UseCaseID	UC-VR031
Module	Voter Registration
SubModule	
Summary	Create New Voter
Description	This Use Case is meant to show how staff creates and inputs a new Voter Record into the system.
Trigger Event	
Precondition	▪ Staff has appropriate user access rights to the system. ▪ Staff has logged into the system to create a new voter record.
ExpectedResult	1. The Voter's record has been created and a unique voter identification number has been assigned to the record.

DetailedProcessFlow	1. User selects option to create a voter record
	   1.1. The system shall allow the user the option to create a new voter record and system shall present primary administrative voter information data entry fields to create a voter record(s). At minimum these shall include:
	      1.1.1. EMS Voter ID (fixed)
	      1.1.2. Status
	      1.1.3. Reason Code
	      1.1.4. Affidavit
	      1.1.5. Driver's License #
	      1.1.6. Social Security Number
	      1.1.7. Names (last, first, middle)
	      1.1.8. Birthdate
	      1.1.9. Residence Address (house number, fraction, street and street type, pre- and post-directional, secondary unit and unit type, city)
	      1.1.10. Last 4 digits of Social Security Number (SSN4)
	      1.1.11. Perm Category, type of application and how received, and Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) flags
	      1.1.12. Party
	      1.1.13. Gender
	      1.1.14. Language preference
	      1.1.15. Email
	      1.1.16. Phone number
	      1.1.17. Registration dates
	      1.1.18. Date received
	      1.1.19. Mailing address (if different from residence address)
	2. User inputs required fields
	      2.1.1.Status
	      2.1.2. Reason Code
	      2.1.3. Affidavit
	      2.1.4. Driver's License #

	2.1.5. Social Security Number 2.1.6. Names (last, first, middle) 2.1.7. Birthdate 2.1.8. Residence Address (house number, fraction, street and street type, pre- and post-directional, secondary unit and unit type, city) 2.1.9. Last 4 digits of Social Security Number (SSN4) 2.1.10. Perm Category, type of application and how received, and Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) flags 2.1.11. Party 2.1.12. Gender 2.1.13. Language preference 2.1.14. Email 2.1.15. Phone number 2.1.16. Registration dates 2.1.17. Date received 2.1.18. Mailing address (if different from residence address) 3. User saves Voter record in system. 4. System shall create voter record with unique ID
AlternateFlow	
Parent	[Parent id of the Use Case as documented in Project Scope or Business Case]
Related Use cases	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	UCVR031-01 The System shall allow the user the option to create a new voter record and system shall present primary administrative voter information data entry fields to create a voter record(s). At minimum these shall include: 1.1. EMS Voter ID (fixed) 1.2. Status 1.3. Reason Code 1.4. Affidavit 1.5. Driver's License # 1.6. Social Security Number 1.7. Names (last, first, middle) 1.8. Birthdate 1.9. Residence Address (house number, fraction, street and street type, pre- and post-directional, secondary unit and unit type, city) 1.10. Last 4 digits of Social Security Number (SSN4) 1.11. Perm Category, type of application and how received, and Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) flags 1.12. Party 1.13. Gender

	1.14. Language preference 1.15. Email 1.16. Phone number 1.17. Registration dates 1.18. Date received 1.19. Mailing address (if different from residence address) UCVR031-02 The System shall allow User to save Voter record. UCVR031-03 The System shall create voter record with unique ID.
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