



Electoral College State Checklist

The National Archives and Records Administration's Office of the Federal Register prepared this checklist under the authority of 3 U.S.C. 6, 11, 12, and 13 to assist the States in performing their duties.

The term "Governor" includes the Mayor of the District of Columbia and the term "State" includes the District of Columbia.

Before the General Election

- Did you receive mailings from the National Archives?
- Have the documents been sent to the proper office?
- Have you contacted the Office of the Federal Register with the name of the contact person from your state?

Certificates of Ascertainment

SEVEN originals and two certified copies OR nine originals are required

- Do they contain the **governor's original signature**?
(They cannot contain stamped or auto-pen signatures.)
- Are they **dated**?
(They must be dated the date the governor signed them.)
- Do they contain the **state seal**?
- Have the Certificates been **proofread for typos**?*
(Candidate and elector names, dates, vote totals, etc.)
- Send **one original and two certified copies** (if seven originals were prepared) OR **three originals** (if nine were prepared) to the Archivist before the Meeting of the Electors on December 19, 2016.

Certificates of Vote

SIX originals are required

- Are the **names of the electors typed below their signature lines**?
- Are they **dated**?
- Have the Certificates been **proofread for typos**?*
(Candidate and elector names, dates, vote totals, etc.)
- Have any voting irregularities been discussed?
- Has original (or certified copies of) documentation regarding replacement electors been gathered for submission to the Archives and President of the Senate?

After the Meeting of the Electors

- Are **SIX original** Certificates of Ascertainment and **SIX original** Certificates of Vote paired together for mailing?
 - One pair to the President of the Senate
 - Two pairs to the Archivist of the United States
 - Two pairs to the Secretary of State of your State
 - One pair to the Chief Judge of the Federal District Court located where your electors met.
- Do you have the proper mailing addresses for the above list?*
- Do you have a tracking number for the mailing in case of a problem?

Contacts

For more information on the Electoral College and the election responsibilities of the States and the Archivist of the United States, contact the Office of the Federal Register:

Telephone: 202-741-6030

E-mail: Electoral.College@nara.gov

Your Electoral College contacts at the Office of the Federal Register are:

Amy Bunk, Director of Legal Affairs and Policy

Miriam Vincent, Attorney-Advisor

*Remember that under Federal law the President's term always starts on January 20.

**Contact OFR Legal for the best delivery address when using a commercial carrier.