



**Municipal Clerk and Registrar Instructions  
for Processing Automatic Voter Registration (AVR) Records  
Received from the Bureau of Motor Vehicles (BMV)**

**Version 2**

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**Office of the Secretary of State**

# Municipal Clerk and Registrar Instructions for Processing Automatic Voter Registration (AVR) Records Received from the Bureau of Motor Vehicles (BMV)

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## AVR Law and Processes

### Title 21-A M.R.S., Chapter 3, Voter Registration, Subchapter 9, AVR

- When an applicant applies for, renews or updates a driver's license (DL) or nondriver identification card (ID) in-person at the BMV; and
- When the applicant provides or previously has provided proof of voter eligibility (i.e., age, citizenship and residency) to the BMV; and
- When the applicant **does not opt out** of the AVR transaction; then
- The BMV must create a pending voter registration record and transmit it to the municipality (through the CVR).

### Interpretation of the AVR Law

- Since the voter is registering in person at a BMV location and the applicant's proof of eligibility is documented in the BMV record, the pending voter record (AVR record) that is transmitted to the CVR **must** be accepted by the Registrar and used to update an existing voter record or create a new voter record in the CVR.
- The only decision the Registrar must make is to review the CVR records that appear to match the AVR record and select one of the CVR matches (if more than one is presented) to update or create a new voter record (if no matches are found).
- If there are multiple matched CVR records, and the Registrar determines the matched voter records are for the same person, the Registrar must review and decide which CVR record to update, and which record to designate as a duplicate and send to the State for resolution.

## Overview of the AVR Process at the BMV and Transfer to the CVR

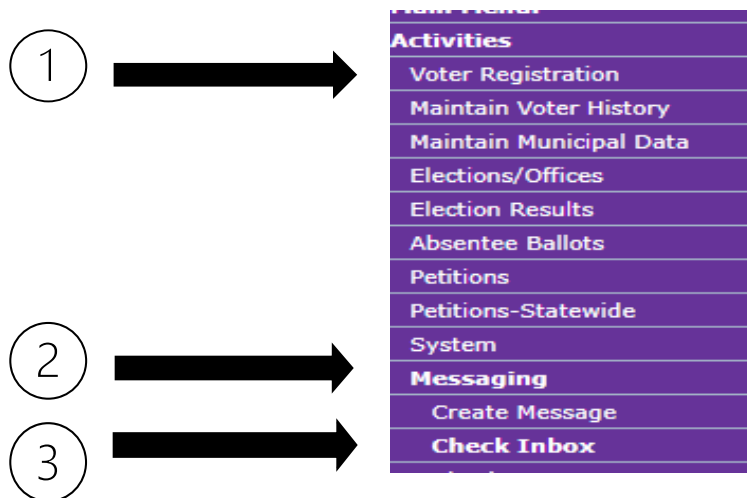
- The applicant completes the DL/ID transaction, providing or updating the information needed for the BMV transaction, including proof of age, citizenship and residency (if not already provided).
- Before the BMV agent asks for payment to conclude the transaction, if the applicant is eligible, the applicant will be sent a message on the pin pad at the BMV service window and asked if they want to continue with AVR.
- If the applicant chooses not to continue, the applicant is directed to complete the BMV transaction and no AVR record is created.
- If the applicant chooses to continue, the next screens will display the information that is in the BMV record:
  - The applicant's name and date of birth; and
  - The physical (residence) address and mailing address of the applicant.
- Next, the applicant will be presented with screens to collect the additional information needed to complete the voter registration transaction, including:
  - Whether the applicant has previously been registered to vote, and to provide the location of previous registration, if applicable;
  - Whether the applicant wishes to make an enrollment choice (with an option to either choose a qualified party or to choose unenrolled);
  - Whether the applicant recently has had a change of name, and to provide the previous name, if applicable; and
  - Whether the applicant wishes to provide a telephone number (which is optional information that will only be used for election administration).
- Finally, the applicant must sign their name on the pin pad and click the submit button to save the AVR record.
- At the end of each day, all AVR records submitted will be put in a batch and saved in a shared file that is accessible to the CVR application.

## Overview of the CVR Process

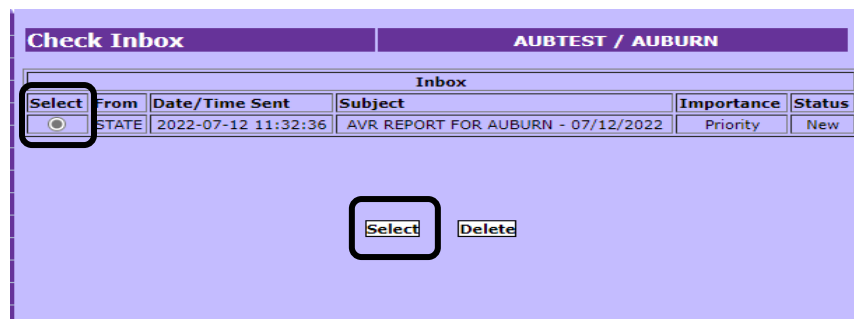
- The CVR has a nightly procedure that goes out to the BMV/CVR shared file and picks up the batched AVR records from that day's BMV transaction and brings the records into the CVR.
- The CVR then runs a search process to compare the municipality name from each AVR record and match it to the list of valid municipality names in CVR:
  - If the name is matched, it puts the AVR record into that municipality's Reminder Screen, or
  - If the municipality does not match, the AVR record is routed to the State Queue (i.e., the Elections Division) for resolution. The mismatch may occur because the voter is from an unorganized township, or because the town name is misspelled, or because the applicant used the name of a Village within the municipality rather than the municipality name (e.g., Springvale instead of Sanford). The Elections Division will correct the errors in the record and route it back to the municipality's queue for processing.
- A separate process creates a PDF image of a voter registration application that is pre-filled with the voter information for each AVR record in the municipality's batch. This PDF report is sent to the municipality's Inbox in the Messaging module as an attachment to the message. The PDF report should be downloaded and printed, so that there is a paper copy of each voter registration card image to place in the voter registration card file.
- To avoid creating duplicate records in the CVR, the system first searches the CVR database for existing voter records that match the AVR record on the following criteria:
  - First name, last name, date of birth and DL/ID number (exact match);
  - First name or last name, date of birth and DL/ID number; and
  - First name, last name and date of birth.
  - All searches matching any of these criteria are presented below the AVR record, for review and selection by the municipal staff.
- Once the applicable CVR matched record has been selected, we have simplified the processing of the record by:
  - Allowing the AVR data to be pre-filled into the CVR record (new or existing voter);
  - Locking the fields so the pre-filled data cannot be edited; and
  - Enabling the user to click 'Continue' on the bottom of the new voter/change existing voter screen, then click 'Accept' on the next screen, updating the record.
- **Note:** Although the law does not specify a time period when AVR records must be processed, we recommend that you check for AVR records and try to process them each day that you are working in the office. After processing the AVR records, you must produce and mail a VRAN (Voter Registration Acknowledgement Notice) to every voter to notify them that their application was accepted and provide information about their voting place.

## Printing Voter Registration Card Images (PDF) for AVR Records

- To get to the PDF images of AVR records for processing, click (1) 'Activities' -> (2) 'Messaging' -> and (3) 'Check Inbox'. This action will open the 'Check Inbox' screen.



- In the Inbox, if there are AVR records and images to process, you will see a message with the subject "AVR REPORT FOR 'TOWN' – 'DATE' ". To open the message, click the select button on the left side of the applicable message and click on the 'Select' button below the list of messages to open the message.



- Following is a sample of the AVR Report message. To obtain the AVR Report, click on the 'Download Office Document' button below the message body.



- This action will open a pop-up window on the screen, similar to the one below, asking whether you want to Open or Save the document. Click to open the document (i.e., PDF report) and print it, single-sided.



- Each page of this report provides an image of the front and back of a voter registration card for an AVR voter that is in your Reminders processing queue, with the data from the AVR transaction pre-filled into the applicable fields on the card. This card provides a document that you can refer to while you are processing the records in the AVR Reminders queue and provides a paper voter registration record that must be saved in the voter registration card file, once you have processed the AVR records from the queue.
- **Note:** you **do not** have to cut around the card images to create a 4" by 6" registration card for your card file, although you can do that if you wish.

## Accessing AVR Records in CVR (from the Reminders Screen)

- After printing the PDF Voter Card report, go to the **Reminders Screen**.
- To get to the **Reminders Screen** from the left-hand menu, click (1) 'Activities' -> (2) 'System' -> (3) 'Reminders' then (4) the 'Review' button for the item:

**"There are <#> AVR Records Imported from BMV to Process."**

The screenshot displays the CVR system interface. On the left is a purple sidebar menu with the following items: Main Menu: SA Homepage, Activities, Voter Registration, Maintain Voter History, Maintain Municipal Data, Elections/Offices, Election Results, Absentee Ballots, Petitions-Statewide, Petitions, System, Reminders, My Homepage, User Security Management, Maintain Users, Maintain Roles, Batch Processes, Maintain Lookup Data, Maintain Training, Assign Training Session, and Maintain Printers. On the right is the main content area titled 'Reminders' with a user profile 'SUPERUS5 / ABBOT' in the top right corner. The main content area lists several reminders, each with a 'Review' button. The fourth reminder, 'There are 2 AVR Records imported from BMV to Process.', is circled in red. A 'Message' button is also visible below the reminders. Four numbered callouts (1, 2, 3, 4) with arrows point to the 'Activities' menu item, the 'System' menu item, the 'Reminders' menu item, and the circled 'Review' button, respectively.

Main Menu:	Reminders	SUPERUS5 / ABBOT
SA Homepage	<b>Reminders</b>	
<b>Activities</b>	<b>Review</b> There are 29 voters who have been removed from your Municipality at this time.	
Voter Registration	<b>Review</b> There are no voters whose change of Municipality is rejected.	
Maintain Voter History	<b>Review</b> There are 4 items in batch which are to be printed.	
Maintain Municipal Data	<b>Review</b> There are no matched Vital Records Pending voters.	
Elections/Offices	<b>Review</b> There are no Voter Records matched by NCOA Process.	
Election Results	<b>Review</b> There are no voters who have "Challenged Ballot" designation.	
Absentee Ballots	<b>Review</b> There are no Absentee Pending voters.	
Petitions-Statewide	<b>Review</b> There are no Unresolved Absentee Ballots for the last 5 State Elections.	
Petitions	<b>Review</b> There are 117 New Town Officials for review.	
<b>System</b>	<b>Review</b> There are no Duplicate Voters for review at this time.	
<b>Reminders</b>	<b>Review</b> There are 2 AVR Records imported from BMV to Process.	
My Homepage	<b>Message</b> There are no new messages in your Inbox at this time.	
User Security Management		
Maintain Users		
Maintain Roles		
Batch Processes		
Maintain Lookup Data		
Maintain Training		
Assign Training Session		
Maintain Printers		



## AVR Records Imported from BMV Screen

AVR Records Imported from BMV - ADDISON							SUPERUSS / ADDISON	
Select	BMV Transaction Date	Date Received	Last Name	First Name	Middle Name	Suffix	Date of Birth	Residence Address
Select	07/05/2022	07/07/2022	FORTIN	KATHY			09/05/1990	32 BOSTON LN ADDISON, ME 04606
Select	07/05/2022	07/07/2022	WRIGHT	THOMAS			06/02/1987	22 REEF POINT DR ADDISON, ME 04606
Select	07/06/2022	07/08/2022	ROBINSON	RAYMOND			11/12/1975	4 CLAMSHELL LN ADDISON, ME 04606
Select	07/06/2022	07/08/2022	WRIGHT	TOM			06/02/1987	22 REEF POINT DR ADDISON, ME 04606

Back to the Reminders Screen Export


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- The 'AVR Records Imported from BMV' screen for your municipality will display. The records are listed in ascending order of the date received into CVR (i.e., the oldest records will be at the top and the newest records at the bottom). Unless you need to skip a record to do more research, always process from top to bottom. That way, if the same voter made changes at the BMV on different days within the same week, you will be able to process the records in the order the changes were made.
- AVR records imported from BMV will display a summary of the data from each record, including the **BMV transaction date** (the date the applicant completed the AVR transaction at the BMV), the **Date Received** (the date the file was imported into CVR), the **voter's name**, **date of birth** and **current residence address**.

### Return to the Reminders Screen

- Below the list of imported AVR records, on the left side of the screen, is a link labeled '**Back to the Reminders Screen**'. Click this link if you want to return to the Reminders screen to process other reminders such as Vital Records.

AVR Records Imported from BMV - ADDISON						
Select	BMV Transaction Date	Date Received	Last Name	First Name	Middle Name	Suffix
Select	07/05/2022	07/07/2022	FORTIN	KATHY		
Select	07/05/2022	07/07/2022	WRIGHT	THOMAS		
Select	07/06/2022	07/08/2022	ROBINSON	RAYMOND		
Select	07/06/2022	07/08/2022	WRIGHT	TOM		

Back to the Reminders Screen 

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## Exporting a List of AVR Records (Optional Feature)

AVR Records Imported from BMV - ADDISON								SUPERUSS / ADDISON	
Select	BMV Transaction Date	Date Received	Last Name	First Name	Middle Name	Suffix	Date of Birth	Residence Address	
Select	07/05/2022	07/07/2022	FORTIN	KATHY			09/05/1990	55 LOBSTER LN ADDISON, ME 04606	
Select	07/05/2022	07/07/2022	WRIGHT	THOMAS			06/02/1987	22 REEF POINT DR ADDISON, ME 04606	
Select	07/06/2022	07/08/2022	ROBINSON	RAYMOND			11/12/1975	4 CLAMSHELL LN ADDISON, ME 04606	
Select	07/06/2022	07/08/2022	WRIGHT	TOM			06/02/1987	22 REEF POINT DR ADDISON, ME 04606	

Back to the Reminders Screen

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**Export**

- Below the list of imported AVR records, on the right side of the screen, is a link labeled 'Export'. Click this if you want to produce an Excel list of the AVR records imported from BMV. **You do not have to do this step**, since you already should have printed the PDF report of the AVR voter registration card images for the records you will be processing.
- If you do want to print the export file, click the 'Export List' button to save all the displayed records into an Excel file. A prompt will display at the bottom of the screen to 'Open', 'Save', or 'Cancel'.



- Click 'Open' to view the file directly in Excel or 'Save' to create a copy on the computer which can be saved to a folder, emailed or viewed later. If you click 'Open', the Excel file will look like this:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	BMV Tran	Last 4 Digi	BMV ID	Birth Date	First Name	Middle Na	Last Name	Suffix	Residence	Residence	Residence	Residence	Residence	Residence	Mailing No	Mailing S
2	07/05/2022		1254938	09/05/1990	KATHY		FORTIN		55	LOBSTER	ADDISON	ME	04606		55	LOBSTE
3	07/05/2022		5436989	06/02/1987	THOMAS		WRIGHT		22	REEF POI	ADDISON	ME	04606		22	REEF PO
4	07/06/2022		9076432	11/12/1975	RAYMOND		ROBINSON		4	CLAMSHELL	ADDISON	ME	04606		4	CLAMSH
5	07/06/2022		5436989	06/02/1987	TOM		WRIGHT		22	REEF POI	ADDISON	ME	04606		22	REEF PO

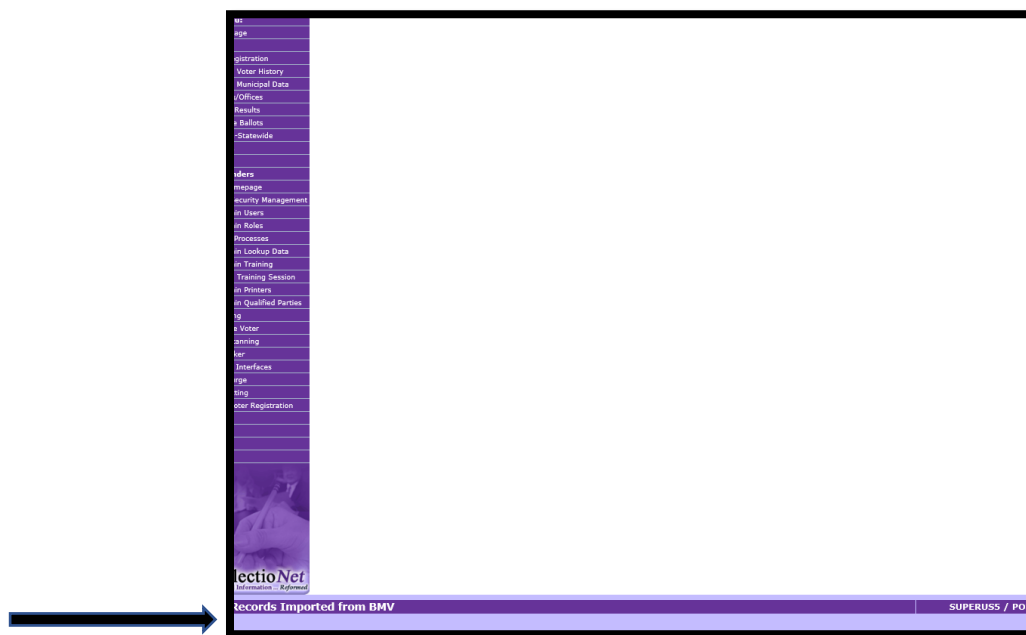
## Viewing an Individual AVR Record

Select	07/05/2022	07/07/2022	WRIGHT	THOMAS		06/02/1987	22 REEF POINT DR ADDISON, ME 04606
Select	07/06/2022	07/08/2022	ROBINSON	RAYMOND		11/12/1975	4 CLAMSHELL LN ADDISON, ME 04606
Select	07/06/2022	07/08/2022	WRIGHT	TOM		06/02/1987	22 REEF POINT DR ADDISON, ME 04606

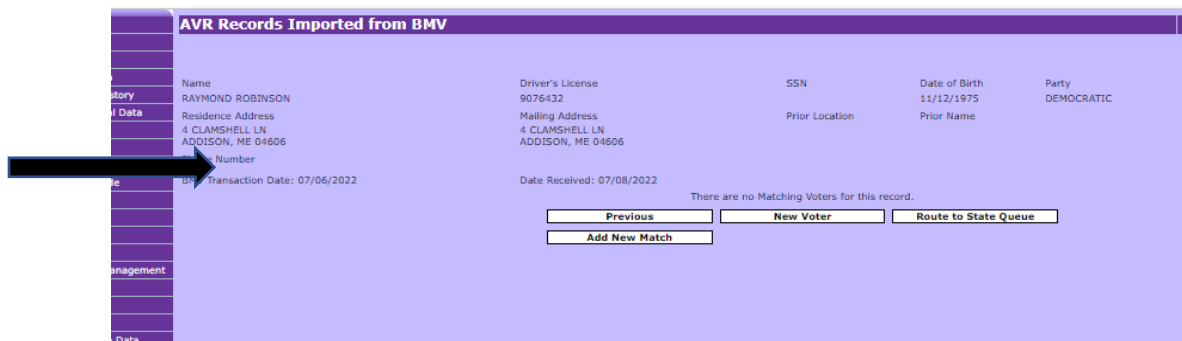
Back to the Reminders Screen Export

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- To view an individual AVR record click the 'Select' button for the desired record.
- Once the 'Select' button has been clicked, additional information is displayed. If you see a white screen, or the window opens at the bottom of the page such as this, the record is open at the bottom of the page.



- Please adjust your page magnification (press and hold the control button while simultaneously moving the roller on the computer mouse) until the window appears to the right of the CVR menu:



- Every AVR record displays the information imported from BMV on the top of the screen and various pushbuttons on the bottom. If there are any possible matches with existing CVR records they will appear just above the pushbuttons:

**BMV Information** →

**Possible matching records of existing voters in CVR** →

**Pushbuttons** →

Select	Status w/Reason	Last Name	First Name	Middle Name	Suffix	Date of Birth	Residence Address	Voter ID	DL/State ID	Party	Last 4 SSN	Registration Date	Match Criteria
<input type="radio"/>	ACTIVE	RATCLIFF	JANE			10/20/1992	3 MOOSEHORN RD ABBOT, ME 04406	100860240	7861239	UNENROLLED		07/05/2022	FIRST NAME/LAST NAME, DAT

Buttons: Previous, New Voter, Change Voter, No Change, Inquiry Voter Registration, Route to State Queue, Add New Match

## Imported AVR Record Information

**1** Name: RAYMOND ROBINSON

**2** Residence Address: 4 CLAMSHELL LN ADDISON, ME 04606

**3** Phone Number

**4** BMV Transaction Date: 07/06/2022

**5** Driver's License: 9076432

**6** Mailing Address: 4 CLAMSHELL LN ADDISON, ME 04606

**7** Date Received: 07/08/2022

**8** SSN

**9** Prior Location

**10** Date of Birth: 11/12/1975

**11** Prior Name

**12** Party: DEMOCRATIC

There are no Matching Voters for this record.

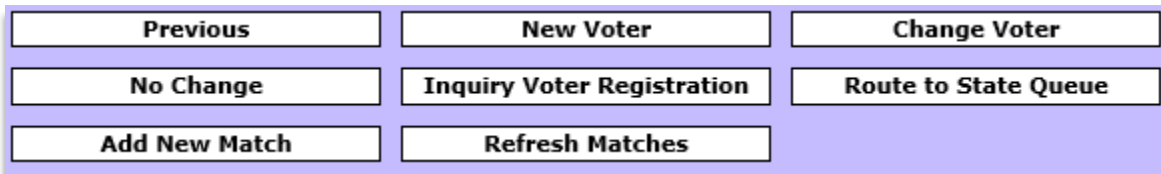
Buttons: Previous, New Voter, Route to State Queue, Add New Match

- The top portion of the screen displays the information imported from BMV for the AVR record, as follows:
  1. The voter's name
  2. The voter's current residence address
  3. The voter's phone number (if provided)
  4. The BMV transaction date (the date the voter submitted the AVR record at BMV)
  5. The voter's Driver's License/State ID#
  6. The voter's current mailing address
  7. The date received (the date the file was imported into CVR – this becomes the Date of Registration)
  8. The last four digits of the Social Security Number (this field will always be blank)
  9. The voter's address of previous voter registration (if provided)
  10. The voter's date of birth
  11. The voter's prior name (if provided)
  12. The voter's choice of party enrollment

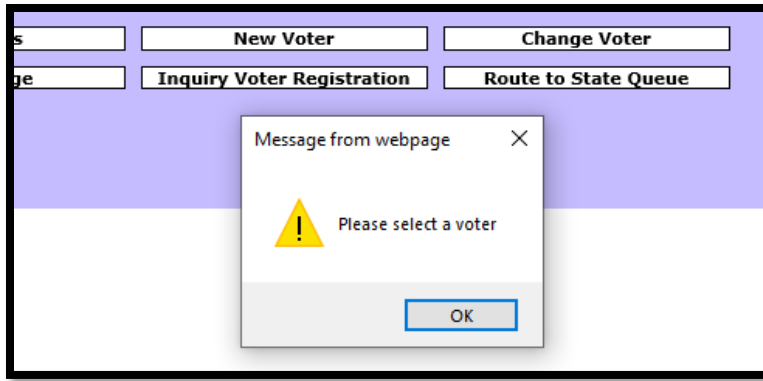
## Matched CVR Records

- Below the AVR/BMV data for the record you are reviewing, there will be one or more CVR records that the system matched to the AVR record, based on a combination of the following data: Last name, first name, date of birth, and/or Driver's license/ID number. If the system did not find any matches, there will be a statement **'There are no Matching voters for this record.'** Later in this guide, we will provide additional details on processing AVR records when there are no matches, or when there are one or more matches returned for an AVR record.

## Pushbuttons (Overview)



- Below the list of matching records (or the statement that there are no matches), there are several pushbuttons that allow you to take certain actions with respect to an AVR record you want to process. These are summarized below. More detail is provided for many of these buttons later in the guide.
  - **'Previous'** takes you **back to the previous screen** so you can select another record to process.
  - **'New Voter'** allows you to **create a new record** using the information imported from AVR.
  - **'Change Voter'** allows you to **update one of the existing voters** matched, using the information imported from AVR.
  - **'No Change'** allows you to **remove the matched record from the 'Reminders' list** without making any alterations. **ONLY do this if the information in the AVR record is identical to the information in the CVR record. NEVER USE THIS BUTTON IF VOTER IS PREHAVA.**
  - **'Inquiry Voter Registration'** allows you to **view the existing voter's full record**, including the history.
  - **'Route to State Queue'** allows you to **forward the record to the State for resolution.**
  - **'Add New Match'** allows you to **manually search for additional matching voter records** in CVR.
  - **'Refresh Matches'** generates a new search for matches in CVR using the most up-to-date information in CVR. Use this button for all AVR records, especially those more than two days old.
- If you click on any of these pushbuttons, other than **'Previous'**, and you have not selected a record to process, the following **error message** displays:



## NEW! Refresh Matches

- Users **must** click the 'Refresh Matches' button for **all AVR records**. **This is especially important for records processed two or more days after the date received**. This button generates an updated CVR database search to find matches to records created in CVR between the date the AVR record was received, and the date processed.

Driver's License: 9076432  
 Mailing Address: 4 CLAMSHELL LN, ADDISON, ME 04606  
 SSN: [Redacted]  
 Date of Birth: 11/12/1975  
 Party: DEMOCRATIC  
 Prior Location: [Redacted]  
 Prior Name: [Redacted]

Date Received: 07/08/2022

Full Name	Suffix	Date of Birth	Residence Address	Voter ID	DL/State ID	Party	Last 4 S
[Redacted]	[Redacted]	09/05/1990	22 MONEY PIT LN, ADDISON, ME 04606	100860262	3457827	UNENROLLED	[Redacted]

# Processing AVR Records

## Processing an AVR Record with No Matches Found by the System (and No Matches Found after a Manual Search - through the Add New Match Process)

- If no match is found to an existing voter record in CVR the screen will report:

**'There are no Matching Voters for this record.'**

Driver's License 9076432  
Mailing Address 4 CLAMSHELL LN ADDISON, ME 04606  
Date Received: 07/08/2022

SSN  
Prior Location  
Date of Birth 11/12/1975  
Party DEMOCRATIC  
Prior Name

There are no Matching Voters for this record.

Previous New Voter Route to State Queue  
Add New Match

- Although the system did not find a match, users should still **conduct a manual search** for the voter, to ensure a duplicate record is not created. To start a manual search, click the **'Add New Match'** button.

Driver's License 9076432  
Mailing Address 4 CLAMSHELL LN ADDISON, ME 04606  
Date Received: 07/08/2022

SSN  
Prior Location  
Date of Birth 11/12/1975  
Party DEMOCRATIC  
Prior Name

There are no Matching Voters for this record.

Previous New Voter Route to State Queue  
Add New Match

- A popup window will appear that allows you to **'Open Voter Search'** or enter an existing voter ID#.

AVR Records Imported from BMV SUPERUSS / ADDISON

Name RAYMOND ROBINSON  
Residence Address 4 CLAMSHELL LN ADDISON, ME 04606  
Phone Number  
BMV Transaction Date: 07/06/2022

Driver's License 9076432  
Mailing Address 4 CLAMSHELL LN ADDISON, ME 04606  
Date Received: 07/08/2022

SSN  
Prior Location  
Date of Birth 11/12/1975  
Party DEMOCRATIC  
Prior Name

There are no Matching Voters for this record.

Previous New Voter Route to State Queue  
Add New Match

Please enter a voter ID below to add as a manual match to this record. The "Open Voter Search" feature can be used to locate voter IDs of existing voters.

Open Voter Search  
Voter ID:   
Add Cancel

- Click the button to ‘Open Voter Search’, which will open the Inquiry Voter Registration screen.

- Select **Statewide** search and conduct the following manual searches using the data provided in the AVR record:
  - First and Last name;
  - First Name and Date of Birth;
  - Last Name and Date of Birth; and
  - Prior First and Last name (if provided).



## Creating a New Voter

- If no matching voter record is found after conducting the manual searches, the user will click on the 'New Voter' pushbutton and create a new voter record using the AVR data.

**AVR Records Imported from BMV**

Name RAYMOND ROBINSON	Driver's License 9076432	SSN	Date of Birth 11/12/1975	Party DEMOCRATIC
Residence Address 4 CLAMSHELL LN ADDISON, ME 04606	Mailing Address 4 CLAMSHELL LN ADDISON, ME 04606	Prior Location	Prior Name	
Phone Number				

BMV Transaction Date: 07/06/2022      Date Received: 07/08/2022

There are no Matching Voters for this record.

- The **New Voter Screen** will open and automatically **pre-fill the fields** with the information from the AVR record, including the **date of registration, voter name, date of birth, party enrollment and residence address.**

**Registration Card-Voter Registration System**

**Voter Information**

Registration Date: 06 - 27 - 2022      Voter Record #

Last Name: [REDACTED]      First Name: ELIZA      Middle Name: LUCILLE      Suffix: [v]

DOB: 07 - 29 - 1975      Age: 18yrs      Signature: [x]      US Citizen: Yes [v]

Age by Election Day: 18 & older - eligible for all elections [v]

---

**Party Information**

Party: UNENROLLED [v]      Other Qualifying Parties: [v]      Party Enrollment Date: [ ] - [ ] - [ ]

---

**Residence Address** TOP

Select if Township Voter      Township: ADAMSTOWN TWP [v]       Rural Address Flag

Voter with Non-Traditional Residence

Address Confidentiality Program      Date Entered: [ ] - [ ] - [ ]      End Date: [ ] - [ ] - [ ]

Street Search Name: [ ]      Search

Street No.: [ ]      Suf-A: [ ]      Suf-B: [v]      Street Name: [REDACTED]      Apt./Unit No: [ ]      Address Line 2: [ ]

Municipality: PORTLAND      State: ME      Zip Code: 04102      Telephone Number: [ ]

- The mailing address, type of registration, Proof of ID, and Proof of Residency will also be pre-filled. The pre-filled information will be locked (not editable) to avoid inadvertent changing of the data. Remember, the Maine driver's license/ID already has been validated at the BMV, so the validate BMV button will be greyed out only during this initial registration process. The validate BMV button becomes active again after the voter registration is complete so it can be used when processing future changes to the voter's record. **The Voter Status will be pre-filled and locked as well.** The only statuses will be: 'Active' for voters who are 18 years of age or older, 'Pre-registration' for voters who are 16 years of age, or 'Pending Age' for voters who are 17 years of age.

**Mailing Address:**  Domestic / UOCAVA (US) Address  Overseas Address

**DOMESTIC / UOCAVA Mailing Address (If Different from Residence Address)** [TOP](#)

Street No.  Suf-A  Suf-B  Street Name/PO Box  Apt./Unit No  Address Line 2

Mailing City  Mailing State  Zip Code  Zip4

PORTLAND ME - MAINE 04102

---

**OVERSEAS Mailing Address (If Different from Residence Address)** [TOP](#)

Street Address or PO Box (max 30 chars)

Address Line 2 (max 30 chars)

City/Town, Principal Subdivision (NB, NS, etc), Postal Code (max 30 chars)

Country

---

**Previous Address** [TOP](#)

**Previous Name** [TOP](#)

---

**Type of Registration/ID/Residency** [TOP](#)

Type of New Registration  AGENCYBMV-AVR

---

**PROOF OF ID (new voters only)**

Proof of ID provided  Form of ID provided  DRIVER'S LICENSE/STATE ID  Other Form of ID

1. Maine Drivers License/Maine State ID

or  
2. Last 4 Digits of SSN

or  
3. The voter did not provide a Maine Drivers License, a Maine State ID No, nor a SSN  (Results in a Unique Voter Identifier (UVI) being assigned to the voter.)

---

**PROOF OF RESIDENCY**

Proof of Residency provided  Form of Proof of Residency provided  MAINE DRIVERS LICENSE OR STATE ID  Other Form of Residency

---

Voter Status  ACTIVE  Challenged Ballot due to a lack of Proof of ID or Residency

UOCAVA  UOCAVA Communication Method  Mail  Electronic Duration of Overseas Status  Return Date if applicable

UOCAVA Email

- The user will scroll to the bottom of the page and click the 'Continue' button.

- On the 'Accept Voter Registration' screen, the NVRA Source will be prefilled and greyed out and the memo field will be prepopulated with the message 'New from BMV AVR (date)'.

**Accept Voter Registration** SUPERUS5 / ADDISON

Voter Name: RAYMOND ROBINSON    Registration Date: 07/08/2022    Voter Status: ACTIVE

NVRA Source: BMV-AVR

Districts :  
 Ward/Precinct : 1-1  
 Congressional : 2  
 State Senate : 6  
 State Representative : 11  
 County Commissioner : 3  
 Local Districts :  
 Polling Place : ADDISON TOWN HALL  
 334 WATER STREET  
 ADDISON, ME 04606

Override Ward/Precinct Manually

Memo:

VRAN Mailing Label     Print Now     Print Later

- The user will click the 'Accept' button on the bottom left side of the screen, and the registration process will be completed. The system will display the 'Final Activity' screen.

**Voter Registration - Final Activity** SUPERUS5 / ABBOT

Voter Name: JANE STEWART    Voter Record #: 100860240

Voter Transaction Completed Successfully

Voter Registration - Final Activity

1 ▾

## Identifying AVR Records in CVR

- AVR records will display the Registration type as **AgencyBMV-AVR** and all changes will be automatically notated in the memo field. **The date displayed in the memo field is the BMV Transaction date.**

### Inquiry - View Voter Registration

**SUPERUS5 / ABBOT**

<b>Previous Name</b>	<b>Previous Residence Address</b>	<b>Previous Party</b>
<b>Voter Information:</b> Voter's Name: JANE STEWART Date of Birth: <b>10/20/1992</b> Voter Record # 100860240 Voter Phone # Driver's License/ State ID No.: 7861239 Last four digits of SSN: UVI: Show ID:	<b>Residence Address:</b> Address: 3 MOOSEHORN RD Unit: Municipality: ABBOT State: ME Zip: 04406 Date of Last Address Change:	<b>Party Information:</b> Current Party: UNENROLLED Enrollment Date:
<b>Status Information:</b> Registration Date: 07/05/2022 Current Status : ACTIVE	<b>Miscellaneous:</b> Special Designation: <b>Registration Type: AGENCYBMV-AVR</b>	<b>Districts:</b> Ward/Precinct : 1-1 Congressional : 2 State Senate : 4 State Representative : 30 County Commissioner : 1

[Voter Participation History](#) [Display Signature](#) [Display Document](#)  
[Audit History](#) [Rejection/Cancellation History](#) [Previous Districts](#)

---

**Mailing Address:**

Street No.	Suffix A	Suffix B	Street Name /P.O.Box	Unit	Municipality	State
Zip Code	Country					

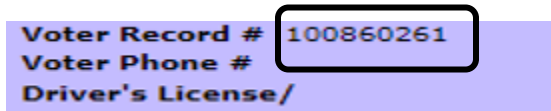
**Memo:**

NEW FROM BMV AVR 07/03/2022 UPDATED FROM BMV AVR  
07/05/2022

[Previous](#)

## Processing an AVR Record When a Manual Match is Found (through Add New Match)

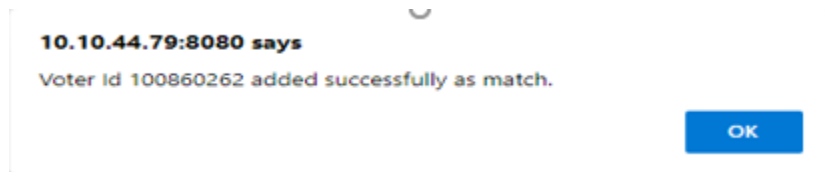
- If a matching voter record is found during the 'Add New Match' search, copy the existing voter ID # and close the search results window by clicking on the 'X' in the upper right corner of the window.



- The system will bring the user back to the Individual AVR record. The user can paste (or enter) the Voter ID # in the 'Voter ID' field in the pop up box and click on the 'Add' button below it.



- A message will appear that confirms the match has been added. Click 'OK' to close the message.



- The voter record will then appear on the individual AVR screen and the match criteria field will show that it is a 'Manually Added Match'.

AVR Records Imported from BMV												SUPERUSS / ADDISON	
Name RAYMOND ROBINSON			Driver's License 9076432			SSN		Date of Birth 11/12/1975		Party DEMOCRATIC			
Residence Address 4 CLAMSHELL LN ADDISON, ME 04606			Mailing Address 4 CLAMSHELL LN ADDISON, ME 04606			Prior Location		Prior Name					
Phone Number			Date Received: 07/08/2022										
Select	Status w/Reason	Last Name	First Name	Middle Name	Suffix	Date of Birth	Residence Address	Voter ID	DL/State ID	Party	Last 4 SSN	Registration Dat	Match Criteria
<input type="radio"/>	ACTIVE	FORTIN	KATHY			09/05/1990	22 MONEY PIT LN ADDISON, ME 04606	100860262	3457827	UNENROLLED		07/07/2022	MANUALLY ADDED MATCH
			Previous			New Voter			Change Voter				
			No Change			Inquiry Voter Registration			Route to State Queue				
			Add New Match										

## Updating an Existing CVR Record

- The user will then select the matched voter record and click the **'Change Voter'** button.

**AVR Records Imported from BMV** SUPERUS5

Name: RAYMOND ROBINSON  
 Driver's License: 9076432  
 SSN: [REDACTED]  
 Date of Birth: 11/12/1975  
 Party: DEMOCRATIC

Residence Address: 4 CLAMSHHELL LN, ADDISON, ME 04606  
 Mailing Address: 4 CLAMSHHELL LN, ADDISON, ME 04606  
 Prior Location: [REDACTED]  
 Prior Name: [REDACTED]

Phone Number: [REDACTED]  
 BMV Transaction Date: 07/06/2022  
 Date Received: 07/08/2022

Select	Status w/Reason	Last Name	First Name	Middle Name	Suffix	Date of Birth	Residence Address	Voter ID	DL/State ID	Party	Last 4 SSN	Registration Date	Match
<input checked="" type="radio"/>	ACTIVE	FORTIN	KATHY			09/05/1990	22 MONEY PIT LN ADDISON, ME 04606	100860262	3457827	UNENROLLED		07/07/2022	MANUAL

Buttons: Previous, New Voter, Change Voter, No Change, Inquiry Voter Registration, Route to State Queue, Add New Match

- If the wrong existing voter ID# was entered or if the Maine Drivers License/ID# in the selected existing voter record does not match the Maine Driver's License/ID# in the AVR import record, the following message will appear:

**10.10.44.79:8080 says**

The Voter you selected cannot be changed because the SSN/DMV ID does not match with the BMV record. Proceed to create a new voter instead?

OK

Cancel

- The user must click **'Cancel'** to close the message, and take one of three possible actions:
  - Re-enter (or copy and paste) the correct voter ID# into the **'Add New Match'** field as shown on the previous page;
  - Conduct a new manual search to find an actual matching voter and add it as a match; or
  - If no actual match is found, click on the **'New Voter'** button to create a new voter.

- If a correct match is found, the user will select the matched voter record and click on 'Change Voter' to use the AVR data to update the existing voter registration record. The existing voter record will open to the **Change Voter** Screen. The top of the page will display the AVR/BMV information.

SUPERUS5/ADDISON				
Voter Information		Party Information		Overseas Mailing Address
Residence Address		Domestic Mailing Address		
Type of Registration/ID/Residency		Special Circumstances		
<b>Registration Card-Change Voter</b>				
<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> Driver's License	<input checked="" type="checkbox"/> SSN	<input checked="" type="checkbox"/> Date of Birth	<input checked="" type="checkbox"/> Party
TOM WRIGHT	5436989		06/02/1987	REPUBLICAN
<input checked="" type="checkbox"/> Residence Address	<input checked="" type="checkbox"/> Mailing Address	<input checked="" type="checkbox"/> Prior Location	<input checked="" type="checkbox"/> Prior Name	
22 REEF POINT DR ADDISON, ME 04606	22 REEF POINT DR ADDISON, ME 04606			
<input checked="" type="checkbox"/> Phone Number	BMV Transaction Date	<input type="text" value="Prefill Fields"/>		
	07/06/2022			

- The existing voter record and information will appear below the AVR Information.

<b>Voter Information</b>				
Registration Date	07 - 07 - 2022	Voter Record # 100860261		
Date of Change	07 - 08 - 2022			
Last Name	First Name	Middle Name	Suffix	
WRIGHT	TOM			
DOB	Age	Signature	US Citizen	
06 - 02 - 1987	35yrs	<input checked="" type="checkbox"/>	Yes	
Age by Election Day 18 & older - eligible for all elections				
<b>Party Information</b>				
Party	Other Qualifying Parties		Party Enrollment Date	
UNENROLLED				
<b>Residence Address</b> <span style="float: right;">TOP</span>				
<input type="checkbox"/> Select if Township Voter	Township	ADAMSTOWN TWP	<input type="checkbox"/> Rural Address Flag	
<input type="checkbox"/> Voter with Non-Traditional Residence				
<input type="checkbox"/> Address Confidentiality Program				
Street Search Name		MOOSENECK RD	Search	
Street No.	Suf-A	Suf-B	Street Name	Apt/Unit No
34			MOOSENECK RD	
Municipality	State	Zip Code	Telephone Number	
ADDISON	ME	04606		
<b>Mailing Address:</b> <input type="checkbox"/> Domestic / UOCAVA (US) Address <input type="checkbox"/> Overseas Address				
<b>DOMESTIC / UOCAVA Mailing Address</b> (If Different from Residence Address) <span style="float: right;">TOP</span>				
Street No.	Suf-A	Suf-B	Street Name/PO Box	Apt/Unit No
Mailing City	Mailing State	Zip Code	Zip4	
<b>OVERSEAS Mailing Address</b> (If Different from Residence Address) <span style="float: right;">TOP</span>				
Street Address or PO Box (max 30 chars)				
Address Line 2 (max 30 chars)				
City/Town, Principal Subdivision (NB, NS, etc), Postal Code (max 30 chars)				
Country				

## Prefilling Fields for an Existing CVR Record

- After verifying that you have selected the correct record, **you must click the 'Prefill Fields'** button to overwrite the existing information in the voter record with the new AVR information. The data will not automatically pre-fill the fields (unlike with a new voter record), to give the user a chance to verify they have selected the correct matching record before overwriting the data.

SUPERUS5/ADDISON

<b><u>Voter Information</u></b> <u>Residence Address</u> <u>Type of Registration/ID/Residency</u>	<b><u>Party Information</u></b> <u>Domestic Mailing Address</u> <u>Special Circumstances</u>	<u>Overseas Mailing Address</u>
---	--	---------------------------------

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Registration Card-Change Voter

<input checked="" type="checkbox"/> Name TOM WRIGHT	<input checked="" type="checkbox"/> Driver's License 5436989	<input checked="" type="checkbox"/> SSN	<input checked="" type="checkbox"/> Date of Birth 06/02/1987	<input checked="" type="checkbox"/> Party REPUBLICAN
<input checked="" type="checkbox"/> Residence Address 22 REEF POINT DR ADDISON, ME 04606	<input checked="" type="checkbox"/> Mailing Address 22 REEF POINT DR ADDISON, ME 04606	<input checked="" type="checkbox"/> Prior Location	<input checked="" type="checkbox"/> Prior Name	
<input checked="" type="checkbox"/> Phone Number	BMV Transaction Date 07/06/2022	<div style="border: 2px solid black; padding: 5px; display: inline-block;">Prefill Fields</div>		

- **Please note:** If the Pre-fill button is not selected and the user clicks **'Continue'** or attempts to save the record without updating the voter information the following message will appear.

**10.10.44.79:8080 says**

No change to Voter Information.

- The **'Prefill Fields'** button automatically updates the **Voter Information** and **Party Information** fields. The **Date of Change** field is also prefilled.

**Voter Information**
Voter Record # 100860261

Registration Date		07 - 07 - 2022	
Date of Change		07 - 08 - 2022	
Last Name	First Name	Middle Name	Suffix
WRIGHT	TOM		▼
DOB	Age	Signature	US Citizen
06 - 02 - 1987	35yrs	<input checked="" type="checkbox"/>	Yes ▼
Age by Election Day			
18 & older - eligible for all elections ▼			

---

**Party Information**
Party Enrollment Date

Party	Other Qualifying Parties	Party Enrollment Date
UNENROLLED ▼	▼	-  -  -



## Invalid/Mismatched Street Names

- The Street number, Street name, Municipality, State and Zip code are pre-filled in both **the Residence and Mailing Address** sections. However, because CVR and BMV do not share the same address formatting, apartment/unit numbers of AVR import records will pre-fill in the street name field, or the street ending words, such as “street” or “road” are spelled out, rather than using the abbreviations used in the CVR street library.

**Residence Address** TOP

Select if Township Voter    Township: ADAMSTOWN TWP     Rural Address Flag

Voter with Non-Traditional Residence

Address Confidentiality Program    Date Entered:    -    -       End Date:    -    -   

Street Search Name:    Search

Street No.: 319    Suf-A:    Suf-B:    Street Name: POND ROAD APT 6    Apt/Unit No.:    Address Line 2:   

Municipality: LEWISTON    State: ME    Zip Code: 04240    Telephone Number:   

---

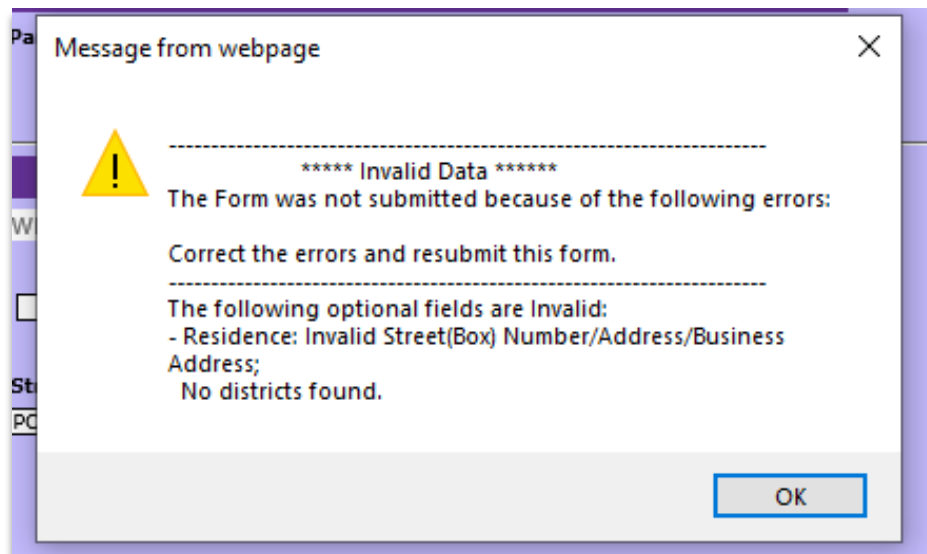
**Mailing Address:**     Domestic / UOCAVA (US) Address     Overseas Address

**DOMESTIC / UOCAVA Mailing Address** (If Different from Residence Address) TOP

Street No.: 319    Suf-A:    Suf-B:    Street Name/PO Box: POND ROAD APT 6    Apt/Unit No.:    Address Line 2:   

Mailing City: LEWISTON    Mailing State: ME - MAINE    Zip Code: 04240    Zip4:   

- If you try to continue **without correcting**, CVR will give an **error message** and **will not let you save** the registration.



- To correct this problem, manually enter the Apartment/Unit # in the **Apt/Unit No** field. (Note: you can't cut the unit number from the street name field and paste it into the **Apt/Unit No** field.)

**Residence Address** TOP

Select if Township Voter    Township    Rural Address Flag

Voter with Non-Traditional Residence

Address Confidentiality Program    Date Entered  -  -     End Date  -  -

Street Search Name

Street No.     Suf-A     Suf-B     Street Name     **Apt/Unit No**      Address Line 2

Municipality     State     Zip Code     Telephone Number

- Then enter the street name or a partial street name in the **Street Search Name** field and click **Search**.

**Residence Address** TOP

Select if Township Voter    Township    Rural Address Flag

Voter with Non-Traditional Residence

Address Confidentiality Program    Date Entered  -  -     End Date  -  -

Street Search Name

Street No.     Suf-A     Suf-B     Street Name     Apt/Unit No     Address Line 2

Municipality     State     Zip Code     Telephone Number

- Next, select the street name from the search results screen.

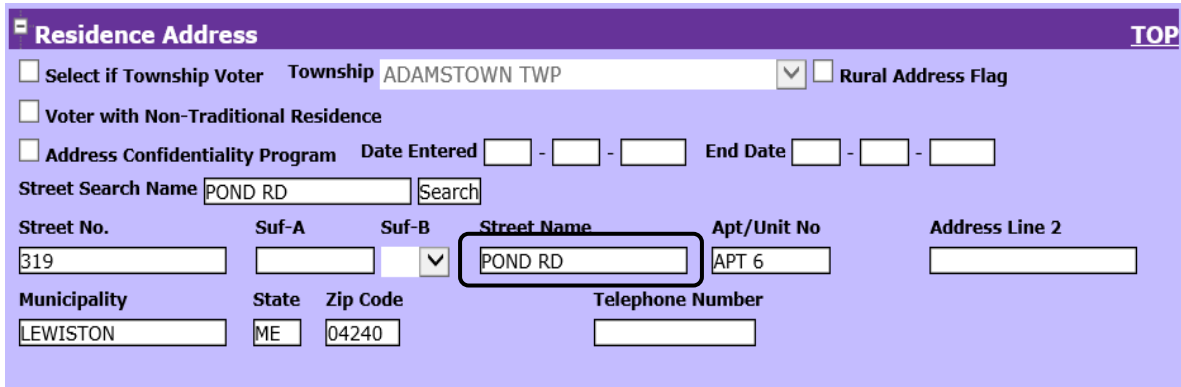
**Activities Search - Streets** SUP  
LEW

**Street Search Results:**

**Standard Addresses**

Select	Street Name
<input checked="" type="radio"/>	POND RD
<input type="radio"/>	POND RIDGE DR
<input type="radio"/>	PONDVIEW DR

- The street number and zipcode will remain prefilled, and the correct street name without the apt/unit number will appear in the street name field.



**Residence Address** TOP

Select if Township Voter    Township   Rural Address Flag

Voter with Non-Traditional Residence

Address Confidentiality Program    Date Entered  -  -     End Date  -  -

Street Search Name

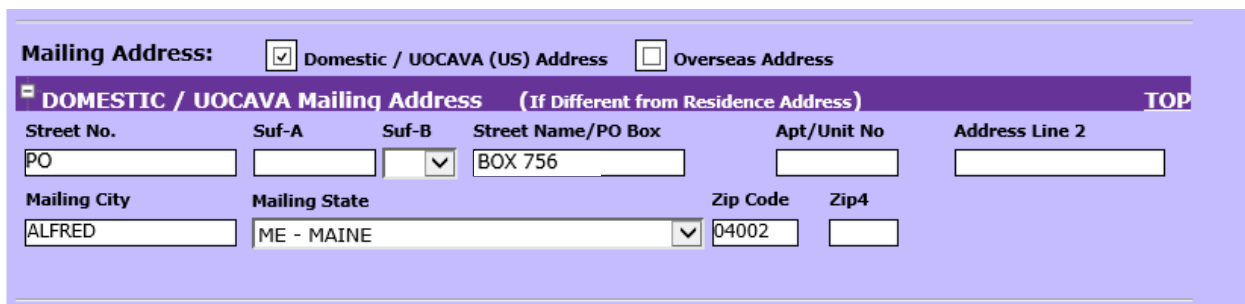
Street No.	Suf-A	Suf-B	Street Name	Apt/Unit No	Address Line 2
<input type="text" value="319"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="POND RD"/>	<input type="text" value="APT 6"/>	<input type="text"/>

Municipality	State	Zip Code	Telephone Number
<input type="text" value="LEWISTON"/>	<input type="text" value="ME"/>	<input type="text" value="04240"/>	<input type="text"/>

## NEW! Invalid/Mismatched Mailing Address

- When you click the 'Prefill Fields' button the Mailing Address section will automatically populate. However, because CVR and BMV do not share the same address formatting, PO Boxes will display with the 'P' or 'P.O.' in the Street No. field. The Street No. field may also prepopulate with address suffixes or other punctuation (CVR will only allow numbers in the Street No. field).

**Note: Do not use punctuation in CVR. For example, 'PO Box' should not be 'P.O. Box'.**



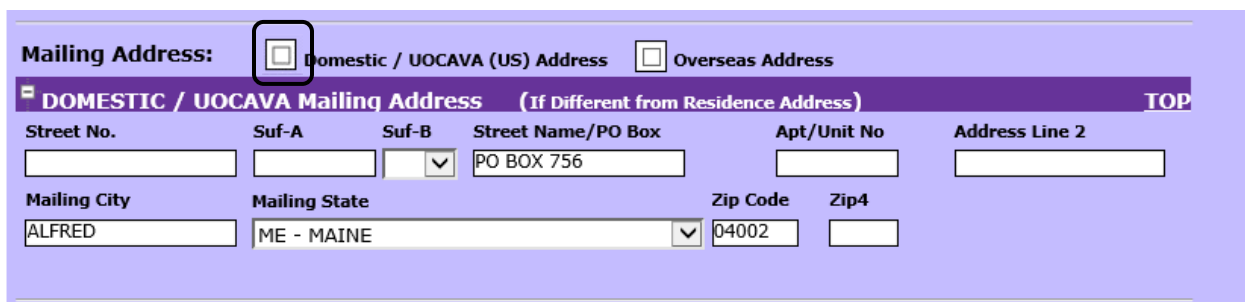
**Mailing Address:**     Domestic / UOCAVA (US) Address     Overseas Address

**DOMESTIC / UOCAVA Mailing Address** (If Different from Residence Address) TOP

Street No.	Suf-A	Suf-B	Street Name/PO Box	Apt/Unit No	Address Line 2
<input type="text" value="PO"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="BOX 756"/>	<input type="text"/>	<input type="text"/>

Mailing City	Mailing State	Zip Code	Zip4
<input type="text" value="ALFRED"/>	<input type="text" value="ME - MAINE"/>	<input type="text" value="04002"/>	<input type="text"/>

- To correct this problem, uncheck the Domestic/UOCAVA (US) Address and then manually enter the mailing address into the Street Name/PO Box, Mailing City, Mailing State, and Zipcode fields. (Note: you can't cut the information from the Street No. field and paste it into the Street Name/PO Box field.)



**Mailing Address:**     Domestic / UOCAVA (US) Address     Overseas Address

**DOMESTIC / UOCAVA Mailing Address** (If Different from Residence Address) TOP

Street No.	Suf-A	Suf-B	Street Name/PO Box	Apt/Unit No	Address Line 2
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="PO BOX 756"/>	<input type="text"/>	<input type="text"/>

Mailing City	Mailing State	Zip Code	Zip4
<input type="text" value="ALFRED"/>	<input type="text" value="ME - MAINE"/>	<input type="text" value="04002"/>	<input type="text"/>

## Type of Registration

- Just as with the New Voter Record, the **Type of Registration** is prefilled as 'AgencyBMV-AVR' and is greyed out.

The screenshot shows a purple header bar with the text 'Type of Registration/ID/Residency' and a 'TOP' link on the right. Below the header, there is a dropdown menu labeled 'Type of New Registration' with the value 'AGENCYBMV-AVR' selected.

## Proof of ID

- **Proof of ID** is greyed out and the **Maine Driver's License/State ID#** is prefilled. The **validate BMV** button will be greyed out only during this initial registration process.

The screenshot shows the 'PROOF OF ID (new voters only)' section. It has a purple header with 'Type of Registration/ID/Residency' and 'TOP'. Below the header, there is a dropdown menu for 'Type of New Registration' with 'AGENCYBMV-AVR' selected. The main section is titled 'PROOF OF ID (new voters only)'. It has three columns: 'Proof of ID provided', 'Form of ID provided', and 'Other Form of ID'. The 'Proof of ID provided' column has a checked checkbox. The 'Form of ID provided' column has a dropdown menu with 'DRIVER'S LICENSE/STATE ID' selected. The 'Other Form of ID' column has an empty text input field. Below these columns, there are three options: '1. Maine Drivers License/Maine State ID' with a text input field containing '1254938', '2. Last 4 Digits of SSN' with an empty text input field, and '3. The voter did not provide a Maine Drivers License, a Maine State ID No, nor a SSN' with an unchecked checkbox. To the right of these options is a 'Validate BMV' button and a note: '(Results in a Unique Voter Identifier (UVI) being assigned to the voter.)'

## Proof of Residency

- **Proof of Residency** is prefilled with **Maine Driver's License or State ID** and is greyed out.

The screenshot shows the 'PROOF OF RESIDENCY' section. It has a purple header with 'Type of Registration/ID/Residency' and 'TOP'. Below the header, there is a dropdown menu for 'Type of New Registration' with 'AGENCYBMV-AVR' selected. The main section is titled 'PROOF OF RESIDENCY'. It has three columns: 'Proof of Residency provided', 'Form of Proof of Residency provided', and 'Other Form of Residency'. The 'Proof of Residency provided' column has a checked checkbox. The 'Form of Proof of Residency provided' column has a dropdown menu with 'MAINE DRIVERS LICENSE OR STATE ID' selected. The 'Other Form of Residency' column has an empty text input field.

## Voter Status

- The **Voter Status** is prefilled as **Active** and greyed out.

The screenshot shows the 'Voter Status' section. It has a purple header with 'Type of Registration/ID/Residency' and 'TOP'. Below the header, there is a dropdown menu for 'Type of New Registration' with 'AGENCYBMV-AVR' selected. The main section is titled 'Voter Status'. It has a dropdown menu with 'ACTIVE' selected. To the right of the dropdown menu is a checkbox labeled 'Challenged Ballot due to a lack of Proof of ID or Residency'. Below the dropdown menu, there are three options: 'UOCAVA' with a dropdown menu, 'UOCAVA Communication Method' with radio buttons for 'Mail' and 'Electronic', and 'Duration of Overseas Status Return Date if applicable' with three empty text input fields.

- To complete the update of the voter record, click the **'Continue'** button at bottom of page, to be taken to the **'Accept Voter Registration'** screen. On the **Accept** screen, the **Reason** and the **NVRA Source** will be prefilled and greyed out. The memo field will be pre-populated with the message **'Updated from BMV AVR (change date)'**.

**Accept Voter Registration - Change** **SUPERUSS / ADDISON**

Voter Name: TOM WRIGHT Current Status: ACTIVE

Type of Change: Reason: **BMV** NVRA Source: **BMV-AVR**

Name

Municipality with Verification Date of Death: [ ] - [ ] - [ ]

Municipality without Verification Effective Date of Change: 07/08/2022

Address

Party Districts: Ward/Precinct: **1-1**

Status Congressional: **2**

Phone State Senate: **6**

No Change State Representative: **11**

Other County Commissioner: **3**

Local Districts: [ ]

Polling Place: ADDISON TOWN HALL  
334 WATER STREET  
ADDISON, ME 04606

Memo: 

NEW FROM BMV AVR 07/03/2022 Updated from BMV AVR 07/06/2022

Mailing Label

- The user will then click **'Accept'** at the bottom of the **Accept Voter Registration** screen, and the registration is complete.

- The user will be taken to the **'Final Activity'** screen, where the user can print a bar code or mailing label or return to the AVR dashboard.

## Processing an AVR Record with an Exact Match in CVR

- When an exact match is found in CVR for an AVR Imported Record, the match will display underneath the AVR information and the **'New Voter'** pushbutton will be greyed out. The match criteria will be listed in the far-right field of the matched record. An **exact match** is one that matches on the **First and Last Name, Date of Birth and the DL/ID#** for both the AVR record and the CVR matched record.

Select	Status w/Reason	Last Name	First Name	Middle Name	Suffix	Date of Birth	Residence Address	Voter ID	DL/State ID	Party	Last 4 SSN	Registration Date	Match Criteria
<input type="radio"/>	ACTIVE	WRIGHT	TOM			06/02/1987	34 MOOSENECK RD ADDISON, ME 04606	100860261	5436989	UNENROLLED		07/07/2022	FIRST NAME, LAST NAME, DATE OF BIRTH, SSN/BMV ID

- Because a single, exact match has been found to an existing record in CVR there is no need to do a manual statewide search. The user will click the Select radio button to the left of the matched record and click the **'Change Voter'** pushbutton to open the existing voter record, and update the record as previously described.

BMV Transaction Date: 07/06/2022 Date Received: 07/06/2022

Select	Status w/Reason	Last Name	First Name	Middle Name	Suffix	Date of Birth	Residence Address	Voter ID	DL/State ID	Party	Last 4 SSN	Registration Date	Match Crite
<input type="radio"/>	ACTIVE	WRIGHT	TOM			06/02/1987	34 MOOSENECK RD ADDISON, ME 04606	100860261	5436989	UNENROLLED		07/07/2022	FIRST NAME

Buttons: Previous, New Voter, Change Voter, No Change, Inquiry Voter Registration, Route to State Queue, Add New Match

## Updating Existing Records that are Designated as PREHAVA (as Type of New Registration)

**Type of Registration/ID/Residency** TOP

Type of New Registration: PRE-HAVA

**PROOF OF ID (new voters only)**

Proof of ID provided: OTHER OFFICIAL DOCUMENTATION

Form of ID provided: OTHER OFFICIAL DOCUMENTATION

Other Form of ID: PRE-HAVA

1. Maine Drivers License/Maine State ID   
 or  
 2. Last 4 Digits of SSN   
 or  
 3. The voter did not provide a Maine Drivers License, a Maine State ID No, nor a SSN

Validate BMV

(Results in a Unique Voter Identifier (UVI) being assigned to the voter.)

- When updating an existing record in which the **'Type of New Registration'** is **'PREHAVA'** (meaning that the record existed prior to 2007 when each municipality's voting records were converted into the CVR), the existing designation of **'Other Official Documentation'** in the **'Proof of ID Provided'** field is replaced with **'Maine Driver's License/State ID'**. The Maine Driver's License/State ID number is prefilled and the **Validate BMV** button is greyed out.

**Type of Registration/ID/Residency**

Type of New Registration: AGENCYBMV-AVR

**PROOF OF ID (new voters only)**

Proof of ID provided: DRIVER'S LICENSE/STATE ID

Form of ID provided: DRIVER'S LICENSE/STATE ID

Other Form of ID: PRE-HAVA

1. Maine Drivers License/Maine State ID  1254938  
 or  
 2. Last 4 Digits of SSN   
 or  
 3. The voter did not provide a Maine Drivers License, a Maine State ID No, nor a SSN

Validate BMV

(Results in a Unique Vote

- If the only change to an existing voter record who is PRE-HAVA is the Maine Driver's License/Maine State ID # do not click the **'No Change'** Pushbutton. Processing the AVR request as a **'Change Voter'** for PRE-HAVA voters ensures that a Maine Driver's License/Maine State ID# is entered into the ID field of the voter record.

## Processing an AVR Record with Multiple Matches in CVR

- When AVR Records return Multiple Matches, each record must be carefully examined to determine which record should be selected or if the records are duplicates and should be Routed to the State Queue.

**AVR Records Imported from BMV** SUPERUSS / ADDISON

Name: KATHY FORTIN      Driver's License: 1254938      SSN:      Date of Birth: 09/05/1990      Party: REPUBLICAN  
 Residence Address: 55 LOBSTER LN, ADDISON, ME 04606      Mailing Address: 55 LOBSTER LN, ADDISON, ME 04606      Prior Location:      Prior Name:

BMV Transaction Date: 07/05/2022      Date Received: 07/07/2022

Select	Status w/Reason	Last Name	First Name	Middle Name	Suffix	Date of Birth	Residence Address	Voter ID	DL/State ID	Party	Last 4 SSN	Registration Date	Match Criteria
<input type="radio"/>	ACTIVE	JAMES	KATHY			09/05/1990	109 SCHOOL ST ADDISON, ME 04606	100860260	1254938	UNENROLLED		07/07/2022	FIRST NAME/LAST NAME, DATE OF BIRTH, SSN/BMV ID
<input type="radio"/>	ACTIVE	FORTIN	KATHY			09/05/1990	22 MONEY PIT LN ADDISON, ME 04606	100860262	3457827	UNENROLLED		07/07/2022	FIRST NAME, LAST NAME, DATE OF BIRTH

- The Match Criteria for each record will be displayed in the far-right column.

Last Name	First Name	Middle Name	Suffix	Date of Birth	Residence Address	Voter ID	DL/State ID	Party	Last 4 SSN	Registration Date	Match Criteria
JAMES	KATHY			09/05/1990	109 SCHOOL ST ADDISON, ME 04606	100860260	1254938	UNENROLLED		07/07/2022	FIRST NAME/LAST NAME, DATE OF BIRTH, SSN/BMV ID
FORTIN	KATHY			09/05/1990	22 MONEY PIT LN ADDISON, ME 04606	100860262	3457827	UNENROLLED		07/07/2022	FIRST NAME, LAST NAME, DATE OF BIRTH

- Select each record, one at a time, then select the 'Inquiry Voter Registration' pushbutton.

ADDISON, ME 04606

- The **View Voter** screen for the selected voter record will display. You can review the record, including the associated history records and click the 'X' in the upper right corner to close the record and select the other matched record to inquiry and view.



- View each record to compare the information in the existing CVR record to the information in the AVR record to determine which CVR record to select or to determine if the existing records are possible duplicates.

Matched Record #1

**Inquiry - View Voter Registration** SUPERUSS / ADDISON

Previous Name	Previous Residence Address	Previous Party
<b>Voter Information:</b> Voter's Name: KATHY JAMES Date of Birth: 09/05/1990 Voter Record # 100860260 Voter Phone # Driver's License/ State ID No.: 1254938	<b>Residence Address:</b> Address: 109 SCHOOL ST Unit: Municipality: ADDISON State: ME Zip: 04606 Date of Last Address Change:	<b>Party Information:</b> Current Party: UNENROLLED Enrollment Date:
Last four digits of SSN: UVI: Show ID:  <b>Status Information:</b> Registration Date: 07/07/2022 Current Status : ACTIVE	<b>Miscellaneous:</b> Special Designation: Registration Type: AGENCYBMV-AVR	<b>Districts:</b> Ward/Precinct : 1-1 Congressional : 2 State Senate : 6 State Representative : 11 County Commissioner : 3
<a href="#">Voter Participation History</a> <a href="#">Display Signature</a> <a href="#">Display Document</a> <a href="#">Audit History</a> <a href="#">Rejection/Cancellation History</a> <a href="#">Previous Districts</a>		
<b>Mailing Address:</b> Street No. Suffix A Suffix B Street Name /P.O.Box Unit Municipality State Zip Code Country Memo: NEW FROM BMV AVR 07/03/2022		

Matched Record #2

**Inquiry - View Voter Registration** SUPERUSS / ADDISON

Previous Name	Previous Residence Address	Previous Party
<b>Voter Information:</b> Voter's Name: KATHY FORTIN Date of Birth: 09/05/1990 Voter Record # 100860262 Voter Phone # Driver's License/ State ID No.: 3457827	<b>Residence Address:</b> Address: 22 MONEY PIT LN Unit: Municipality: ADDISON State: ME Zip: 04606 Date of Last Address Change:	<b>Party Information:</b> Current Party: UNENROLLED Enrollment Date:
Last four digits of SSN: UVI: Show ID:  <b>Status Information:</b> Registration Date: 07/07/2022 Current Status : ACTIVE	<b>Miscellaneous:</b> Special Designation: Registration Type: AGENCYBMV-AVR	<b>Districts:</b> Ward/Precinct : 1-1 Congressional : 2 State Senate : 6 State Representative : 11 County Commissioner : 3
<a href="#">Voter Participation History</a> <a href="#">Display Signature</a> <a href="#">Display Document</a> <a href="#">Audit History</a> <a href="#">Rejection/Cancellation History</a> <a href="#">Previous Districts</a>		
<b>Mailing Address:</b> Street No. Suffix A Suffix B Street Name /P.O.Box Unit Municipality State Zip Code Country Memo: NEW FROM BMV AVR 07/04/2022		

- Note that the Driver's License/State ID# from Matched Record #1 is the same as the AVR Record. Matched Record #2 is not a match, because the Driver's License/State ID# does not match the one in the AVR record.

**AVR Records Imported from BMV**

Name KATHY FORTIN	Driver's License 1254938
Residence Address 55 LOBSTER LN ADDISON, ME 04606	Mailing Address 55 LOBSTER LN ADDISON, ME 04606
Phone Number	

- Close out of the Voter Inquiry search by clicking on the 'X' in the upper right corner of the window and return to the AVR individual record.
- If the matches are not duplicate records, then select the correct voter record by clicking the radio button to the left of the record and then clicking the 'Change Voter' pushbutton. Then follow the steps previously described to update an existing voter record. The non-matched CVR record will be removed when the matching CVR record is updated with the AVR data.

- If any of the existing matched records are possible duplicates, click on the radio button to the left of the duplicate record then click on the **'Route to State Queue'** pushbutton. This functionality is described in more detail in the following section.

## Routing AVR Records to the State Queue

- If you have any questions or encounter difficulties when processing an AVR record, please contact the Elections Division for assistance prior to routing a record to the State Queue.
- AVR imported records may need to be routed to the State Queue for a several reasons:
  - There are possible duplicate records;
  - The AVR record initially was routed to the wrong municipality;
  - The voter is over 100 years old;
  - There are errors in the address or in other fields that will not allow the user to save the record.
- However, if you determine the record meets one of the previous reasons, or the Elections Division has advised you to route the record to the State Queue, then select the record to be routed, and click on the **'Route to State Queue'** button.

**AVR Records Imported from BMV**

Name: THOMAS WRIGHT  
 Driver's License: 5436989  
 SSN: [REDACTED]  
 Date of Birth: 06/02/1987  
 Party: DEMOCRATIC

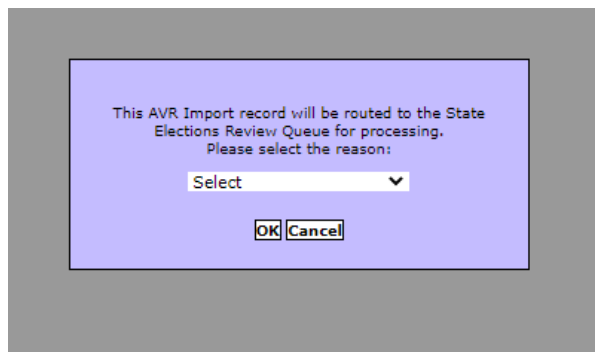
Residence Address: 22 REEF POINT DR, ADDISON, ME 04606  
 Mailing Address: 22 REEF POINT DR, ADDISON, ME 04606  
 Prior Location: [REDACTED]  
 Prior Name: [REDACTED]

Phone Number: [REDACTED]  
 Date Received: 07/07/2022

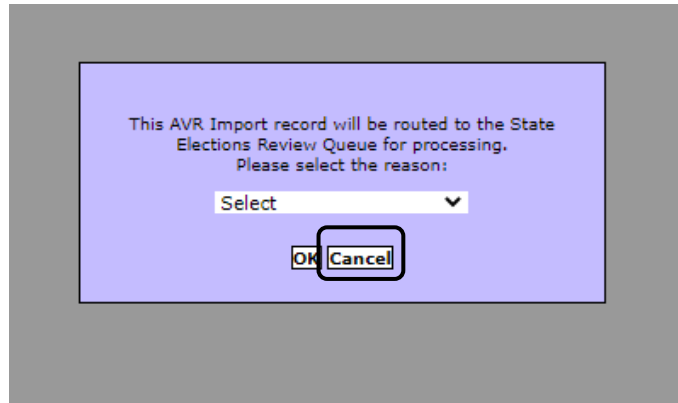
Select	Status w/Reason	Last Name	First Name	Middle Name	Suffix	Date of Birth	Residence Address	Voter ID	DL/State ID	Party	Last 4 SSN	Registration Date	Mat
<input type="radio"/>	ACTIVE	WRIGHT	TOM			06/02/1987	22 REEF POINT DR, ADDISON, ME 04606	100860261	5436989	UNENROLLED		07/07/2022	FIRS
<input checked="" type="radio"/>	ACTIVE	WRIGHT	THOMAS			06/02/1987	55 OLD TOWN RD, ADDISON, ME 04606	100860263	7846372	UNENROLLED		07/07/2022	FIRS

Buttons: Previous, New Voter, Change Voter, No Change, Inquiry Voter Registration, **Route to State Queue**, Add New Match

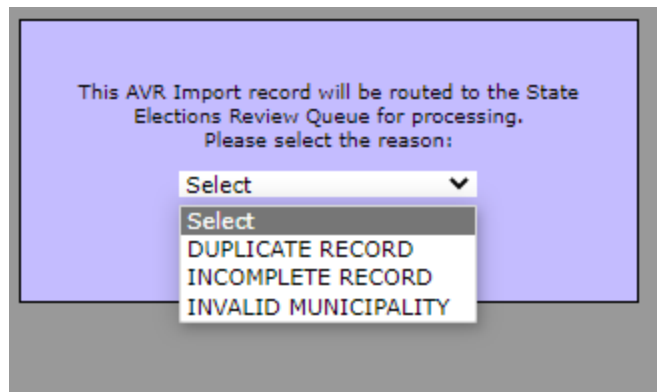
- A popup box will appear.



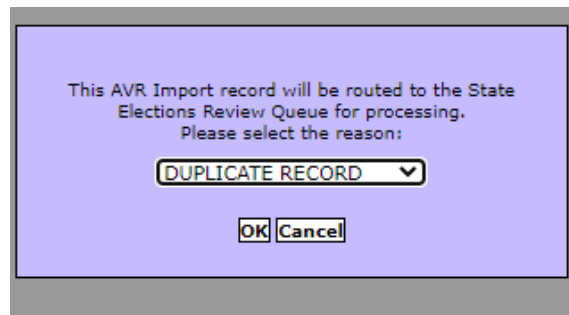
- **Please Note:** If you accidentally selected the **'Route to State Queue'** button, click cancel.



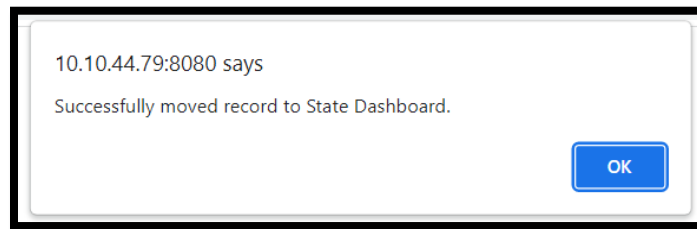
- To Send the AVR record to the State Queue, select the dropdown menu.



- In the dropdown menu, the user must **select the reason** for transferring the record to the State Queue:
  - **Duplicate Record** - select if more than one match is returned and there may be duplicate records;
  - **Incomplete Record** - use for records with other problems or errors; or
  - **Invalid Municipality** - use when the record has been sent to you in error (for villages, townships).
- After the appropriate reason has been selected, click 'OK'.



- A confirmation message will display stating that the action has been successful. Click 'OK' on the confirmation message to be brought back to the list of AVR records.



## Designating AVR Records as 'No Change'

- There is only one situation where you would designate an AVR record as 'No Change'. That is when you have a matched CVR record where none of the information in the AVR record is different from the existing CVR record. Please review both records carefully, to make sure there is no party change or additional name or address information being updated in the AVR record.
- **Reminder: NEVER Click 'No Change' for PRE-HAVA voters. ONLY click 'No Change' if the information in the AVR record is identical to the information in the CVR record for every field.**

**AVR Records Imported from BMV** SUPERUSS / ADDISON

Name: KATHY FORTIN      Driver's License: 1254938      SSN:      Date of Birth: 09/05/1990      Party: REPUBLICAN  
 Residence Address: 55 LOBSTER LN, ADDISON, ME 04606      Mailing Address: 55 LOBSTER LN, ADDISON, ME 04606      Prior Location:      Prior Name:

Phone Number:      Date Received: 07/07/2022

Select	Status w/Reason	Last Name	First Name	Middle Name	Suffix	Date of Birth	Residence Address	Voter ID	DL/State ID	Party	Last 4 SSN	Registration Date	Match Criteria
<input type="radio"/>	ACTIVE	JAMES	KATHY			09/05/1990	109 SCHOOL ST ADDISON, ME 04606	100860260	1254938	UNENROLLED		07/07/2022	FIRST NAME/LAST NAME, DATE OF BIRTH, SSN/BMV ID
<input checked="" type="radio"/>	ACTIVE	FORTIN	KATHY			09/05/1990	22 MONEY PIT LN ADDISON, ME 04606	100860262	3457827	UNENROLLED		07/07/2022	FIRST NAME, LAST NAME, DATE OF BIRTH

## Contact the Elections Division

When processing, if issues or questions arise, we ask you to stop processing that record and call the Elections Division for help:

- Call 1-207-624-7650 or toll free at 1-888-868-3763 (1-888-VOTESME) to speak directly with staff;
- Call the CVR Help Desk toll free at 1-877-428-2457 (1-877-HAVAHELP) to leave a message.