

**ADOPTED REGULATION OF  
THE SECRETARY OF STATE**

**LCB File No. R106-21**

EXPLANATION – Matter in *italics* is new; matter in brackets ~~omitted material~~ is material to be omitted.

AUTHORITY: §§ 1-4, NRS 293.124 and 293.247 and sections 16 and 64 of Assembly Bill No. 321, chapter 248, Statutes of Nevada 2021, at pages 1223 and 1250 (NRS 293.877 and 293C.725, respectively).

A REGULATION relating to elections; providing that the Secretary of State will publish a list of approved training classes on forensic signature verification; setting forth certain requirements for training on forensic signature verification; and providing other matters properly relating thereto.

**Legislative Counsel’s Digest:**

Existing law requires that at least once each year, each county and city clerk and all staff members of such clerks whose duties include administering an election complete a training class on forensic signature verification that is approved by the Secretary of State. (Sections 16 and 64 of Assembly Bill No. 321, chapter 248, Statutes of Nevada 2021, at pages 1223 and 1250) (NRS 293.877 and 293C.725, respectively)

**Section 2** of this regulation provides that: (1) the Secretary of State will publish biennially a list of approved training classes; and (2) to be approved, a training class must include a written test on forensic signature verification.

**Section 3** of this regulation provides that, with certain exceptions, each county clerk, city clerk and all staff members of the clerks whose duties include administering an election must annually complete: (1) a training class on forensic signature verification; or (2) a refresher class on forensic signature verification. **Section 3** also requires each county or city clerk to: (1) identify which members of his or her staff are required to complete the classes; and (2) submit to the Secretary of State certificates of completion of the classes both annually and before any election.

**Section 4** of this regulation prohibits a staff member of a county or city clerk from checking the signature of a voter at a polling place or on a mail ballot unless the person has successfully completed an approved training class on forensic signature verification.

**Section 1.** Chapter 293 of NAC is hereby amended by adding thereto the provisions set forth as sections 2, 3 and 4 of this regulation.

*Sec. 2. 1. Not later than October 1 of each odd-numbered year, the Secretary of State will publish a list of training classes on forensic signature verification that are approved by the Secretary of State for county clerks, city clerks and the staff members of the clerks whose duties include administering an election.*

*2. To be approved by the Secretary of State, a training class on forensic signature verification must include a written test on forensic signature verification that has an established basis for determining a passing grade.*

*Sec. 3. 1. Except as otherwise provided in subsection 2 and section 4 of this regulation, each county clerk, city clerk and all staff members of the county or city clerk whose duties include administering an election must, at least once each year, successfully complete a training class on forensic signature verification that is approved by the Secretary of State. In order to successfully complete such a training class, a person must receive a passing grade on a written test on forensic signature verification.*

*2. Except as otherwise provided in this subsection, any staff member whose regular duties at the office of the county or city clerk includes signature verification and who, for 2 consecutive years, has taken an approved training class on forensic signature verification and received a passing grade on the written test, may, in lieu of the training class described in subsection 1, attend a refresher class on forensic signature verification. A refresher class must be approved by the Secretary of State pursuant to section 2 of this regulation. A staff member who completes a refresher class in lieu of the training class described in subsection 1 must successfully complete a training class described in subsection 1 at least once every 3 years.*

*3. Each county or city clerk shall:*

*(a) Identify which members of his or her staff are required to successfully complete the approved training class on forensic signature verification or refresher class on forensic signature verification; and*

*(b) Submit to the Secretary of State certificates of completion of the classes for all such staff members:*

*(1) On or before April 1 of each year; and*

*(2) Not later than 2 weeks before the start of early voting for any election.*

**Sec. 4.** *A staff member of a county or city clerk shall not check the signature of a voter at a polling place or on a mail ballot unless the person has successfully completed an approved training class on forensic signature verification, or, if applicable, a refresher class on forensic signature verification.*