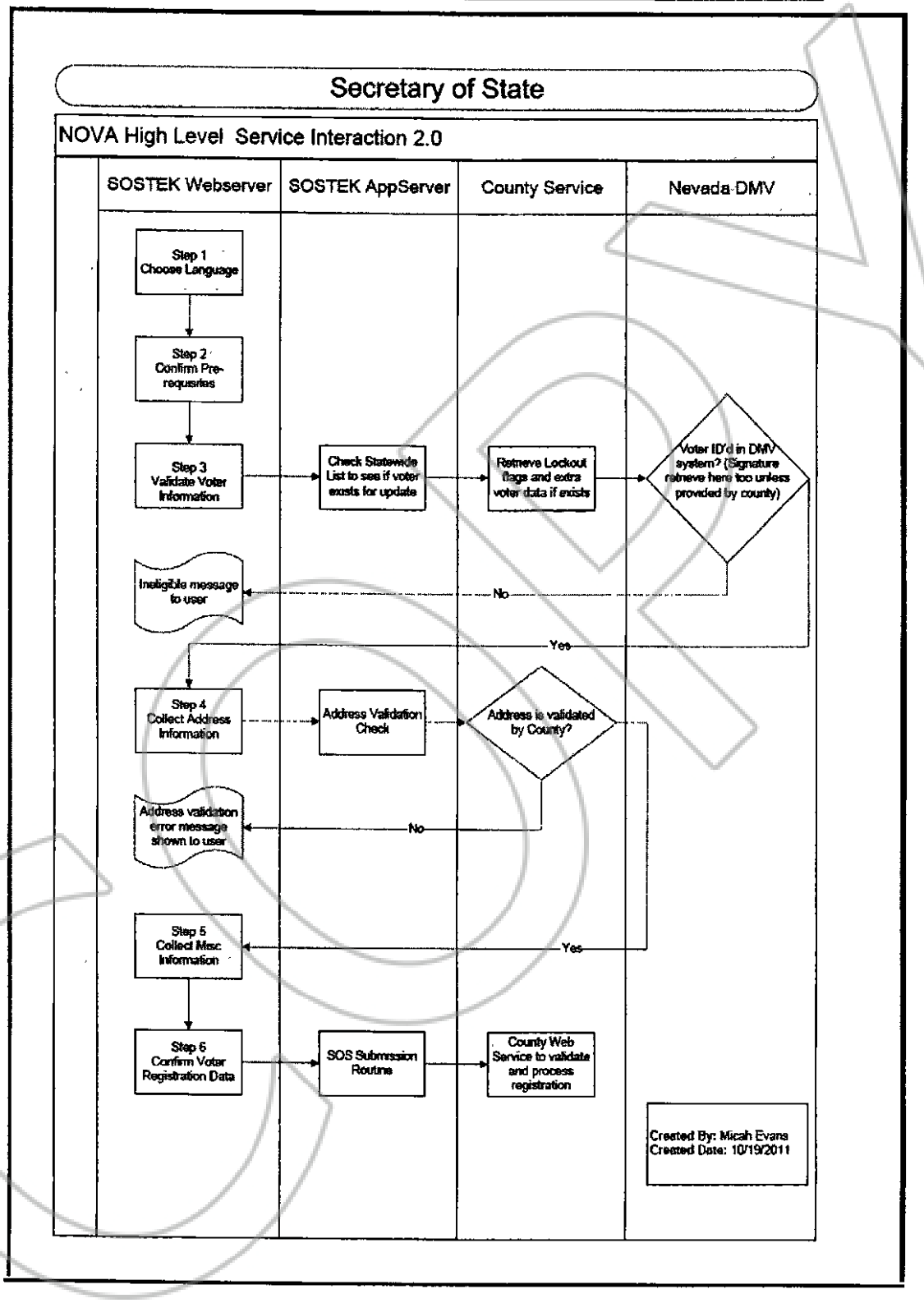
		System.Convert.FromBase64String (for .Net). Optional.
ValidationErrorMessage	String	To return a message to indicate what problems exist with the voter data in. This field is optional and exists more out of consistency with other objects for potential future usage. Currently there are no valid scenarios where the voter info in would fail validation.
IsInLockoutQueue	Boolean	True when registration is found in the lockout queue, not in live system, otherwise False. **Required!**
UserInLockout	Boolean	Set to True when MailInLockoutDate has elapsed and UpcomingElectionDate has NOT elapsed except for when ClientIPAddress is on county white list and WalkInLockoutDate has not yet elapsed. **Required!**
ElectionRange	ElectionRange	Object containing information about the next upcoming election and associated lockout dates. Required when UserInLockout = True, otherwise optional.

6.8 **ElectionRange** Object Definition (Property off of VoterInformation)

ElectionDate	Date	Date of next upcoming election. MM/DD/YYYY. Required when UserInLockout = True, otherwise optional.
MailInLockoutDate	Date	Date in which the county would no longer process mail-in or online registrations effective for the next immediate election, as set in ElectionDate. MM/DD/YYYY, Required when ElectionDate is set, otherwise optional.
WalkInLockoutDate	Date	Date in which the county would no longer allow for in-person or walk-in registrations effective for the next immediate election, as set in ElectionDate. MM/DD/YYYY, Required when ElectionDate is set, otherwise optional.

COPY

Appendix C – High Level Service Interaction as provided by the State



Appendix D – Voter Registration Application Provided by Douglas County

STATE OF NEVADA
VOTER REGISTRATION APPLICATION

APPLICATION NO. BW02838

BOX 4 - HOME ADDRESS Your home address is the street address assigned to the location at which you actually reside. If you reside at a location that has not been assigned a street address, a description of the location at which you actually reside must be provided. A business address can only be provided if you actually reside there. A P.O. Box cannot be listed as a home address.

BOX 8 - IDENTIFICATION REQUIREMENTS Federal and state law require you to provide your NV driver's license or NV ID number. If you do not have either, you must provide the last 4 digits of your social security number (SSN). If you do not have any of these three forms of identification, please contact your County Clerk/Registrar to be assigned a unique identifier. Whether a first time registrant or not, you may be required to show identification when you vote.

BOX 10 - PARTY REGISTRATION Mark your choice of a qualified party. "Nonpartisan" or "Other." If you mark "Other," you may print the name of an unlisted political party. If you register with a minor political party or as a nonpartisan, you will receive a nonpartisan ballot for the Primary Election.

BOX 13 - ASSISTING IN THE COMPLETION OF THIS FORM If you are assisting a person to register to vote, you must complete Box 13. FAILURE TO DO SO IS A FELONY.

DEADLINES FOR SUBMITTING APPLICATION
- ★ By Mail–postmarked by Saturday, 31 days before an Election.
- ★ In Person at DMV–by Saturday, 31 days before an Election.
- ★ In Person At County Clerk's or Registrar's Office–by Tuesday, 21 days before an election (for Municipal Elections, in person at City Clerk's).
- ★ For Special/Recall Elections–contact your County Clerk or Registrar.

NOTICE You are urged to return your application to register to vote to the County Clerk/Registrar in person or by mail. If you choose to give your completed application to another person to return to the County Clerk/Registrar on your behalf, and the person fails to deliver the application to the County Clerk/Registrar, you will not be registered to vote. Please retain the duplicate copy or receipt from your application to register to vote.

INTERESTED IN BEING A POLL WORKER? Please contact your local County Clerk or Registrar's Office. See Reverse.

☐ **CHECK THIS BOX TO RECEIVE A SAMPLE BALLOT IN LARGER TYPE**

USE BLACK INK – PLEASE PRINT CLEARLY

WARNING: GIVING FALSE INFORMATION IS A FELONY AND INCLUDES A CIVIL PENALTY OF UP TO $20,000.

1 Are you a citizen of the United States of America? ☐ Yes ☐ No
Will you be 18 years of age or over on or before Election Day? ☐ Yes ☐ No
If you checked "no" in response to either of these questions, do not complete this form.

2 Check boxes that apply and complete items 3-13
☐ New Registration ☐ Party Affiliation Change
☐ Name Change ☐ Address Change

3 Last Name (Only) | First Name (Only) | Middle Name (Only) | Jr. Sr. II III IV

4 Home Street Address (No P.O. Box/Business Address. See Instructions). | Apt. # | City | State | Zip Code

5 Mailing Address–If different from above. (P.O. Box or Mail Service Address)

6 Birth Date (M/D/YR)

7 Place of Birth (State or Country)

8 NV Driver's License or NV ID Card Number (If neither, last 4 digits of your SSN)

9 Telephone No. (Opt.)

10 Party Registration–Check Only One Box
- ☐ Democratic Party
- ☐ Green Party
- ☐ Independent American Party
- ☐ Libertarian Party
- ☐ Republican Party
- ☐ Other Party – Write In Below
- ☐ Nonpartisan (no party affiliation)

11 "I swear or affirm • I am a U.S. citizen • I will be at least 18 years old by the date of the next election • I will have continuously resided in Nevada at least 30 days in my county and at least 10 days in my precinct before the next election • The present address listed herein is my sole legal place of residence and I claim no other place as my legal residence • I am not laboring under any felony conviction or other loss of civil rights that would make it unlawful for me to vote. I declare under penalty of perjury that the foregoing is true and correct."

↓ SIGNATURE OF APPLICANT (REQUIRED) ↓ ↓ DATE (REQUIRED) ↓

/ /

12 Your name and residence address where you were last registered to vote. (Name Used, Street, Apt. #, City, State & Zip Code of Former Residence)

13 Important! If you are assisting a person to register to vote and you are not a field registrar appointed by a County Clerk/Registrar or an employee of a voter registration agency, you MUST complete the following. Your signature is required. Failure to do so is a felony.

Name | Mailing Address | City/State/Zip Code | Signature

VALIDATING AGENCY USE ONLY. DO NOT WRITE IN THE SHADED AREA BELOW.

AGENCY STAMP HERE

☐ AGENCY
☐ FIELD REGISTRAR
☐ MAIL

CANCELLED
INACTIVE

APPLICATION NO: BW02838
RECEIVED BY:

COPY

CERTIFIED COPY

The document to which this certificate is attached is a full, true and correct copy of the original on file and on record in my office.

DATE: May 30, 2012

Clerk of the Judicial District Court of the State of Nevada, in and for the County of Douglas.

By _____ Deputy