



Indiana Voting System Certification Protocol

2025 Revision

For system certifications after October 1, 2025

Approved by Indiana Election Commission (IEC)

IEC Chair BETH BOYCE

Signature Beth Boyce

Date 11-10-2025

Voting Systems Technical Oversight Program (VSTOP)

Ball State University
2501 N. Oakwood Avenue
Muncie, IN 47306

Protocol Version: 2025-1

Version History

| Section/Page | Description of Changes | Date of Change | Modified By |
|--------------|---|-------------------|---|
| - | Creation of the document. Merged the Policies and Procedures for Managing Changes document dated June 11, 2011, and VSTOP Certification Protocol dated January 20, 2011. Additions, edits, and amendments throughout. | November 10, 2020 | Jordan Jarnagin, VSTOP Certification Specialist |
| 1.2/pg.5 | Added terms and abbreviations. | November 10, 2020 | Jordan Jarnagin |
| 1.3/pp 5-7 | Added definitions. | November 10, 2020 | Jordan Jarnagin |
| 4.0/pg.13 | Added Termination and Decertification section. | December 15, 2020 | Jordan Jarnagin |
| 5.0/pg.14 | Grandfathered ("Legacy") Voting Systems | January 22, 2021 | Jordan Jarnagin |
| 6.0/pg.14 | IEC Certification Action | July 22, 2021 | Manikantesh Kilaru |
| - | Updated references, added terms and abbreviations | August 5, 2025 | Spencer Drumm |
| | Updated references | August 29, 2025 | IED |

Appendices

| Section/Page | Description of Changes | Date of Change | Modified By |
|--------------|---|------------------|-----------------|
| Appendix A | Added retraction questions and character requirements | August 8, 2025 | Spencer Drumm |
| Appendix B | Added the VSTOP Disability Testing Report. This report was formally Part 3 of the "VSTOP CERTIFICATION SCRIPT" but has been moved to its own document. | January 25, 2021 | Jordan Jarnagin |
| Appendix C | Added the Affidavit for Voting System Vendor Field Testing. | January 25, 2021 | Jordan Jarnagin |
| Appendix D | Corrected Ballot information | August 8, 2025 | Spencer Drumm |
| Appendix E | Added the IED Approved Test Case Scenarios for SEA 61. | January 25, 2021 | Jordan Jarnagin |
| Appendix F | Added the Procedures for Renewal of a Voting System Form | January 25, 2021 | Jordan Jarnagin |
| Appendix G | Added the VSTOP Certification Checklist. Edited the checklist to combine the original tabs 1 and 2. Removed tab 4, which is now incorporated in the VSTOP Field Test Report (Appendix 2). | January 25, 2021 | Jordan Jarnagin |

A VSTOP report that is produced and filed with the Indiana Election Commission and the Indiana Election Division is subject to the Access to Public Records Act, IC 5-14-3 et. seq. including all relevant disclosure exemptions under IC 5-14-3-4.

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1.0 Introduction

This Indiana Voting System Certification Protocol follows Indiana state law, which can be found in Title 3 of the Indiana Code. This document presents the processes and procedures to be followed by voting systems manufacturers (Vendors) for certifications and modifications or de minimis change requests to voting systems certified in the state of Indiana. These policies and procedures are guided by those given in the U.S. Election Assistance Commission (EAC) Voting System Testing & Certification Program Manual Version 3.0.

The Voting System Technical Oversight Program (VSTOP), as established by IC 3-11-16-2, is currently based at Ball State University in Muncie, Indiana. VSTOP performs the duties as defined under IC 3-11-16, generally, which include, but are not limited to, the following.

- IC 3-11-16-4(3): Review reports concerning voting systems prepared by independent laboratories and submitted by applications for voting system certification.
- IC 3-11-16-4(4): Recommend to the Indiana Election Commission (IEC) whether an application for voting system certification should be approved and, if so, whether the approval should be subject to any restrictions or conditions to ensure compliance with Indiana law.
- IC 3-11-16-4(5): Perform any testing of a voting system necessary to determine whether the voting system complies with state law.
- IC 3-11-16-4(11): Perform any other duties related to the approval or use of voting systems as provided in state law.

VSTOP works in collaboration with the Indiana Election Division (IED) to implement the procedures described in this protocol.

1.1 References

The following documents are used as references for this protocol with the specific sections referenced throughout the document as needed.

- Voluntary Voting System Standards (2002) Volume 1
- Voluntary Voting System Standards (2002) Volume 2
- Voluntary Voting System Guidelines Version 1.0 (2005) Volume 1
- Voluntary Voting System Guidelines Version 1.0 (2005) Volume 2
- Voting System Guidelines Version 2.0 (2021)
- United State Election Assistance Commission Voting System Testing and Certification Program Manual, Version 3.0 (herein referred to as the EAC Manual)
- Indiana Election Code Title 3

1.2 Terms and Abbreviations

- ADA – Americans with Disabilities Act of 1990
- ATI – Audio-Tactile Interface
- AVS – Accessible Voting Station

- BMD – Ballot Marking Device
- COTS – Commercial Off-the-Shelf
- EAC – United States Election Assistance Commission
- ECN - Engineering Change Number
- ECO – Engineering Change Order (same as ECN)
- IC – Indiana Election Code
- IEC – Indiana Election Commission
- IEC-11 – The Indiana voting system application certification form
- IED – Indiana Election Division
- TDP – Technical Data Package
- Vendor – Voting System Manufacturer
- VSTL – Voting System Test Laboratory/Independent Test Laboratory
- VSTOP – Voting System Technical Oversight Program
- VVSG – Voluntary Voting System Guidelines
- VVPAT - Voter Verifiable Paper Audit Trail

1.3 Definitions

- **Audit Trail:** Information recorded during election activities to reconstruct steps followed or to later verify actions taken with respect to the voting system. Audit trails may include event logs, paper records, error messages, and reports.
- **Ballot Card Voting System:** As defined in IC 3-5-2.1-10, a ballot card voting system refers to an optical scan voting system.
- **Ballot Marking Device (BMD):** As defined in IC 3-5-2.1-63, in part a “marking device” means an approved device that automatically registers the voter’s vote on an electronic voting system, or produce a marked optical scan ballot indicating the choices of the voter.
- **Commercial Off-the-Shelf (COTS):** As defined in Section 1.16 of the EAC Manual, this term includes software, firmware, devices, or components used by many different people or organizations for a variety of applications, including but not limited to certified voting systems. These items would be incorporated into voting systems with no manufacturer or application-specific modification.
- **De Minimis Change:** As defined in IC 3-5-2.1-31, a De Minimis change is a change to a certified voting system’s hardware, software, technical documentation, or data, refers to a change which will not materially alter the system’s reliability, functionality, capability, or operation. A change is not a de minimis change if the change has reasonable and identifiable potential to affect the system’s performance and compliance with the applicable voting system standards or with applicable Indiana law.
- **Direct Record Electronic (DRE) or Electronic voting system:** As defined in IC 3-5-2.1-41, an electronic voting system means a system in which: (1) voters record their votes by activating touch-sensitive marking devices; and (2) votes are counted by automatic tabulating machines. The term direct record electronic (DRE) voting system is also used to describe this system.

- **Engineering Change Order (ECO)/ Engineering Change Number (ECN):** These terms are interchangeable. This term has been used to describe changes in voting systems. An ECO/ECN can be either a modification or a De Minimis change.
- **Grandfathered (“Legacy”) Voting System:** A voting system that falls under IC 3-11-15-13.3(b). See Section 5.3 of this protocol for more information.
- **Modification:** As defined in IC 3-5-2.1-65, a modification for a certified voting system refers to a change in the software, or firmware of the voting system that materially alters the system’s reliability, functionality, capacity, or operation, or that has a reasonable and identifiable potential to affect the voting system’s operation and compliance with the applicable voting system standards. A De Minimis change is not a modification.
- **Optical Scan Voting System:** As defined in IC 3-5-2.1-73, an optical scan voting system means a voting system using optical scan ballots. The term includes a voting system that consists of features of both a ballot card voting system and an electronic voting system.
- **Retraction:** As defined in IC 3-5-2.1-90.3, retraction, with respect to a ballot, means the removal of votes on the ballot from the memory or the document onto which the votes were recorded; or the exclusion or subtraction of votes on the ballot from the final total from the memory or tabulation system on the document on which the votes were recorded. Ballot retraction is a requirement for all DRE voting systems; ballot retraction is optional for optical scan voting systems.
- **Retraction ID:** As defined in IC 3-11-15-26(c), is a unique identifier assigned to each absentee ballot and cannot include the following information about the voter:
 - (1) Name.
 - (2) Residence or mailing address.
 - (3) Telephone number.
 - (4) Social Security number.
 - (5) Date of birth.
 - (6) Date the voter registered.
 - (7) Indiana driver's license or state identification number assigned by the bureau of Motor Vehicles.
- **Special Characters:** As referenced in IC 3-5-7-5.5, “special characters” are a list of universally recognized pronunciation symbols used in a candidate’s legal name (that is, the name the candidate requested to appear on the ballot). This does not apply to any of the following: a voter verifiable paper audit trail; the return printed by the automatic tabulating machine under IC 3-12-3-2; the paper vote total printouts from the electronic voting system under IC 3-12-3.5-2; and the name of a candidate printed on a ballot card by a marking device. These requirements apply only to a voting system initially certified for marketing and use in Indiana elections after January 1, 2022. A chart of recommended “special characters” is found in Appendix A.
- **Tabulated:** As defined in IC 3-5-2.1-97.5, with respect to ballots, the process of cumulating into totals the votes on the ballots in a precinct, a county, or the election district for each office and each public question on the ballot in the precinct, county, or election district after accounting for ballots that must be retracted.
- **Trusted Build:** As defined in Section 1.16 of the EAC Manual, it is a witnessed software build where the source code is converted into machine-readable binary instructions (executable code) in a manner providing security measures which help ensure that the executable code is a verifiable and faithful source code representation.

- **Voluntary Voting System Guidelines (VVSG):** As defined in Section 1.16 of the EAC Manual and IC 3-11-15-13.3, these guidelines are voluntary voting system standards developed, adopted, and published by the EAC. The VVSG guidelines that Indiana law requires a voting system certified in Indiana must satisfy are identified in this document by version number and date.
- **Voting System:** As defined in IC 3-5-2.1-111, a voting system is the total combination of mechanical, electromechanical, or electronic equipment (including the software, firmware, and documentation required to program, control, and support the equipment) which is used to define ballots, to cast and count votes, to report or display election results, and to maintain and produce any audit trail information; and the practices and associated documentation used to identify the system components and versions of those components, to test the system during its development and maintenance, to maintain records of system errors and defects, to determine specific system changes to be made to a system after the initial qualification of the system, and to make available any materials to the voter (such as notices, instructions, forms, or paper ballots). The additional requirements on the VVPAT are listed in IC 3-11-14-2 and IC 3-11-15-13.3(c).
- **Voting System Test Laboratories (VSTL):** As defined in Section 1.16 of the EAC Manual, Independent testing laboratories accredited by the EAC to test voting systems to EAC-approved voting system standards. Each VSTL must be accredited by NVLAP and recommended by the NIST before it may receive an EAC accreditation. NVLAP provides third party accreditation to testing and calibration laboratories. NVLAP is in full conformance with the standards of the International Organization for Standardization (ISO) and the International Electrotechnical Commission (IEC), including ISO/IEC Guide 17025 and 17011.
- **Voter Verifiable:** A voting system feature that provides the voter an opportunity to verify that their contest selections are recorded correctly before the ballot is cast.
- **Voter Verifiable Paper Audit trail (VVPAT):** A voter verifiable paper audit record. The additional requirements on the VVPAT are listed in IC 3-11-14-2 and IC 3-11-15-13.3(c).

2.0 Overview of the Voting System Certification and Renewal Process

2.1 Procedures for Certification of a New Voting System

Note: VSTOP makes every effort to process applications in the certification process in a timely manner and in the order received so as not to delay processing and final certification. In a reciprocal fashion, VSTOP expects vendors to supply complete and comprehensive applications and materials as required below to expedite processing and certification. Delays can occur if VSTOP needs additional information from vendors to augment the application package and/or if additional testing is needed.

2.1.1 – Application Submission and Initial Review

2.1.1.1 A vendor submits the IEC-11 Application for Voting System Certification and all supporting documentation (e.g., TDP and VSTL reports) to IED with a check for the currently required applicable fee (see the current version of IEC-11) made payable to the State of Indiana and sent to the following address:

Indiana Election Division
ATTN: Co-Directors
302 W Washington St. E204
Indianapolis, IN 46204

2.1.1.2 Upon receiving a copy of the application from IED, VSTOP will conduct an initial review to determine if the application and all required documentation received from the vendor are complete. Additional documentation may be requested by VSTOP as part of the documentation review in Section 2.1.2. Once the application is complete, a detailed documentation review is conducted, as below.

2.1.2 – Documentation Review

2.1.2.1 VSTOP reviews the documentation submitted by the vendor for compliance with Indiana Election Code (IC 3-11-15-7) and Federal regulations (as cited in IC 3-11-15-13.3).

2.1.2.2 VSTOP reviews the submitted test reports from a VSTL. The reports are reviewed to verify compliance with Indiana Code (IC 3-11-7-12 [for optical scan ballot card systems] or IC 3-11-7.5-4 [for electronic voting systems]). Reports from the EAC (e.g., EAC Scope of Certification), if any, are helpful but not required for submission. That is, EAC voting system certification is not required by the State of Indiana; however, VVSG compliance is required (see IC 3-11-15-13.3).

2.1.2.3 The VSTOP certification checklist Phase I and Phase II is completed with assistance from the vendor. See Appendix G for more detailed information.

2.1.2.4 When applicable, VSTOP informs the vendor as to whether additional documentation, clarification, or corrections are required. This step is typically accomplished by the use of the VSTOP certification checklist.

2.1.3 – Functional (Field) Testing

2.1.3.1 Voting systems are tested by VSTOP against the Voting System Standards adopted by the Federal Election Commission on April 30, 2002, VVSG adopted by the EAC on December 13, 2005, or the VVSG adopted by the EAC on February 10, 2021 (IC 3-11-15-13.3). In addition, voting systems are tested against requirements in Indiana law, including but not limited to ballot layout and statutory instructions, ballot uniformity, and printing standards, voter verifiable records (as applicable), electronic adjudication standards, tabulation standards, wireless functionality, and ballot secrecy. These specifications and requirements are in place to determine if the systems provide all the basic functionality, accessibility, and security capabilities required by Indiana law.

2.1.3.2 Field tests are typically scheduled for at least two consecutive days. A detailed list of field test activities can be found in Appendices A, B, C, D and E.

2.1.3.3 At the start of the field test, before any discussions or testing begins, vendors are required to complete and sign an Affidavit for Voting System Vendor Field Testing attesting to the veracity of the voting system certification application (see Appendix C).

2.1.3.4 Vendors are required to bring, or have delivered, the voting system(s) – including all components to be tested for certification (hardware, software, and firmware) and any other relevant equipment and peripherals, including COTS components and ballot test decks – to the VSTOP offices (see below) at Ball State University for functional testing of the voting system specified in the IEC-11. In extenuating circumstances, alternate field test locations can be utilized on a case-by-case basis subject to approval by the IED and VSTOP.

Voting System Technical Oversight Program
Room 114, Oakwood Building
Ball State University
2501 N. Oakwood Avenue
Muncie, Indiana 47306

2.1.3.5 Ballot test decks for the mock primary, general, and special election in Appendix D must be submitted to VSTOP for prior approval before final ballot test decks are printed for the field test. Additionally, vendors are required to demonstrate coding and deploying an election on the voting system during the Field Test.

2.1.3.6 Vendors are required to provide a walkthrough of the voting system(s). Typically, this process evaluates each component of the system including identification of the model numbers, election management components (software), and interaction among the various components.

2.1.3.7 Software verification procedures are conducted during the field test.

2.1.3.8 A mock election is conducted and the results verified. (Appendix A)

2.1.3.9 Separate accessibility tests are conducted by those experienced with accessibility which may include VSTOP Team Members or outside consultants.

2.1.3.10 A video recording of the entire field test will be made. This recording will be available to IED and IEC at their request.

2.1.3.11 Vendors will be required to provide any information or documentation that may be needed because of any open items at the conclusion of the field test.

2.1.3.12 Once such documentation has been received, VSTOP reviews the results of the field test, and prepares a Report for IEC. The Report is submitted to IED for transmittal to IEC. VSTOP presents a Report at a scheduled IEC meeting.

2.1.4 – Certification Process and IEC Action

2.1.4.1 VSTOP prepares a report for IEC which includes a copy of the IEC-11, review of the documentation from EAC (if the system is federally certified), the required VSTL test report(s) and the documentation from EAC (if the system is federally certified), the results of the independent tests conducted by VSTOP to ensure the system's compliance with Indiana law, and any other relevant documentation, including the optional submission of the EAC documentation, if the system is federally certified.

2.1.4.2 See Section 6.1 for the specific actions taken by action the IEC takes to approve a voting system for certification.

2.2 Procedures for the Renewal of a Previously Certified Voting System

2.2.1 – Application Submission and Review

2.2.1.1 VSTOP must confirm with the Vendor that the voting system being renewed is identical to the version previously certified in the state (pursuant to IC 3-11-7-19 and IC 3-11-16).

2.2.1.2 Vendors must complete an IEC-11, submit it to IED with a check for the currently required applicable fee set under IC 3-11-15-4 and stated in the current version of IEC-11, to the State of Indiana at the following address (pursuant to IC 3-11-15-4):

Indiana Election Division
ATTN: Co-Directors
302 W Washington St. E204
Indianapolis, IN 46204

Note: All certified voting systems must be recertified every four (4) years, and by October 1 following each Presidential Election cycle. As part of the application submission for the recertification of a voting system, vendors must include payment to the State of Indiana in the specified amount required by IC 3-11-15-4 and stated on the current version of the IEC-11. The check payment is still required even if the voting system was certified in the same year that the recertification period occurs.

2.2.1.3 Vendors must also complete the "Procedures for Renewal of a Voting System(s) for Use in Indiana After October 1, 2025" form (Appendix F) and return the completed document to VSTOP.

2.2.2 – Documentation Review

2.2.2.1 VSTOP reviews the submitted documentation as well as the VSTOP certification checklist (see Section 6.0 of this protocol).

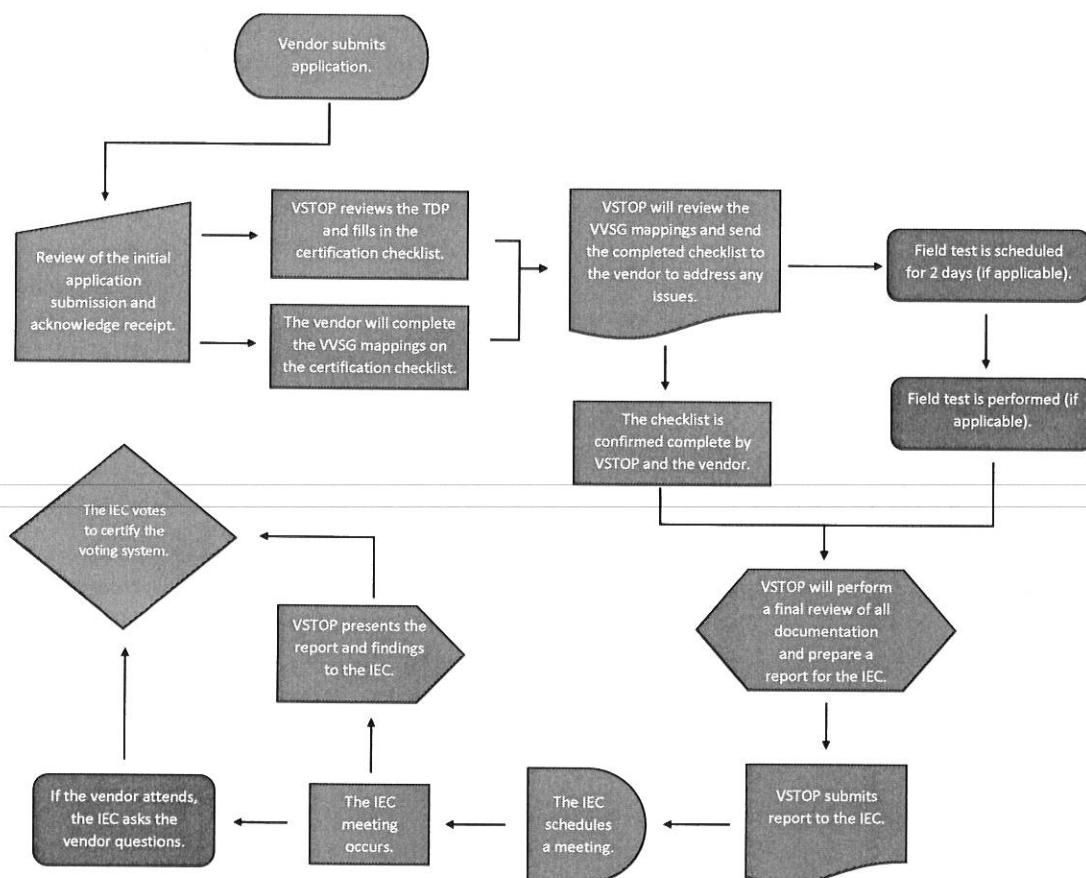
2.2.2.2 Additional documents may be requested from a vendor.

2.2.3 – Functional (Field) Testing – If Applicable

2.2.3.1 Field testing may be required and this is determined on a case-by-case basis. See section 2.1.3 for field test details.

2.2.3.2 Vendors will be required to provide any information or documentation that may be needed because of any open items at the conclusion of the field test.

2.2.3.3 Once such documentation has been received, VSTOP reviews the results of the field test, and prepares a Report for IEC. The Report is submitted to IED for transmittal to IEC. VSTOP presents a Report at a scheduled IEC meeting.



Procedure for Certification or Renewal of Voting System

2.2.4 – Certification Process and IEC Action

2.2.4.1 VSTOP prepares a report to the IEC that includes a copy of the IEC-11, the VSTL report(s), the results of the independent tests conducted by VSTOP, and any other relevant documentation, including a review of the documentation from EAC if the system is federally certified, through Indiana state law does not require EAC certification.

2.2.4.2 See Section 6.1 for the specific action the IEC takes to approve of a certification.

3.0 Certification of Changes in Indiana Certified Voting Systems

This section covers policies and procedures for managing and approving requests from voting system manufacturers for changes to Indiana certified voting systems. IC 3-5-2-16.3, IC 3-5-2-31.7, and IC 3-11-7-15 defines changes in voting systems as “De Minimis Changes” or “Modifications,” (see Section 1.3).

All De Minimis changes and modifications must be approved by the IEC before such changes are made to existing IEC certified voting system units in use in Indiana or new units of such voting systems acquired by counties in Indiana. The IEC approval process and procedures are described in Section 6.0 of this protocol.

3.1 Procedures for the Approval of Changes in Indiana Certified Voting Systems

3.1.1 – Application Submission

3.1.1.1 The process of making approved changes to Indiana certified voting systems is initiated by a Vendor.

3.1.1.2 If the changes require modifications to a certified voting system, a Vendor must submit an IEC-11 marked as a “Certification of a modification to a certified voting system,” and the complete documentation as described in the appropriate section of 3.2 below, to VSTOP.

3.1.2 – Documentation Review

3.1.2.1 VSTOP will review the ECO and with the assistance of the co-directors of IED and the VSTL determine whether the ECO will be considered De Minimis (IC 3-11-7-15(d)(2) or IC 3-11-7.5-5(d)(2)).

3.1.2.2 If the ECO is determined to be De Minimis, payment will not be required (IC 3-11-15-4). If the ECO is determined to be modification to a certified voting system, see Section 3.2.2 in this protocol for more details.

3.1.2.3 Additional documents for review may be requested from a vendor.

3.1.3 – Functional (Field) Testing (If Applicable)

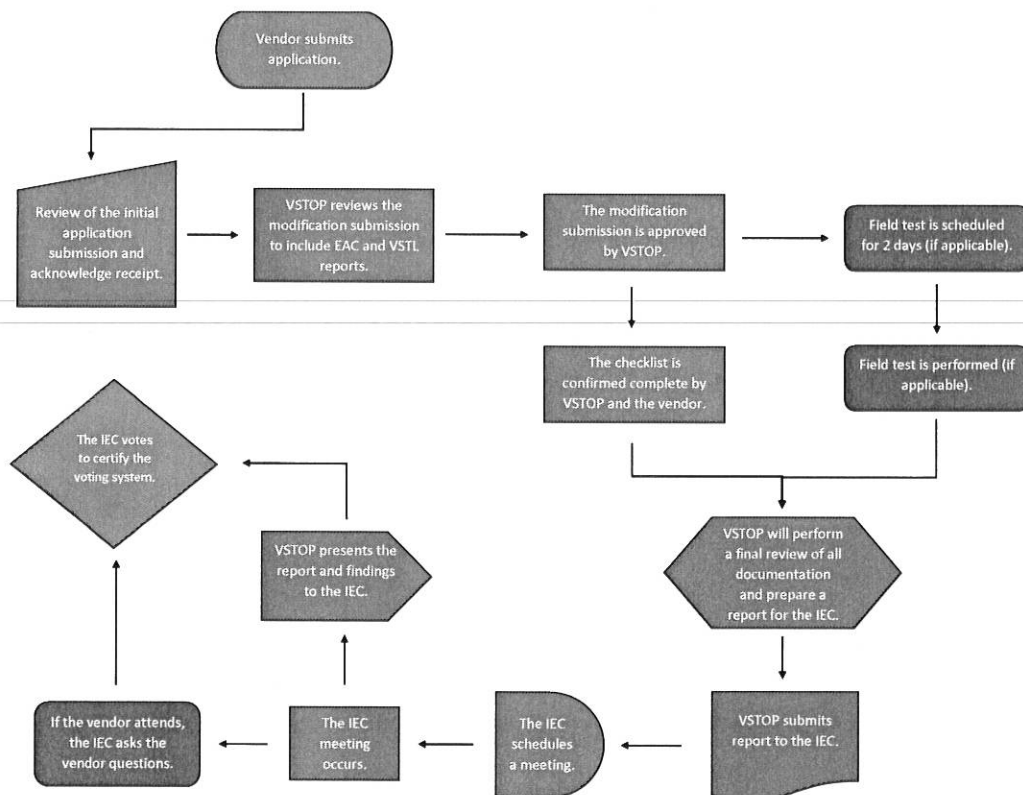
3.1.3.1 For modifications, field testing is required. For De Minimis changes, field testing may be required on a case-by-case basis. This will be determined by VSTOP after reviewing the documentation. If a field test is conducted, the voting systems will be tested against the requirements in Indiana law, including, but not limited to, ballot layout and statutory instructions, ballot uniformity and printing standards, electronic adjudication standards, tabulation standards, wireless functionality, and ballot secrecy, but only if the modification affects standards established by Indiana law.

3.1.3.2 The steps for any testing can be found in section 2.1.3 above.

3.1.4 – Certification Process

3.1.4.1 VSTOP will prepare separate reports for each voting system modification (if applicable, reports will be comprehensive consisting of all changes to a particular voting system). The report(s) will include references to the documentation submitted by the Vendor along with the required VSTL report and any EAC report(s) as appropriate. The report(s) will also include results of tests (if any) performed by VSTOP, and a determination of the impact of each change, if any, on the compliance of the voting system to the Indiana Code.

3.1.4.2 See Section 6.1 for the specific actions taken by the IEC to approve of a modification to an Indiana certified voting system.



Procedure for Certification of Voting System (Modification or ECO)

3.2 Requirements for Specific Change Types

The following subsections (3.2.1 and 3.2.2) describe the specific steps taken depending on the type of change being requested.

3.2.1 De Minimis Changes

3.2.1.1 For each Indiana certified voting system, a complete list of proposed De Minimis changes must be provided.

3.2.1.2 For each De Minimis change in the list described in 3.2.1, a detailed description of the change, reasons why the change is required and what, if any, impact there is on the service and support of the voting system now and in the future.

3.2.1.3 For each De Minimis change in the list described in 3.2.1, a Voting System Test Laboratory (VSTL) review and report of each endorsed change must be provided. As Section 3.5.2 of the EAC Manual explains, and as required by IC 3-11-7-15(d) and IC 3-11-7.5-5(d), reports of VSTL Review and VSTL Endorsement of such changes must be submitted.

3.2.2 Modifications

3.2.2.1 For each Indiana certified voting system, a complete list of proposed modifications must be provided.

3.2.2.2 For each modification in the list described in 3.2.2.1, a detailed description of the change, reasons why the modification is required and what, if any, impact there is on the service and support of the voting system now and in the future.

3.2.2.3 For each modification in the list described in 3.2.2.1, a VSTL review and report endorsing such changes must be provided.

3.2.2.4 Vendors must submit a check payment of applicable fee set by IC 3-11-15-4 to the State of Indiana at the following address (IC 3-11-15-4):

Indiana Election Division
ATTN: Co-Directors
302 W Washington St. E204
Indianapolis, IN 46204

Note: As part of the application submission for review and approval of “Modifications of a voting system”, vendors must include a payment to the State of Indiana in the specified amount required by IC 3-11-15-4 and stated on the current version of the IEC-11.

3.2.2.5 A modification determined to be non-De Minimis will require testing and review by a VSTL and VSTOP as described below in 4.3 of this protocol.

4.0 Decertification

The following section describes the process by which decertification occurs.

4.1 Decertification

Decertification of a voting system is the process by which the Indiana Election Commission revokes the certification of a previously certified voting system. This process ensures all vendors meet the same level of requirements for certification in Indiana. Decertification can occur, as described in IC 3-11-7-17 or 3-11-7.5-26:

- (1) if after a review of the voting system, a finding is made that the voting system does not comply with all Indiana Election Code requirements;
- (2) if the vendor fails to follow the procedures outlined in this Voting Systems Protocol;
- (3) if the vendor modifies or changes the voting system without following the requirements in this manual; or
- (4) a finding is made that a voting system in use in an Indiana county does not contain the same hardware, firmware, and software as the version of the voting system that was certified by IEC.

4.1.1 Steps for Decertification

A formal notice/letter is sent by the co-directors of the Indiana Election Division following a decision made at a public meeting by the Indiana Election Commission to the vendor relaying the IEC decision and explaining the reason(s) for the decertification.

5.0 Grandfathered (“Legacy”) Voting Systems

“Grandfathered (Legacy) Voting Systems” is a term used to describe any voting system that qualifies under IC 3-11-15-13.3(b) and continues to meet the voting system requirements of federal and state law. Counties may continue to use a qualifying grandfathered (legacy)” voting system; however, a vendor may not market, sell, lease, or install a voting system described in the above IC subsection. The State may review these systems to determine if the system still complies with all Indiana Election Code requirements pursuant to IC 3-11-7-17 and IC 3-11-7.5-26.

6.0 IEC Certification Action

IEC Action for Certification of New Voting Systems/ Renewal of a Previously Certified Voting System/ Changes or Modifications to an Indiana Certified Voting Systems

6.1 VSTOP presents the prepared report described in section 2.1.4.1, 2.2.4.1, or 3.1.4.1 of this document to the IEC.

6.2 The IEC will review the report(s) submitted by VSTOP and hear any testimony offered at a public meeting of the IEC.

6.3 If a voting system certification is approved by the IEC, the approval of the voting system expires October 1 of the year following the year in which presidential electors are elected under IC 3-10-2-3.

If a voting systems certification renewal is approved by the IEC, the approval of the voting system is extended for another four (4) years and expires October 1 of the year following the year in which the presidential electors are next elected under IC 3-10-2-3.

If a change or modification to a previously certified voting system is approved, then the change or modification may be made to the voting system being marketed and currently in use in Indiana.

6.4 The co-directors of IED will send a letter to the vendor acknowledging the IEC action.

7.0 Protocol Changes

The policies and procedures described in this document may be updated or amended as appropriate. Any change to this document or policy stated in this document shall be approved by the IEC. VSTOP will be responsible for notifying vendors of such changes.

Appendix A – VSTOP Field Test Report

The VSTOP Field Test Report, formerly known as the VSTOP Certification Script, includes comprehensive steps to be followed by VSTOP during the testing. The report will be completed during testing and submitted to the IEC along with the application.

Note: The requirements of IC 3-5-7-5.5 regarding the display or printing of universally recognized punctuation symbols are not required to be complied with by a voting system that was initially approved by the Indiana Election Commission for marketing and use in an Indiana election before January 1, 2022. Any voting system meeting this exception in state law does not need to meet the “special character” requirement to seek renewal under IC 3-11-15-13.3 of a previously approved voting system.

Appendix B – VSTOP Accessibility Testing Report

The VSTOP Accessibility Testing Report will be completed during the field testing by a contracted ADA employee working with VSTOP. The report will be completed and submitted to the IEC along with the application.

Appendix C – Affidavit for Voting System Vendor Field Testing

The Affidavit for Voting System Vendor Field Testing is completed prior to the start of the field test and kept on file with VSTOP.

Appendix D – VSTOP Field Test Ballot Layout

The instructions for the vendors to create ballots for field testing, which is a requirement for seeking certification of a new system and may be required for renewal of a previously approved voting system.

Note: The requirements of IC 3-5-7-5.5 regarding the display or printing of universally recognized punctuation symbols are not required to be complied with by a voting system that was initially approved by the Indiana Election Commission for marketing and use in an Indiana election before January 1, 2022. Any voting system meeting this exception in state law does not need to meet the “special character” requirement to seek renewal under IC 3-11-15-13.3 of a previously approved voting system.

Appendix E – IED Approved Test Case Scenarios for Straight Ticket Voting Scenarios

The IED Approved Test Case Scenarios for Straight Ticket Voting Scenarios contains of a list of voting examples to field test the voting system which is a requirement for seeking certification of a new system and may be required for renewal of a previously approved voting system.

Appendix F – Procedures for Renewal of a Voting System Form

The Procedures for Renewal of a Voting System form is to be completed by vendors for renewal of voting systems as required by Section 2.2.1.3 above.

Note: The requirements of IC 3-5-7-5.5 regarding the display or printing of universally recognized punctuation symbols are not required to be complied with by a voting system that was initially approved by the Indiana Election Commission for marketing and use in an Indiana election before January 1, 2022. Any voting system meeting this exception in state law does not need to meet the “special character” requirement to seek renewal under IC 3-11-15-13.3 of a previously approved voting system.

Appendix G – VSTOP Certification Checklist

The VSTOP Certification Checklist is used during the certification and renewal of a voting system. It is comprised of two parts, each on its own tab of the spreadsheet.

The first tab is called “Phase I – Documentation Review,” a review of the IEC-11 and all required documents submitted by the vendor as required by IC 3-11-15-7. Each line item has the specific Indiana Code requirement listed next to it.

The second tab is called “Phase II – VVSG and IC Mappings,” which covers the need to map the functional requirements of voting systems to specific Indiana Code and VVSG requirements applicable to the voting system as well as map the changes to the vendor’s respective technical document(s) and lab documentation. In order to expedite the process, vendors should assist with the mapping of each requirement while VSTOP completes the initial documentation review. Failure to complete this in a timely manner will result in delays in the certification process.

