

UseCaseID	UC-VR032
Module	Voter Registration
SubModule	
Summary	Process Voter Registration Manually.
Description	Voter registration card is received by LA County by a registered voter. Registered voters are those that have had a previous registration.
Trigger Event	
Precondition	<ul style="list-style-type: none"> ▪ Staff has appropriate user access rights to the system.
ExpectedResult	<ol style="list-style-type: none"> 1. User can validate the voter information 2. The registration has been processed: <ol style="list-style-type: none"> 2.1. Applied to existing voter 2.2. Deferred to pending category 2.3. Registration has been returned to State 3. User can modify pertinent voter information, and save the record with changes
DetailedProcessFlow	<ol style="list-style-type: none"> 1. The System displays the new voter record. <ol style="list-style-type: none"> 1.1. The system shall have all affidavit data from Voter Registration Card in their respective fields. The fields shall include but are not limited to: <ol style="list-style-type: none"> 1.1.1.Citizenship Affirmation 1.1.2.Age Verification Flag 1.1.3.Names (last, first, middle, suffix) 1.1.4.Addresses (mailing, residence, previous) 1.1.5.Date of Birth 1.1.6.Place of Birth 1.1.7.Driver's License # 1.1.8.SSN 1.1.9.Email Address 1.1.10. Party Field 1.1.11. Language Field 1.1.12. Gender 1.1.13. Signature Field 1.1.14. Signature Date Field 1.1.15. Perm AV Field 1.1.16. Poll Worker option 1.1.17. Provide Polling Place Field 2. Staff will input required data fields into Search Module to validate the record. These fields shall include but are not limited to: <ol style="list-style-type: none"> 2.1. Names (last, first, middle, suffix) 2.2. Addresses (mailing, residence, previous) 2.3. Driver's License #

- 2.4. Date of Birth
- 2.5. Birth Place
3. System should validate the voter record against election law and auto-correct.
 - 3.1.1. System shall apply a fatal pend code/flag to a record and place in a fatal pend status a record that has functional or legal issues such as:
 - 3.1.1.1. Voter under 18 years prior to next election
 - 3.1.1.2. Affidavit registration lacks signature
 - 3.1.1.3. Voter is not a United States citizen
 - 3.1.1.4. Voter residence address is not in Los Angeles County
 - 3.1.1.5. Voter residence address is at a business, post office or mail drop address
 - 3.1.1.6. Voter is incarcerated for a felony conviction
 - 3.2. System should validate voter record fields according to conformance to data type, content and conformance to election law.
 - 3.2.1. System alerts staff to any deficiencies in voter record and provides user with specific resolution instructions to correct any deficiencies.
 - 3.2.2. System alerts staff if duplicate records exists
 - 3.2.2.1. If duplicate records exist, Staff applies changes to existing voter record.
4. Staff modifies reregistration record
 - 4.1. The system shall allow authorized users to update any non-fixed information on voters record according to the user's security role.
 - 4.2. System should automatically assign a voter to a precinct when given an eligible residence address.
 - 4.3. The system should provide the user with a selectable list of appropriate street name, street directional, house number ranges, street type, city or zip when the residence address is minimally incomplete, a near match or ambiguous.
 - 4.3.1. System shall allow non-standard residential addresses.
 - 4.3.2. System shall allow manual precincting of voter address
 - 4.3.3. User can add comments to pending record.
5. Staff enters required data fields. These fields shall include but are not limited to:
 - 5.1. Driver's License #
 - 5.2. SSN (last 4 digits if provided)
 - 5.3. Names (last, first, middle, suffix)
 - 5.4. Date of Birth
 - 5.5. Addresses (mailing, residence, previous)
 - 5.6. Place of Birth
 - 5.7. Language Field
 - 5.8. Gender
 - 5.9. Party Field
 - 5.10. Source
 - 5.11. Delivery
 - 5.12. Phone #
 - 5.13. Email address
 - 5.14. Signature Date
 - 5.15. Registration Date
 - 5.16. Received Date
 - 5.17. Perm AV Field

	<p>6. Staff processes Registration Record.</p> <p>6.1.1.Changed addresses and names from prior existing voter record should be saved to prior address and prior name fields.</p> <p>6.1.1.1.1. System shall log all changes to voter record in a transactional table.</p> <p>6.2. System assigns unique Voter ID</p> <p>6.2.1.System updates local data tables with new voter registration record</p> <p>6.3. New voter record is marked as processed and removed from unprocessed queue.</p> <p>6.4. System logs that voter is eligible for a Voter Notification Card and other respective notices.</p>
AlternateFlow	<p>1. The system shall allow Staff to process voter registration using Batch feature.</p> <p>1.1. System shall have a Batch entry display. Which will include data entry fields:</p> <p>1.2. Batch ID</p> <p>2. Staff will enter Batch ID #</p> <p>2.1. System will display Records associated to Batch ID</p> <p>2.2. System will display Voter Registration Card with the Signature highlighted</p> <p>3. Staff will Process Voter Registration. (See Detailed Process Flow)</p>
Parent	[Parent id of the Use Case as documented in Project Scope or Business Case]
Related Use cases	<ol style="list-style-type: none"> 1. Apply Affidavit 2. Process Responses to Notices/Mailings 3. Merge Voter 4. Confidential Voter 5. Manage Duplicates 6. Apply pending VoteCal Updates 7. User Security Roles 8. NCOA 9. Bulk Processing NCOA Records
Requirements	<p>UCVR032-01 The System shall display the new voter record.</p> <p>1. The system shall have all affidavit data from Voter Registration Card in their respective fields. The fields shall include but are not limited to:</p> <ol style="list-style-type: none"> 1.1. Citizenship Affirmation 1.2. Age Verification Flag 1.3. Names (last, first, middle, suffix) 1.4. Addresses (mailing, residence, previous) 1.5. Date of Birth 1.6. Place of Birth 1.7. Driver's License # 1.8. Last 4 digits of Social Security Number (SSN4) 1.9. Email Address 1.10. Party Field 1.11. Language Field 1.12. Gender 1.13. Signature Field 1.14. Signature Date Field 1.15. Perm AV Field 1.16. Poll Worker option

	<p>1.17. Provide Polling Place Field</p> <p>UCVR032-02 System shall validate the voter record against election law and auto-correct.</p> <p>UCVR032-03 System shall apply a fatal pend code/flag to a record that has functional or legal issues when specific conditions are met including but limited to:</p> <ol style="list-style-type: none"> 1.1. Voter under 18 years prior to next election 1.2. Affidavit registration lacks signature 1.3. Voter is not a United States citizen 1.4. Voter residence address is not in Los Angeles County 1.5. Voter residence address is at a business, post office or mail drop address 1.6. Voter is incarcerated for a felony conviction <p>UCVR032-04 System shall validate voter record fields according to conformance to data type, content and conformance to election law.</p> <p>UCVR032-05 System shall alert staff to any deficiencies in voter record and provides user with specific resolution instructions to correct any deficiencies.</p> <p>UCVR032-06 System shall alerts staff if duplicate records exists.</p> <p>UCVR032-07 The system shall allow authorized users to update any non-fixed information on voters record according to the user’s security role.</p> <p>UCVR032-08 System should automatically assign a voter to a precinct when given an eligible residence address.</p> <p>UCVR032-09 The system should provide the user with a selectable list of appropriate street name, street directional, house number ranges, street type, city or zip when the residence address is minimally incomplete, a near match or ambiguous.</p> <p>UCVR032-10 The System shall allow non-standard residential addresses.</p> <p>UCVR032-11 The System shall allow manual precincting of voter address.</p> <p>UCVR032-12 The System shall allow User to add comments to pending record.</p> <p>UCVR032-13 The System assigns unique Voter ID to each unique voter record.</p> <p>UCVR032-14 The System updates local data tables with new voter registration record.</p> <p>UCVR032-15 The System logs that voter is eligible for a Voter Notification Card and other respective notices.</p>
RequirementID	[List of requirement IDs in Use Case]
Related Requirements	[Requirements not stated in use case that need to be captured or may impact]
Risk	[List of Risk IDs]
Actors	Staff
Documents	[List of documentation name, Link or location]
Author	Alan Castillo
Signoff	Elections operations management
Date	

USE CASE WORKSHEET