



County of Fairfax, Virginia

GENERAL REGISTRAR'S REPORT

DATE: August 13, 2024

TO: Hon. Katherine K. Hanley, Chairman of the Fairfax County Electoral Board
Jeffrey K. Shapiro, Vice Chairman of the Fairfax County Electoral Board
Amb. (ret.) Christopher Henzel, Secretary of the Fairfax County Electoral Board

FROM: Eric L. Spicer, General Registrar and Director of the Office of Elections

CC: Beth Dixon Methfessel, Clerk to the Electoral Board
Office of Elections – All Staff

SUBJECT: General Registrar's Report for the August 15, 2024, Electoral Board Meeting

Voter Registration

Registered Voters	As of 6/1	As of 7/31	Change from 5/31
Active Registered Voters	736,461	723,604	-12,857
Inactive Registered Voters	64,426	81,087	+16,661
Total	800,887	804,691	+3,804

Active Voter Registration Subtractions (Cancellations and Transfers Out)	6/1 – 7/31	Year-to-Date 2024 (1/1 to 7/31)
Deceased (multiple sources) ¹	1,086	3,111
Out-of-State (multiple sources) ²	2,613	4,029
Declared Non-Citizen (from ELECT)	46	182
Declared Mentally Incapacitated (from Court)	12	35
Felony Conviction (from ELECT)	9	104
Voter Request (paper form from voter)	81	223
Transfer Out to Another Jurisdiction in VA	3,738	10,835
Other Subtractions (administrative error, other)	12	37
Total Cancellations and Transfers	7,597	18,556

Fairfax County Office of Elections

12000 Government Center Parkway, Suite 323, Fairfax, Virginia 22035
Phone: 703-222-0776 | Fax: 703-324-4706 | TTY: 711 | voting@fairfaxcounty.gov
<https://www.fairfaxcounty.gov/elections>

Active Voter Registration Additions	6/1 – 7/31	Year-to-Date 2024 (1/1 to 7/31)
New Voter Registrations (multiple sources)	7,663	23,740
Transfer In from Another Jurisdiction in VA	3,695	9,535
Other Additions (reactivated, reinstated, other)	1,680	3,780
Total	13,038	37,055

Voter Registration Transactions³ (includes transactions that result in additions, subtractions, and no change)	6/1 – 7/31	Year-to-Date 2024 (1/1 to 7/31)
Online DMV (from ELECT)	43,213	123,159
Online Citizen Portal (from ELECT)	8,852	17,981
Online Third-Party DMV Verified (from ELECT)	660	1,297
Va. Paper Form Third Party (delivered to the office)	437	3,439
Va. Paper Form In-Person (office walk-ins, new citizen ceremonies, at polling locations)	339	1,092
Va. Paper Form By Mail (delivered to the office)	604	1,965
Federal Post Card Application (multiple sources)	1,007	1,725
National (EAC) Paper Form (delivered to the office)	174	436
Same Day Registration (office or voting locations)	229	1,301

¹ Deceased (multiple sources) includes: Bureau of Vital Statistics through ELECT, Report of Death information provided by relative, Death Certificate provided, and General Registrar Report of Death created based on an obituary

² Out-of-State (multiple sources) includes: DMV, State mail, NCOA, and other voter registration update forms

³ All categories include: new voter registrations, change of address, change of name, voter cancellations (including out-of-state), and duplicates (no change of data)

NCOA Confirmation Mailings

The USPS National Change of Address (NCOA) confirmation mailing is part of a list maintenance process mandated by Va. Code 24.2-428 and the National Voter Registration Act (NVRA) that is managed by the Virginia Department of Elections in Richmond (ELECT).

ELECT sent an NCOA confirmation mailing to 23,281 Fairfax County voters on June 10, 2024. This included 19,009 voters who moved out of Fairfax County and 4,272 voters who moved within Fairfax County. As a result of this mailing, 2,358 voters who moved out of the state were removed from the Fairfax County voter list, and 728 voters moved within Fairfax County and their record



has been updated. 16,231 voters were changed to an “Inactive” status because their confirmation mailing was returned undeliverable, or they did not respond within 30 days.

The NCOA mailing not only affects registration, but also who is on the permanent absentee list. Va. Code § 24.2-703.1D requires that a voter on the permanent absentee (PAB) list be removed from the list if the voter’s registration is placed on inactive status pursuant to Va. Code §§ 24.2-428 or 24.2-428.1. Based on this action, 912 permanent absentee applications were manually cancelled and deleted.

Confirmation Mailing – Sent by Virginia Department of Elections (ELECT)

As of August 12, we received a total of 6,501 pieces of mail from the confirmation mailing, including 3,293 pieces returned undeliverable and 3,208 responses from voters that required action. A total of 16,231 voters were changed to an “Inactive” status because their confirmation mailing was returned undeliverable, or they did not respond within 30 days.

The following table summarizes the results of this mailing:

Actions Taken as of August 12, 2024	Quantity
Moved within Fairfax County - Address updated on voter list	728
Moved within Virginia – Voter information mailed to other jurisdictions	98
Incomplete – Reviewed by staff	24
Moved out of the state – Voters removed from the voter list	2,358
Undeliverable	3,842
TOTAL	7,050

Voter Registration Update Mailer

A follow up voter registration update letter was sent to the undeliverable mail that included a forwarding address from the post office, including: 288 sent to a forwarding address within Fairfax County, 233 sent to a forwarding address in Virginia, and 814 sent to an out-of-state forwarding address. There were 2,507 pieces of undeliverable mail that did not have a forwarding address.

Absentee by Mail Requests

As of August 12, we approved 68,137 absentee ballot applications for the November 2024 General and Special Elections. This includes 59,482 permanent applications, 3,144 applications from overseas and military voters, and 5,511 one-time applications.



Executive Order Issued by Governor Youngkin

On August 7, Governor Youngkin issued an Executive Order to “protect the casting of legal ballots by legally eligible voters in Virginia’s elections.” Governor Youngkin noted that the state has made improvements to establish comprehensive data-sharing agreements with seven states and to receive additional data from 42 states. In addition, the state has conducted multiple National Change of Address mailings over the past two years to identify individuals who no longer reside in Virginia and has streamlined the process for eliminating deceased voters, including accessing a national death record database and conducting a comprehensive audit.

The Governor stressed that Virginia is one of only three states in the nation that requires individuals to provide their full 9-digit social security number when they register to vote. He also noted that ninety percent of voters in Virginia submit electronic registration applications through ELECT, which requires a valid DMV credential, or to submit registration applications when conducting transactions with the DMV. The DMV requires applicants to submit proof of identity and legal presence for those that do not yet hold a valid Virginia credential. In addition, the DMV verifies the proof of identity and legal status for applicants with the Department of Homeland Security Systematic Alien Verification for Entitlements (SAVE) database and the Social Security Administration database.

The Governor also stressed that all data collected by the DMV that identifies non-citizens is shared with ELECT, which uses this information to scrub existing voter rolls and remove non-citizens who may have purposefully or accidentally registered to vote. As a result of these efforts, according to data from ELECT, 6,303 individuals who were identified as being non-citizens were removed from the voter list in Virginia between January 2022 and July 2024 including 985 individuals who were removed in Fairfax County.

Processes for Voters Who Have Moved/Voter Challenges

Several registered voters in Fairfax County have expressed a desire to challenge individuals on our voter list because they moved out of the county or out of the state. There have been other similar inquiries throughout the state from individuals and entities such as True the Vote. In response to these inquiries ELECT reminded all general registrars that individuals on the list of registered voters may not be challenged because they moved out of a jurisdiction or out of the state.

The following is an updated overview that we previously provided in the **June 9, 2022**, GR Report to the Electoral Board on the of the confirmation mailing and cancellation process:

Confirmation Mailings and Cancellation Process

Pursuant to state law (§ 24.2-428) and the National Voter Registration Act (NVRA), the Virginia Department of Elections (ELECT) conducts an annual address match of Virginia’s voters against records in the United States Postal Service’s (USPS) National Change of Address (NCOA) registry. The NCOA database catalogs change of address requests



submitted by individuals to the USPS when moving. ELECT relies on this database to identify voters registered in Virginia who may have moved and may need to update or cancel their voter registration. Voters registered in Virginia who are identified as potential movers by the NCOA list are then sent a confirmation mailing by forwardable mail to their last known Virginia address asking the voter to either verify their residential address or request cancellation of their Virginia voter registration.

Confirmation mailings include a postage prepaid envelope and a confirmation form that voters can utilize to confirm that their address did or did not change, or to request that the general registrar cancel their registration, if appropriate. Voters who respond to the mailing within 30 days and confirm that their place of residence has not changed or that their new address is in Virginia remain on the voter registration list as active, Virginia-registered voters. Voters who do not respond to the notice within 30 days or whose confirmation mailing is returned as undeliverable are then classified as 'Inactive' on the voter registration file. Voters identified as such will be removed from the voter registration list if the voter fails to either vote or update their voter registration over a period of two federal general elections (2 to 4 years).

Voters who have been designated as 'Inactive' by the process outlined above may still cast a ballot on Election Day. Any 'Inactive' voters are required to sign a statement declaring that they are a qualified and registered voter of the precinct at which they are present, and they will be added to the pollbook by officers of election and permitted to vote.

Following each federal general election, ELECT will cancel individuals who have been on the inactive list without voting for a period of two federal general elections. Virginia voters identified as having moved, whether in-jurisdiction or to another jurisdiction, are entered into the confirmation process as required by the NVRA and Va. Code § 24.2-428 and receive confirmation mailers at their Virginia addresses by forwardable mail.

In addition, ELECT sends cancellation request mailers to those on the Virginia voter registration list who have been identified as having moved out-of-state. The out-of-state mailer project is expected to reach voters soon after they move, allowing voters to cancel their registration immediately without having to wait for the routine confirmation process. This additional mailer to the out-of-state addresses increases the likelihood that registered voters will receive the notice and instruct ELECT to cancel their Virginia voter registrations.

These confirmation mailings, including NCOA, in-state movers, and out-of-state cancellations, routinely occur once per year, usually in July, but there were two last year.

Undeliverable Voter Registration Mail

When we receive undeliverable voter registration mail that is returned by the post office, our voter registration staff make an entry in the voter's record on VERIS to flag them for inclusion in the next confirmation mailing.



Polling Place Consolidation/Name Changes

The following precinct and polling places changes were approved by the Board of Supervisors on June 25, 2024:

- The name of Woodson #1 and Woodson #2 precinct’s polling place changed from W. T. Woodson High School to Carter G. Woodson High School.
- The name of Huntley precinct’s polling place changed from St. John’s Episcopal Church to St. Martin de Porres Episcopal Church.
- The name of Island Pond precinct’s polling place changed from Oak Marr Recreation Center to Oakmont Recreation Center.
- Relocation of the polling place for Greenspring precinct from Village Square to the Conference Center.*
- Consolidation of the Hummer and Woodburn precincts.*
- Removal of the Gerry Hyland Governmental Center as a voter satellite office.*

*The Request for Certification of No Objection for the relocation of the Greenspring polling place, the consolidation of the Hummer and Woodburn precincts, and the removal of the Gerry Hyland Governmental Center as a voter satellite office was submitted to the Attorney General on July 12. Approval is expected by late August.

2024 General and Special Elections – Absentee Voting at Satellites

We are preparing for in-person absentee voting at the Fairfax County Government Center and satellite locations for the November General Election. All in-person absentee voting locations will be staffed with election officers. The Chief at each location will represent the Republican Party and the Assistant Chief will represent the Democratic Party. We will balance Republican and Democratic Party representation among election officers with some unaffiliated officers.

All locations will have a one-to-one Poll Pad to Ballot on Demand printer set up that will enable the check-in officer to provide the correct precinct ballot to each voter as they are checked in.

Three locations (Fairfax County Government Center, Mount Vernon, and North County) will be open starting on Friday, September 20 and they will also be open on Saturday, September 21. An additional 13 locations will open on Thursday, October 17. Then all locations will be open for 16 days of voting until November 2 including three Saturdays and one Sunday.

The satellite hours of operation remain consistent with past elections:

Fairfax County Government Center

Monday – Friday	8 a.m. to 4:30 p.m.
Saturdays (9/21, 10/19, 10/26, 11/2)	9 a.m. to 5 p.m.
Sunday (10/27)	1 p.m. to 5 p.m.



Mount Vernon and North County Governmental Centers

Monday – Friday 1 p.m. to 7 p.m.
Saturdays (9/21, 10/19, 10/26, 11/2) 9 a.m. to 5 p.m.
Sunday (10/27) 1 p.m. to 5 p.m.

13 additional locations

Monday – Friday 1 p.m. to 7 p.m.
Saturdays (10/19, 10/26, 11/2) 9 a.m. to 5 p.m.
Sunday (10/27) 1 p.m. to 5 p.m.

Training for satellite staff is scheduled for September 9-14 and September 30-October 5. Early voting Chiefs and Assistant Chiefs will be trained and prepared for provisional and same day registration issues. All satellites will have a Provisional Specialist trained and prepared to help with administrative duties for provisional and SDR voters, such as ensuring the provisional envelope is filled out completely and accurately.

Resource Allocation for Early Voting Satellites

The attached Resource Allocation for satellites provides information on the allocation of Poll Pads, DS200s, ExpressVote accessible ballot marking machines, Ballot-on-Demand printers, and blank ballot paper for the satellite voting locations.

Resource Allocation for Election Day Precincts

For each election, we develop a resource allocation plan and order ballots based on comparable elections. In past comparable presidential elections (November 2016, November 2012, and November 2008), average turnout at Election Day polling places was between 63% and 67%. Due to the introduction of no-excuse early voting in 2020, this percentage will likely decrease this year but we cannot be sure by how much.

This election, each precinct will receive ballots for at least 80% of active voters. We will order ballots for 85% to 100% of active voters for the precincts that had the highest in-person turnout in past presidential elections. We will order ballots for 85% of active voters for new precincts created as a result of redistricting.

Each precinct will receive three to six Poll Pads, two ExpressVote ballot marking devices, and two DS200 ballot scanners.

Each precinct will be assigned 9 to 17 election officers, including two Provisional Specialist officers. They will help the Chief and Assistant Chief by performing administrative duties related to provisional and SDR voters, including verifying each provisional envelope is completed completely and accurately and properly logged.



Logic and Accuracy Testing for Poll Pads, Voting Equipment, and Ballot on Demand

The following is our Logic and Accuracy testing schedule for the November 2024 election:

Tuesday, September 10 (9:00 a.m.) to September 11 (Fairfax Government Center, 12000 Government Center Parkway, Fairfax, VA) – Testing and setup of Poll Pads for early voting satellite sites.

Thursday, September 12 (9:00 a.m.) to September 16 (Morrissette Warehouse, 8600 Morrissette Drive, Springfield, VA) – Testing of voting equipment and Ballot on Demand systems for three 45-day early voting satellite sites.

Tuesday, September 24 (9:00 a.m.) to October 11 (Morrissette Warehouse, 8600 Morrissette Drive, Springfield, VA) – Testing of voting equipment and Ballot on Demand systems for the remaining 13 early voting satellite sites and all Election Day polling places.

Wednesday, October 9 (9:00 a.m.) to October 10 (Fairfax Government Center, 12000 Government Center Parkway, Fairfax, VA, Suite 339) – Testing of voting equipment that will be used to count mail ballots.

Sunday, November 3 (9:00 a.m.) (Fairfax Government Center, 12000 Government Center Parkway, Fairfax, VA, Suite 251) – Testing and setup of all Poll Pads for Election Day.

Election Officers

We will assign approximately 3,700 election officers to serve in precincts on election day. We will begin notifying officers of their precinct assignments by mid-September. In accordance with the Code of Virginia and Electoral Board policy, Chief election officers will be affiliated with the Republican Party, Assistant Chief election officers will be affiliated with the Democratic Party, and we will strive to achieve party balance among other officers in the precinct.

We are already deep in the process of recruiting and hiring new election officers to serve in this election. We received more than 100 new officer applications on National Poll Worker Recruitment Day (August 1) and we have received more than 600 new officer applications since the last election. We encourage anyone interested in being an election officer for this election to apply as soon as possible, preferably by Friday, September 13, to ensure ample time to complete hiring paperwork and attend training. The final deadline to apply is Tuesday, October 15. We anticipate we will onboard approximately 1,000 – 2,000 new officers for this election.

Individuals or organizations interested in assisting with election officer recruitment are encouraged to use our Recruitment Toolkit (found at portal.electionofficers.com/recruitment) to share social media posts, flyers, and other materials.



Election Officer Training

We are offering a robust complement of in-person and online training opportunities for new and experienced election officers in this election. Most of these classes will launch or begin in late August, with Chief-oriented classes and workshops beginning mid-September. We will offer more than 100 in-person class sessions, with capacity for more than 4,000 attendees.

- Election Officer Basics (on-demand online class)
- Chief & Assistant Chief Basics (on-demand online class)
- Provisional Basics (on-demand online class)
- De-Escalation Training (live online class)
- New Election Officers Class (in-person class)
- Provisional Specialist Workshop (in-person class)
- Chief Workshop (in-person class)
- Closing Procedures Workshop (in-person class)

In addition, to ensure we best prepare all officers for this election, we will host a number of open houses. Election officers are asked to schedule a time for each open house but are permitted to stay as long as they want, practice with any equipment, and ask all questions they may have.

- Election Officer Open House – Friday, September 27
- Election Officer Open House – Saturday, September 28
- Election Officer Open House – Friday, October 11
- Election Officer Open House – Saturday, October 12
- Chief Open House – Wednesday, October 23
- Chief Open House – Thursday, October 24

We will also host online briefings for officers serving in various positions to provide legal and procedural updates and reminders for this election. All briefings will be recorded and provided to all officers to review anytime.

- Provisional Briefing – Tuesday, October 15 (to provide Provisional Specialists reminders and updates for this election)
- Chiefs Briefing – Tuesday, October 22 (to provide Chiefs and Assistant Chiefs with legal and procedural updates for this election)
- Election Officer Briefing – Tuesday, October 29 (to provide regular election officers with reminders and updates for this election)

We hope this variety and breadth of training opportunities will provide every election officer, new or experienced, with the training to best prepare them to serve in this presidential election.



Office Personnel

Sarah Prowitt resigned from her position as Communications Division Chief effective August 2 to take a position with the federal government in Health and Human Services. Teresa Maza is resigning from her position as Financial Specialist II effective August 23 to accept a promotional opportunity with the county's HR Department. On September 6, Patricia Ferguson is retiring from her position as VFOIA Manager after 13 years of dedicated service.

We have begun recruiting for a Financial Specialist II to replace Teresa and she has agreed to help us out during the transitional period. Teresa has done an outstanding job working with me and her assistant Mira Elliot to greatly improve our financial procedures and accountability. It will be hard to fill her shoes, but we will do our best to find someone with Teresa's very impressive financial skills, work ethic, and dedication.

We will fill the Communications Division Chief and FOIA Manager positions immediately after the November 5 Presidential Election. In the interim, Ann Hines has accepted the responsibility for managing all VFOIA functions on a temporary basis. Ann will work closely with me, Cheryl, and managers throughout the Department. Cheryl will be responsible for all external communications functions and the website as she was before we hired Sarah. Cheryl will also serve as our liaison with the county's Public Affairs Department.

VFOIA and NVRA

We have received 9 VFOIA requests and 2 NVRA requests since the June 10 Electoral Board meeting, bringing the total to 34 VFOIA and 13 NVRA requests in 2024.

Communications Division and Outreach Program

As noted earlier in this report, the two individuals who comprised our Communications Division will no longer be with the Department after September 6. We will focus primarily on essential functions such as VFOIA requests, external communications efforts, website management, and responses to media inquiries and requests for information. While our outreach efforts will be limited, we will do our best to provide essential voter registration and election materials to senior centers and public facilities including libraries, governmental centers, and recreation centers.

