

Instructions for Submitting Official Canvass (Vote Results) for the Statement of Vote (SOV) and Supplement to the Statement of Vote (SSOV)

Electronic Copy of Results for President: No later than December 1, 2020 (E+28)

SOV (Hard Copy & Electronic): No later than December 4, 2020 (E+31)

SSOV (Hard Copy): No later than December 4, 2020 (E+31)

SSOV (Electronic copy)

EFT Counties: by December 4, 2020 (E+31)

KDE Counties: must be keyed on (not before) December 14, 2020, which is after the December 13, 2020, VoteCal release

The following must be received by our office **no later than the above due dates:**

- 1) Certified copy of official canvass (hard copy), and
- 2) EFT Counties: SOV/SSOV template files
KDE Counties: SOV/SSOV submitted via VoteCal KDE screens, and
- 3) Completed SOV/SSOV forms

Copies of county-specific reporting forms have been emailed to the county election reporting contact within your office.

If you need to make any changes to your data after it has been submitted, you must notify us of the change in order for the information to be corrected in time for the final printing of the SOV or the SSOV. You will also need to submit another complete SOV or SSOV and accompanying documents, including an updated certificate. Please do not backdate any documents. We must be able to differentiate between versions in order to accurately report your data.

COUNTY CHECKLIST FOR REPORTING OFFICIAL CANVASS:

- Completed SOV/SSOV Forms
- A cumulative system report indicating the total numbers of ballots cast, the number of precinct ballots, and the number of vote-by-mail ballots cast for your county.
- A system report indicating the breakdown of vote results by political subdivision for your SSOV data.
- Help America Vote Act of 2002 (HAVA) Certificate (template attached)
- Official Canvass County Certificate (template attached)
- Official Canvass
- Qualified Write-In Candidates – County Vote Reporting Form (template attached)
 - Only needed if your Official Canvass does not provide a breakdown of the total number of votes received for each qualified write-in candidate.
- List of all-mail ballot precinct numbers or system generated total number of all-mail ballot precinct ballots
- 1% Manual Tally Report or Risk Limiting Audit Report
- County Voting System Incident Report (templates attached)