



SECRETARY OF THE STATE
30 TRINITY STREET
HARTFORD, CT 06106

January 24, 2014

To all Town Clerks and Registrars of Voters:

As you are aware, Section 5 of **Public Act No. 11-46 "AN ACT CONCERNING THE INTEGRITY OF ELECTIONS"**, requires the registrars of voters and municipal clerk from each municipality to jointly certify, in writing, to the Secretary of the State the number of ballots that have been ordered for each polling place in the municipality for each election or primary to be held within such municipality.

Such certification shall be on a form provided by the Secretary that shall have questions pertaining to the historical turnout for each polling place in the municipality for the past four elections or primaries of similar nature to the election or primary to be held. The registrars of voters and municipal clerk shall also include any other relevant factors that may be unique to each polling place in their municipality. Such certification shall be provided to the Secretary not later than thirty-one days prior to an election or twenty-one days prior to a primary.

If the registrars of voters and municipal clerk of a municipality fail to submit the certification as required, the registrars of voters and municipal clerk shall order a number of ballots equal to the total number of registered voters in their municipality for such election or primary as the case may be.

As prescribed by statute, we have included the certification form for your use in reporting your ballot information. You should use a separate form for each polling place in your municipality. If you have additional questions, please contact our office.

Sincerely,
Legislation and Elections Administration Division

CERTIFICATION OF BALLOT ORDER

Pursuant to Section 5 of Public Act No. 11-46 "AN ACT CONCERNING THE INTEGRITY OF ELECTIONS

You should use a separate form for each polling place in your municipality

TOWN: _____

ELECTION / PRIMARY DATE: _____

POLLING PLACE NAME: _____

NUMBER OF BALLOTS ORDERED FOR THIS POLLING PLACE: _____

PERCENTAGE OF BALLOTS / PER VOTERS ORDERED FOR THIS POLLING PLACE: _____

HISTORICAL INFORMATION			
YEAR	NUMBER OF REGISTERED VOTERS	NUMBER CHECKED AS HAVING VOTED	TURNOUT PERCENTAGE
OTHER RELEVANT FACTORS:			

Registrar of Voters

Date: _____

Registrar of Voters

Date: _____

Town Clerk

Date: _____