



Ohio Administrative Code

Rule 111:3-7-02 Changes in locations of precinct polling places and notification to the secretary of state.

Effective: [March 28, 2022](#)

(A) A board of elections shall provide the office of the secretary of state with a list of all precinct polling locations at which a voter may cast a ballot within the county at the next general or primary election to be held within that county. A county board of elections must notify the secretary of state of any change to this list within one business day if the change is made within the thirty days preceding a general or primary election.

(B) For purposes of this rule, "general election" and "primary election" have the same meaning as in section 3501.01 of the Revised Code.

(C) The list shall be transmitted to the electronic mail address assigned to an individual specified by the secretary of state for the purpose of receiving lists of precinct polling locations.

(1) The list shall be transmitted as an attached file saved in a comma delimited format either with a TXT or CSV extension.

(a) For purposes of this rule, "TXT" means a text file.

(b) For purposes of this rule, "CSV" means comma separated value file.

(2) The list must contain the following fields with each field containing data for each polling location:

(a) Two digit county number assigned to the county by the office of the secretary of state;

(b) State precinct code as maintained in the statewide voter registration database;

(c) County precinct code used by the county to identify the precinct;



(d) Polling location name;

(e) Polling location description (e.g. name of building, business, school, etc.);

(f) Polling location complete address;

(g) Polling location city;

(h) Polling location zip code;

(i) Polling location zip plus four; and

(j) Polling location load date and time, which is generated automatically and indicates when the list was created.

(D) The notification required by paragraph (A) of this rule shall be transmitted by electronic mail as an updated version of the list of all precinct polling locations within the county in the manner and format(s) specified in paragraph (D) of this rule.

(E) The office of the secretary of state shall, within one business day of receiving an updated list from a county board of elections, update the precinct polling location information on its website consistent with the information supplied by the county board of elections.