Pursuant to Election Law Article §3-101(c)(3)(iii), the State Administrator issues this policy as instructions for the local boards of elections on removing from the statewide voter registration list information about a voter who is no longer eligible due to death. This policy supersedes SBE Policy 2023-02.

If a local board of elections receives an obituary identifying a registered voter, a letter shall be sent to the address on file, requesting the next of kin sign the letter confirming death and return the letter to the local board of elections. The only permissible sources to be used for an obituary are a newspaper, a printout of a newspaper website with the url, or a printout of the funeral home website with the url. All other source material regarding the death of a voter, such as Ancestry.com or Legacy.com, may not be used for list maintenance purposes.

Upon receipt of a State Board approved obituary for a registered voter, the notice shall be forwarded to the local board of elections for processing in accordance with this policy. This commences the verification process required for cancellation. All supporting documents must be scanned to the voter record.