

[Date]

Open Records Custodian

[Agency Name]

[ORR Add1]

[City State Zip]

[ORR Delivery]

Dear Records Custodian:

It is our goal to understand the various methods and means used by your office to identify and manage non-citizen voter registration. Pursuant to [State ORR Title], [State ORR Law], True the Vote makes the following request for records:

Requested Records

1. All documents, policies, manuals, or other related materials explaining procedures followed by your office when determining eligibility for voter registration on the basis of citizenship status, including but not limited to:
 - Social Security database, if applicable
 - USCIS Systematic Alien Verification for Entitlements (SAVE) database, if applicable
 - Drivers' license records
 - Any other database or system of record review, if applicable. In your response, please specify the name of the database and the agency or other source providing the database.
2. Examples of any forms, letters, or other type of correspondence sent by your office to a prospective voter in order to validate citizenship.
3. All documents, policies, manuals, or other related materials explaining procedures followed by your office to accept incoming voter registrations from

assistance programs that provide voter registration along with program enrollment, including but not limited to:

- State driver's license agency
- Healthcare.gov or other entity submitting voter registrations collected through enrollment in an Affordable Healthcare Act affiliated program ●
- U.S. Marshals
- Supplemental Security Income (SSI)
- Supplemental Nutrition Assistance Program (SNAP)
- Temporary Assistance for Needy Families (TANF)
- Medicaid
- HUD Public Housing
- Any other public benefit or social service program.

4. Any information, including any technical specifications, data dictionary, or other documentation, designating citizenship status in the Voter Registry database. Example: if a noncitizen was registered to vote while applying for a driver's license or other social service program, but was not a citizen, what designator(s) would your agency use to identify and track that information?

Please provide all information electronically. Should this information be currently available on-line, we would be greatly appreciating instructions and links to access. Any materials requiring delivery via USPS or other carrier service should be directed to: True the Vote, P.O. Box 3109, Houston, TX 77253.

Request for Fee Waiver

If any costs are associated with this request, please notify us in advance of further request processing.

True the Vote requests a fee waiver because "disclosure of the information is in the public interest, and it is likely to contribute significantly to public understanding of the operations or activities of the government and is not primarily in the commercial interest of the requester."

The requested information is also likely to contribute new information

regarding government operations or activities. True the Vote's request adds to a "public understanding," for a "broad audience of persons interested in the subject."

True the Vote is primarily engaged in disseminating information as a non-profit organization. It "gathers information of potential interest to a segment of the public, uses its editorial skills to turn the raw material into a distinct work, and distributes that work to an audience." True the Vote disseminates information through, among other means, our website (<http://www.trueethevote.org/>), social media outlets, educational conferences, and direct mail.

In Closing

True the Vote looks forward to working with you to fulfill this request. To ensure that this request is properly construed, True the Vote welcomes the opportunity to discuss this request prior to the undertaking of any search effort. If you do not understand any part of this request, have questions, or anticipate any issues with the release of the requested information, please do not hesitate to contact us at research@trueethevote.org or by phone at 713.401.6017.

Respectfully,

True the Vote