

CHAPTER 3: NOTICES AND MAILINGS

NOTICES AND MAILINGS TO ELECTORS

In addition to mailing ballots to all active registered electors (see Chapter 5: Mail Ballot Elections), Colorado law requires the county clerk to mail certain notices to electors throughout the course of an election.

An elector may request to receive elections communications (except for ballots, confirmation cards, and NCOA correspondence) by email. The county clerk may then send all elections communications to the elector via electronic mail, unless an elector subsequently requests to cease electronic transmission, or until the county clerk receives an undeliverable message indicating the email address is no longer valid.

For detailed information on how to process required notifications in SCORE, see the "Processing notifications" and "Processing confirmation cards" flow charts on Clerk's Corner at: SCORE > Training, flowcharts & related materials > Generating correspondence & flowcharts. [Section 1-1-110, C.R.S.]

REQUIRED NOTICES AND MAILINGS

- Ballot Issue Notice [Colo. Const. Article X, Section 20(3)(b); Sections 1-7-904 - 1-7-908, C.R.S. and Election Rule 4.9.2(a) - (d)]
- New Voter 20-Day Notice [Section 1-2-509(3)(a) & (b)(I) - (III), C.R.S.; Election Rule 2.11]
- Mailings to UOCAVA Electors [Election Rule 16]
- Mailings to Address Confidentiality Program (ACP) electors [Election Rule 2.12.3]
- Untimely Registration or Update for Mail Ballot [Sections 1-2-201, 1-2-202.5(7)(c)(I) and 1-2-508, C.R.S.]
- Mailings Regarding Missing or Incomplete Information [Sections 1-2-509, 1-7.5-107(3.5)(d), 1-8.5-105(3)(a) - (c), C.R.S., Election Rule 2]
- Signature Verification Cure [Section 1-7.5-107.3, C.R.S.]
- Failure to Respond to Citizenship Question [Section 1-2-501(1)(b.5)(II), C.R.S.]
- Ballot Returned in Unofficial Envelope [Election Rule 7.6]
- Challenges [Sections 1-9-101 and 1-9-210, C.R.S.]
- Recount [Section 1-10.5-105, C.R.S.]

FORMS

The following approved forms are available on Clerk's Corner under Approved forms > SOS approved forms:

- 20-day new voter registration notification
- Untimely Registration or Update for Mail Ballot Notice
- Missing Copy of ID letter - mail ballot
- Missing information for update letter
- Missing Copy of ID letter - provisional ballot
- Missing or discrepant signature letter - mail ballot
- Missing signature letter - provisional ballot
- Ballot returned in wrong envelope letter

CONFIRMATION CARDS

A confirmation card is a mailing by forwardable mail sent from the county clerk to an elector after the clerk receives notice from the USPS that the elector no longer lives at his or her address.

For information on processing confirmation cards in SCORE, see the "Processing Confirmation Cards" flow chart on Clerk's Corner at: SCORE > Training, flowcharts & related materials > Generating correspondence & flowcharts.

Templates of approved confirmation card forms are available on Clerk's Corner at Approved Forms > SOS approved forms > Correspondence and confirmation cards. [Sections 1-1-104(2.8); and 1-2-605, C.R.S.]

The following scenarios require mailing a confirmation card:

- Change of Address with Colorado Department of Revenue [Section 1-2-213(6), C.R.S.]
- National Change of Address (NCOA) data [Sections 1-2-302.5 and 1-2-603, C.R.S., Election Rule 2.13.1]
- Inactive - Returned Mail [Section 1-2-605(5) C.R.S.]
- Mail Ballot Returned as Undeliverable [Sections 1-2-605(5) and 1-7.5-108.5, C.R.S.; Election Rule 7.2.2]

PUBLIC NOTICES

The county clerk must provide the following public notices:

- Published Notice of Election [Sections 1-1-104(34), 1-5-205 C.R.S.]
- Cancellation of Election [Section 1-5-208(6), C.R.S.]
- Polling Location Designation [1-5-106, C.R.S.] [Note: Approved signage is located on Clerk's Corner under: Polling Place Resources > Polling and drop-off location signs.]
- Logic and Accuracy Test [Section 1-7-509(3), C.R.S.]
- Lot Drawing [Sections 1-4-103, 1-5-404, 1-5-406, and Part 1 of Title 24 Article 72, C.R.S.]

NOTICES TO SECRETARY OF STATE

The county clerk must provide the following to the Secretary of State:

- Mail Ballot Plan [Section 1-7.5-105, C.R.S.; Election Rules 7.1 and 20]
- Mail Ballot Plan - Recall Election [Election Rule 7.1.1]
- Watcher Accommodation Plan [Election Rule 8.7]
- Annual Security Plan [Section 1-5-616(5); Election Rule 20.1]