CORRECTING VOTER RECORDS

Correct can be used for:

- Changing status of voter records (ex: active to challenged).
- Correcting spelling errors or typos in first, middle, or last name fields.
- Correcting spelling errors or typos in the address fields.
- Correcting typos in date of birth fields.
- Correcting typos in MDL # or Last 4 SSN fields.
- Adding missing info MDL # or Last 4 SSN fields.
- Correcting spelling errors or typos in previous name or out of state address information.
- Adding missing previous name, out of state address, or missing address information.

Correct cannot be used to add new address, apartment number, or name information. Update must be used to make these changes. Using Correct will not change the Updated Registration Date and Application Date on a voter record. Using Update will change the Updated Registration Date and Application Date on a voter record. See Update/Add Voter Records for instructions on updating a voter record.

CORRECTING VOTER RECORDS

1. Select Voter Records under the Voter Registration Menu.

2. Search for the voter record that you are looking to correct.

Enter the first three letters of the last name plus an * into the Last Name field, and date of birth into the Date of Birth Field.

3. Click Search.

4. Review the search results grid for the voter record.

5. If the voter record does not appear in the search results, search only using first three letters of the last name plus an * and the first three letters of the first name plus an *.

6. Select the voter record and click Correct.

7. Make the needed corrections to the voter record and click Continue when finished.

8. Review the Final Review Screen.

9. If ok, click Submit.

If not, click Back and make the needed corrections.