



## Submitting and Certifying Your Final 2020 EAVS Data

The project team for the 2020 Election Administration and Voting Survey (EAVS) is hard at work reviewing the draft data submissions. If you have submitted your draft data, you will receive the results of your data review within 10 business days of your data submission. If you have not yet submitted your draft EAVS data, please do so as soon as possible, as your data is now past due.

The EAVS project team's review is intended to assist your state or territory with identifying potential data errors so they can be corrected or to provide further context for your final EAVS submission due on **March 1**. Please revisit [Vol. 9: How the EAVS Project Team Reviews Data Submissions](#) for an overview of what data sources the project team uses to validate your draft EAVS submission, how you will receive the results of your state's or territory's data review, and how to make changes or corrections to your EAVS data.

The process for submitting your final EAVS data will be very similar to the process you used to submit your draft EAVS data. *If you used the online template* to assist with your data gathering, then your jurisdictions have been granted access to this template again. Once your jurisdictions have made corrections, you will download the file of online data submissions from the EAVS Portal—see [Vol. 7: Managing Online Submissions Through the EAVS Portal](#) for more details on this—complete any final data checks, and submit this file to the EAVS project team as your state's or territory's final data submission. *If you used the Excel template* to compile your draft data submission, you will use the file named "2020\_EAVS\_Final\_Data," which is available for download from the State Files page of the EAVS Portal, to make data corrections, and you will submit this file to the EAVS project team as your state's or territory's final data submission.

When you have uploaded your final data submission to the EAVS Portal, please notify the project team by sending an email to [eavs@forsmarshgroup.com](mailto:eavs@forsmarshgroup.com).

## The Data Certification Process

The data certification process will follow these steps:

1. The state or territory provides its final data to the EAVS project team. As with your first EAVS submission, once the file has been uploaded to the EAVS Portal please notify the project team by sending an email to [eavs@forsmarshgroup.com](mailto:eavs@forsmarshgroup.com).
2. The EAVS project team conducts a brief final review. We will compare your final submission to your earlier submission and your data validation review to make sure all of the issues were satisfactorily addressed. We will also check for any new data issues that could have been caused by data updates that were made since your first submission. We will communicate with you about any outstanding data issues or questions we have regarding your submission.
3. The EAVS project team confirms that the state or territory is ready to certify and will provide a copy of the certification form. If the project team has no additional questions about the final data file,



we will notify the points of contact (POC) by email and provide a copy of the 2020 EAVS certification form.

4. The state's or territory's chief election official signs the certification form and sends it to the project team. This form will allow the chief election official to affirm that the data and information provided to the Election Assistance Commission as part of the 2020 EAVS is complete and accurate to the best of their knowledge and that your state's or territory's submission process is complete. There will also be space for the chief election official to provide notes about your data submission, if necessary. The chief election official will then sign and date the form. The chief election official may provide a digital signature on the PDF form, or they may print and sign the form and then scan it as a PDF. The signed certification form should be uploaded as a PDF to the EAVS Portal or emailed to the EAVS project team.

The image shows a sample of the "U.S. Election Assistance Commission (EAC) 2020 Election Administration and Voting Survey (EAVS) Data Certification Form". At the top center is the EAC seal. Below it, the title reads "U.S. ELECTION ASSISTANCE COMMISSION (EAC) 2020 Election Administration and Voting Survey (EAVS) Data Certification Form". The form contains a line for the official's name and title, followed by a certification statement: "I, \_\_\_\_\_ (name and title), certify that the data and information submitted to the U.S. Election Assistance Commission for the 2020 Election Administration and Voting Survey for the State/Territory/District of \_\_\_\_\_ are true and accurate to the best of my knowledge and that the submission process is complete." Below this is a section for "Notes about the data submission (optional)" with a large blue rectangular area for input. At the bottom, there are two lines for the signature and date, labeled "(Chief Election Official Signature)" and "(Date)".

5. The EAVS project team uploads a copy of the final, certified data to the EAVS Portal for the state's or territory's record and confirms via email that the EAVS process is complete.

### How Do I Know Who My Chief Election Official Is?

If you are unsure of who should sign the data certification form on behalf of your state or territory, please revisit Q1 of your 2020 Policy Survey submission, which can be downloaded from the State Files page of the EAVS Portal at <https://eavportal.com/Account/Login>; you will need to log in with your assigned credentials. The chief election official is typically the Secretary of State, the state's or territory's Election Director, or another designee.



## How Do I Make Corrections to EAVS Data After Certification?

If corrections to certified EAVS data are necessary, these corrections will be accepted until **March 30**. To correct your certified EAVS data before this date, please email the EAVS project team at [eavs@forsmarshgroup.com](mailto:eavs@forsmarshgroup.com) with a description of the data updates that need to be made. The project team will work with you to make the correction, which may involve your state or territory submitting a new data file and your chief election official signing an updated certification form.

On March 30, 2021, the 2020 EAVS dataset will be locked so that the project team can analyze the data and write the EAVS Comprehensive Report, which will then be released in late June. To make a correction to your certified EAVS data after March 30, please follow the process outlined in the “Post-Reporting Matters” section of [A Guide to the Election Administration and Voting Survey](#). Data updates received after March 30 will not be reflected in the EAVS Comprehensive Report or the initial public data release but will be processed and posted as a part of the regular quarterly EAVS data updates.