

**Montana Secretary of State**

**Elections and Voter Services Division**

**Application for Voting System or Component Certification**

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| **APPLICANT INFORMATION** | | | | | | | | | | | | |
| Name of Vendor | | | | | | Contact Person, Title | | | | | | |
| Address | | | | | | E-mail Address | | | | | | |
| City, State, Postal Code | | | | | | Telephone Number | | | | | | |
|  | | | | | | Fax Number | | | | | | |
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| **SYSTEM/COMPONENT INFORMATION** | | | | | | | | | | | | |
| Statement that applicant is applying for examination pursuant to Administrative Rules of Montana: | | | | | | | | | | | | |
| Name and release level of system or component: | | | | | | | | | | | | |
| Brief description of system or component: | | | | | | | | | | | | |
| Name and version of major hardware, firmware, software and components: | | | | | | | | | | | | |
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| Type of application (select one): | | | | | | |  | | | | | |
| Certification of a new system or component  Certification of modification to certified system or component  Renewal of a previously certified system or component | | | | | | | Affected components for type of application:  Hardware  Firmware  Software | | | | | |
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| Date and time of requested examination:  (TBD) | | | | | | | Place of examination:  (TBD), Helena, Montana | | | | | |
| Statement that the applicant will pay reasonable costs of examination ([MCA 13-17-102(2)](http://leg.mt.gov/bills/mca/title_0130/chapter_0170/part_0010/section_0020/0130-0170-0010-0020.html)): | | | | | | | | | | | | |
| References for each state where this exact system or component is currently certified for use: | | | | | | | | | | | | |
| State | | Date Approved | | Length of Use | | | | Contact Person | | | Contact Information | |
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| If state approval/certification has ever been revoked on exact system or component (*does not necessarily disqualify application*):  Please attach documentation regarding steps taken to resolve issues, if any. | | | | | | | | | | | | |
| State | | Date Approved | | Length of Use | | | | Contact Person | | | Contact Information | |
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| Does the applicant own all rights to this equipment?  YES  NO (please explain): | | | | | | | | | | | | |
| Is any part of the system manufactured or assembled by another company?  YES  NO  If yes, list part and manufacturer contact information: | | | | | | | | | | | | |
| Type of business or organization:  Corporation  Partnership  Individual  If a Corporation, state of incorporation:  Authorized to do business in Montana  YES  NO  Maintain an office in Montana  YES  NO  Independently owned  YES  NO  If not independently owned, name and address of parent company: | | | | | | | | | | | | |
| **This application must include the following, when applicable:** *Please check the box if material is included with the application or indicate N/A if not applicable. If not included with this application, material must be supplied before testing is scheduled.*  1. Completed Application  2. Documentation indicating federal qualification and date  3. Documentation from all independent test authorities which examined this system  4. Documentation from listed jurisdictions having granted/revoked certification of system or component  5. Documentation indicating executable image, source code, etc. are escrowed with approved ITA  Document granting Montana Secretary of State unrestricted access to escrow materials  6. Description of how the system or component is based on commonly accepted industry standards  7. Engineering drawings, schematics or flowcharts identifying software and data file relationships  7. Photographs of the system and functional description of software and components  8. Equipment durability statement and reliability estimate (must meet requirements of [ARM 44.3.1703](http://www.mtrules.org/gateway/ruleno.asp?RN=44%2E3%2E1703))  9. Environmental requirements for storage, transportation and operation  10. Security measures recommended for securing the voting system before, during, and after an election, including recounts  11. Examples of how the system or component may be protected from tampering for a fraudulent purpose  12. Copies of contracts and maintenance agreements used in connection with the system or component  13. Type of maintenance agreements and levels offered by vendor and maintenance providers  List of current maintenance rates and schedule of anticipated rate increases  14. Applicable user, operator, maintenance, and training manuals  15. Troubleshooting guides and description of the most encountered poll worker issues and resolutions  16. List and description of training courses provided and available (including both on-and off-site training)  17. Copies of materials useful for instruction or information useful to electors at the polls  18. List of specific ballot styles and recommended ballot marking devices  19. Upgrade plan for existing customers – identify all customers and detail the plan for their upgrade  20. Procedure for notifying State about necessary and available system changes (ECO, ECN, etc.) | | | | | | | | | | | | |
| **AFFIRMATION** | | | | | | | | | | | | |
| In making application for the certification of the system or component listed; I affirm under the penalty for perjury that to the best of my knowledge and belief all the information contained in this application is true. I agree to reimburse the State of Montana for reasonable costs incurred by the Montana Election and Voter Services Division in evaluating the voting system. | | | | | | | | | | | | |
| Signature | | | | | Title | | | | | Date | | |
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| **Deliver Application To**:  Montana Secretary of State’s Office  Elections and Voter Services Division  PO Box 202801  Helena, Montana 59620-2801 | | | | | | | **Direct Questions To**:  Montana Secretary of State’s Office  Dana Corson, Director of Elections and Voter Services  Telephone: (406) 444-3334  Email: [dcorson@mt.gov](mailto:dcorson@mt.gov) | | | | | |
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| **Applicable Montana Statue and Rules** | | | | | | | | | | | | |
| Montana Code Annotated  Title 13, Chapter 17  <http://leg.mt.gov/bills/mca/index.html> | | | | | | | Administrative Rules of Montana  Title 44, Chapter, 3, Subchapter 17  <http://www.mtrules.org/> | | | | | |
| No application may be submitted to the Secretary of State later than 90 days prior to the date of the election at which the machines are proposed to be used.  ARM 44.3.1701(7) <http://www.mtrules.org/gateway/ruleno.asp?RN=44%2E3%2E1701> | | | | | | | | | | | | |
| Voting systems may not be used in an election unless approved by the secretary of state 60 days or more prior to the election at which they will be used.  MCA 13-17-101(3) <http://leg.mt.gov/bills/mca/title_0130/chapter_0170/part_0010/section_0010/0130-0170-0010-0010.html> | | | | | | | | | | | | |
| The secretary of state shall: within 30 days after examining the voting system, file a report of the examination in the secretary of state's office.  MCA 13-17-101(2)(b) <http://leg.mt.gov/bills/mca/title_0130/chapter_0170/part_0010/section_0010/0130-0170-0010-0010.html> | | | | | | | | | | | | |

Updated: September 2017