

Application to Use IVOTERS at a Satellite Absentee Voting Station

County: _____

Contact Person: _____

Email Address of Contact: _____

Phone for Contact: (____) ____ - _____

Date of Satellite Station: ____/____/____ Hours of Operation: _____

Location of Satellite Station: _____

Address of Satellite Station: _____

Number of IVOTERS Users Requested for this Station on this Date: _____

I request the ability to use IVOTERS at the satellite voting location on the date and times listed above and this county agrees to follow all of the security procedures found on page two of this document as outlined in Iowa Administrative Code 721 - 21.300(13).

County Authorized Signatory

Date

Submit by email to dawn.williams@sos.iowa.gov or by fax to 515-281-4682

-
- Approved
 - Denied
 - Approved and Modified as Follows:

SOS Authorized Signatory

Date

21.300(13) *Use of I-Voters at satellite absentee voting stations.* Any county commissioner who wants to use the I-Voters statewide voter registration database at a satellite absentee voting station shall:

- a. Complete an application to use I-Voters at a satellite absentee voting station. A separate application shall be completed for each satellite absentee voting station. The application is available on the state commissioner's Web site. The application shall be submitted at least seven days before the opening of the satellite absentee voting station. If it is not possible to submit an application at least seven days before the station opens due to the receipt of a petition, the application shall be submitted as soon as possible. The application will be considered by the state commissioner as soon as practicable after it is received. The state commissioner reserves the right to reject an application for any reason or to limit the number of users at any satellite absentee voting station.
- b. Use a cellular telephone service or a wired Internet connection to connect to the Internet from the satellite absentee voting station. If the county uses a wired Internet connection, the commissioner shall use either a regular or a wireless router between the wired Internet connection and the county's computers. Connection to a facility's wireless network is not permitted.
- c. Configure any wireless routers to be used between the facility's wired Internet connection and the county's laptop computers as follows:
 - (1) A minimum 10-character password must be assigned to the router administration screens.
 - (2) WPA (AES) security for wireless connections with a minimum 10-character password must be used.
 - (3) Remote management of the router must be prohibited.
 - (4) Universal Plug & Play must be turned off.
 - (5) Port forwarding on the router must not be disabled.
 - (6) Unauthorized connections shall be prohibited, including smartphones, personal digital assistants (PDAs) and laptops.
- d. Configure any wired routers to be used between the facility's wired Internet connection and the county's laptop computers as follows:
 - (1) Remote management of the router must be prohibited.
 - (2) Universal Plug & Play must be turned off.
 - (3) Port forwarding on the router must not be disabled.
 - (4) Unauthorized connections shall be prohibited, including smartphones, PDAs and laptops.
 - (5) Administrator passwords for the routers must be changed from the default passwords, and standard county password policies shall be followed.
- e. Laptops used at a satellite absentee voting station shall be configured as follows:
 - (1) The hard drives must be encrypted.
 - (2) The operating system must be fully supported by the operating system vendor.
 - (3) The operating system must be fully patched.
 - (4) Antivirus software and anti-spyware must be installed and up to date.
 - (5) A full antivirus and anti-spyware scan must be done during the week before a laptop is used at a satellite absentee voting station and at least once a week thereafter while the laptop is being used at satellite absentee voting stations.
 - (6) The administrator password must be changed from the default password.
 - (7) Guest user accounts must be disabled or renamed.
 - (8) File/print sharing must be turned off, and remote access must be disabled.
 - (9) Bluetooth must be turned off.
 - (10) The Windows firewall must be turned on.
- f. Laptops connected to I-Voters at a satellite absentee voting station shall never be left unattended.
- g. Laptops connected to I-Voters at a satellite absentee voting station shall not have any USB memory sticks or CDs/DVDs inserted in the computer after the virus scan is conducted pursuant to subrule 21.300(13), paragraph "e."
- h. Laptops connected to I-Voters at a satellite absentee voting station shall not be used to visit any other Web sites.
- i. No software applications, other than I-Voters, shall be used while the I-Voters application is in use at a satellite absentee voting station.