

FILING A HAVA COMPLAINT

with the Arizona Secretary of State's Office



WHAT IS HAVA?

- The **Help America Vote Act** requires accessible, independent, & private voting by ensuring (i) equal access & (ii) voting systems that allow for independent & private voting. 52 U.S.C. § 21081.
- **Example Violations:** no access to accessible voting machine, no privacy sleeve for ballot, voting machine placed too high, no privacy panels, etc.

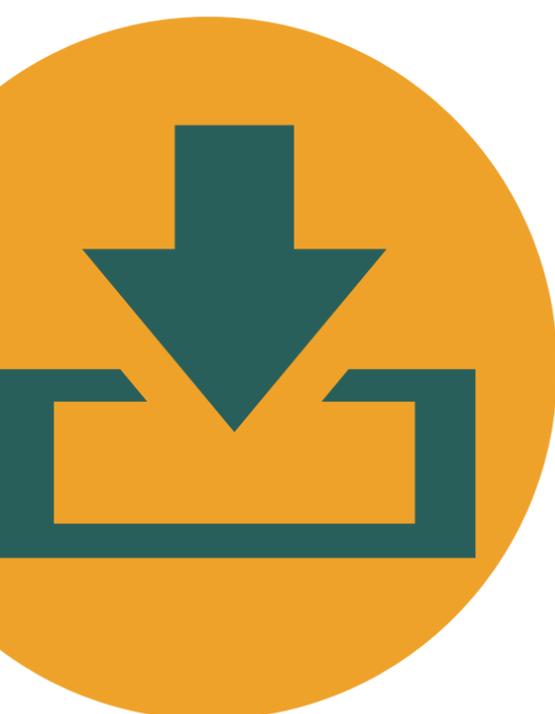
REQUIREMENTS

- The complaint form ([linked here](#)) can also be found on the Secretary of State's website (Elections>Voting in This Election).
- Complaints must be **written**, including a detailed description of the problem(s) & where/when the violation occurred.
- Complaints must be **notarized**. Notary services require government-issued identification to verify your identity. (Banks offer notarization for free & UPS stores charge a small fee).
- **Include as much detail as possible in your complaint.** If you need extra space, submit an additional description of what happened with your complaint form. This must also be **notarized**.



SUBMISSION

- Be sure to check the box asking if you'd like the Office of Administrative Hearings to conduct a hearing on the record.
- If you'd like help with your hearing, contact the Arizona Center for Disability Law to create an intake for assistance.
- Submit the **HAVA Grievance Form** within **60 calendar days** of the violation to the Secretary of State's Office: 1700 W. Washington, 7th Fl., Phoenix, AZ 85007.
- **Be sure to follow all the steps carefully & keep copies of everything you submit.**



RESPONSE

- A state has **90 days** to make a final determination unless you consent to a longer time-period.
- If the state takes longer than **90 days**, the complaint must be resolved via alternative dispute resolution within **60 days**.

