

COMMONWEALTH OF VIRGINIA



★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

NATIONAL VOTER REGISTRATION ACT TRAINING & REFERENCE MANUAL

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CHAPTER 1 - INTRODUCTION

THE PURPOSE OF THE ACT

The purpose of the National Voter Registration Act is to increase the number of citizens registered to vote and to establish safeguards that ensure a citizens' right to vote. The Act is designed to increase the number of Americans registered to vote by requiring many public agencies to provide registration opportunities to their clients in conjunction with other services.

DEFINITION OF VOTER REGISTRATION SITES

In addition to the Department of Motor Vehicles, the National Voter Registration Act of 1993 requires that individuals be given the opportunity to register to vote (or to change their voter registration data) in elections for federal and/or state office when applying for (or receiving) services or assistance from certain other state agencies designated by statute.

WHEN TO PROVIDE CLIENTS AN OPPORTUNITY TO REGISTER

Individuals must be provided this opportunity not only at the time of their original application for services, but also when filing any recertification, re-admission, renewal, or change of name or address form relating to such services [52 USC § 20506(a)(6)(A)].

You must provide the clients at your agency with the same level of assistance, including bilingual services where necessary, in completing a voter registration and/or certification form as you provide in completing your own forms, unless the applicant refuses such assistance [52 §§ 20506(a)(4)(A)(ii) and (a)(6)(C)].

INFLUENCING PREFERENCE OF AN INDIVIDUAL

The person who provides such services as stated previously in the agency is prohibited from:

- ⇒ seeking to influence an applicant's party preference,
- ⇒ displaying any such political or candidate preference or party allegiance,
- ⇒ making any statement or taking any action whose purpose or effect is to discourage the applicant from registering to vote, or
- ⇒ making any statement or taking any action whose purpose or effect is to lead the applicant to believe that a decision whether or not to register has any bearing on the availability of services or benefits [52 USC § 20506(a)(5)].

DOCUMENTS TO REGISTER OR DECLINE

Those who accept or decline to register to vote must do so by completing the *Commonwealth of*

Virginia Voter Registration Agency Certification form. The certification form and its instructions are provided in Chapter 3 of this document. This form is to be kept in the client's file, or other designated place, so other agency personnel will know that an individual has been offered the opportunity to register. **Note: Do not mail certification forms to the Department of Elections.**

If a client requests to register to vote, a *Virginia Voter Registration Application* form must be completed. An example of the *Virginia Voter Registration Application* form and instructions on completing the form are provided in Chapter 4 of this document. These forms are then forwarded to the Department of Elections for distribution to the general registrar for the locality of the applicant's residence for processing.

VOTER CONFIDENTIALITY

No information regarding a person's declination to register may be used for any purpose other than voter registration [52 USC § 20506(a)(7)].

Similarly, if an individual does register to vote, the particular agency at which the applicant submits a voter registration application may not be publicly disclosed [52 USC §§ 20507(a)(6) and 8(i)(1)].

The application cannot be copied or used for any purpose other than voter registration in the Commonwealth of Virginia.

DESIGNATED AGENCY VOTER REGISTRATION SITES

In the Commonwealth of Virginia, the following agencies have been designated as voter registration sites:

- Department of Motor Vehicles
- Department of Health
- Department of Social Services
- Department for Aging and Rehabilitative Services
- Department for the Deaf and Hard of Hearing
- Department of Behavioral Health and Developmental Services
- Department for the Blind and Vision Impaired

- Virginia Board for People with Disabilities
- Virginia Employment Commission in Northern Virginia (Planning District 8)
- Regional offices of the Department of Game and Inland Fisheries
- Armed Forces Recruitment Offices
- Any other agencies (such as community services boards) whose primary function is to provide state-funded programs to persons with disabilities

IMPLEMENTATION OF VOTER REGISTRATION

The National Voter Registration Act of 1993 was implemented at these agencies on March 6, 1996. The Department of Elections distributes all required manuals, forms, and envelopes to the various agencies.

CHAPTER 2 – GENERAL INFORMATION

WHO MAY REGISTER?

To be eligible to vote in Virginia, a person:

- Must be a citizen of the United States
- Must live in the Commonwealth of Virginia
A person who has come to Virginia for temporary purposes and intends to return to another state is not considered a resident for voting purposes
- Must be at least 18 years old by the date of the next general election (applicants who will be age 18 by the November election may vote in the March presidential primary and may be eligible in other primary and special elections depending on the local election schedule).
- Must not claim the right to vote in another state.
- Must not have been convicted of a felony, or judged by a court to be incapacitated (unless voting rights to vote have been restored by the Governor or a court order allows voting)

WHAT IS THE DEADLINE TO REGISTER?

The voter registration application form must be received by either the local voter registration office or the Department of Elections no later than 22 days before the general or primary election in which a person wants to vote (shorter deadlines apply to special elections).

HOW OFTEN SHOULD ONE REGISTER?

Anytime your name and/or address changes, a person should submit a new registration application. If a person is unsure that he/she is registered, the individual should fill out a new application form.

HOW TO COMPLETE THE APPLICATION FORM?

Refer to Chapter 4 of this document for specific instructions.

HOW WILL A PERSON KNOW IF THE REGISTRATION WAS ACCEPTED?

Once the local registrar has determined (through the information provided on the application) that an individual is eligible to vote, a voter registration notice will be mailed to the individual at the address on the application.

WHERE TO DIRECT QUESTIONS?

Contact the Department of Elections NVRA/ Voter Registration Coordinator for:

Election Dates

Supply of applications and envelopes

Questions concerning applications

Any questions concerning NVRA's rules and regulations

Phone: (804) 864-8910

Contact your Agency for:

Internal procedures

Where to file certification forms

Procedures for transmittal of application forms

CHAPTER 3 – CERTIFICATION

The following form is used by the agencies as part of the agency voter registration process that certifies the agency has provided an individual the opportunity to register to vote. An individual may decline to register by not checking the boxes on the form or failing to sign the form.

CERTIFICATION FORM

The following is an example of the certification form:

SEE EXAMPLE ON NEXT PAGE



Commonwealth of Virginia Voter Registration Agency Certification

If you are not registered to vote where you live now, would you like to apply to register to vote here today?
(Please check only one)

- I am already registered to vote at my current address, or I am not eligible to register to vote and do not need an application to register to vote.
- Yes, I would like to apply to register to vote. (please fill out the voter registration application form)
- No, I do not want to register to vote.

If you do not check any box, you will be considered to have decided **not to** register to vote at this time. Applying to register to vote or declining to register to vote will not affect the assistance or services that you will be provided by this agency.

If you decline to register to vote, this fact will remain confidential. If you do register to vote, the office where your application was submitted will be kept confidential, and it will be used only for voter registration purposes.

If you would like help filling out the voter registration application form, we will help you. The decision whether to seek or accept help is yours. You may fill out the application form in private if you desire.

If you believe that someone has interfered with your right to register or to decline to register to vote, your right to privacy in deciding whether to register or in applying to register to vote, you may file a complaint with:

**Commissioner, Virginia Department of Elections
Washington Building
1100 Bank Street
Richmond, VA 23219-3497
(804) 864-8901**

Applicant Name	Signature	Date
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for agency use only

Voter Registration form completed: Yes No
 Voter Registration form given to applicant for later mailing (at applicant's request): Yes No

Agency Staff Signature	Date
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COMPLETION OF THE FORM BY APPLICANT

1. All new applicants or anyone recertifying, renewing or changing their name or address for your services must be offered an opportunity to register to vote or change the information on their voting file.
2. You must inform all applicants that they should read and understand the statements found on the certification form as follows:

If you are not registered to vote where you live now, would you like to apply to register to vote here today?

If you do not check any box, you will be considered to have decided not to register to vote at this time. Applying to register to vote or declining to register to vote will not affect the assistance or services that you will be provided by this agency.

If you decline to register to vote, this fact will remain confidential. If you do register to vote, the office where your application was submitted will remain confidential, and may be used only for voter registration purposes.

If you would like help in filling out the voter registration application form, we will help you. The decision whether to seek or accept help is yours. You may fill out the application form in private, if you desire.

If you believe that someone has interfered with your right to register or to decline to register to vote, your right to privacy in deciding whether to register or in applying to register to vote, you may file a complaint with:

**Commissioner of the Virginia Department of Elections
Washington Building
1100 Bank Street
Richmond, VA 23219-3497
Telephone: (804) 864-8901**

3. Once the applicant has checked one of the three boxes at the top of the form, review the following:

- ✓Has the applicant printed his/her name in the *Applicant Name* space?
- ✓Has the applicant signed the form in the *Signature* space?
- ✓Has the applicant dated the form with today's date in the *Date* space?

4. If any information is missing or not legible, return the form to the applicant for completion or clarification.



If a person does not fill out the form or refuses to sign the form, print the individual's name on the form and place your initials beside the name. **This will be considered a declination to register to vote.**

COMPLETION OF THE FORM BY AGENCY

After the certification form has been filled in correctly, you may accept it and complete the agency portion of the form.

FIRST OR THIRD BLOCK CHECKED:

1. Mark the 'No' box next to the "Voter Registration Form Completed" statement.
2. Sign your name and date the form at the bottom of the page.
3. Place the form in a specified location to be filed at your agency at a later date.
Do not mail certifications to the Department of Elections

SECOND BLOCK CHECKED:

1. If the individual wants to register to vote, give the individual a copy of the *Virginia Voter Registration Application* form, providing whatever assistance the individual indicates is needed to complete it. Once completed, mark the 'Yes' box next to the "Voter registration form completed" statement.
2. If the individual requests to take the form to be filled out later, mark the box next to the "Voter registration form given to applicant for later mailing" statement.
3. Sign your name and date the form at the bottom of the page.

4. **Place the certification form in a specified location to be filed at your agency at a later date.**
5. Place the completed voter registration application form in a specified location to be mailed to the Department of Elections.

FILING THE CERTIFICATION FORM

The certification form should be kept in the client's file or designated place, so other agency personnel will know that the individual has been offered an opportunity to register. This form should be retained according to the agency's Library of Virginia retention procedures.

If additional blank forms are needed, you may photocopy these forms.

CHAPTER 4 – REGISTRATION

HANDING OUT VOTER REGISTRATION APPLICATION FORMS

The applicant can either fill out the form at the agency or take the form home and mail it or hand carry it to any local registration office, the Department of Elections or other voter registration site. The application form must be received by either the local voter registration office or the Department of Elections no later than 22 days before the general or primary election in order for the applicant to be eligible to vote in that election. Shorter deadlines apply to special elections.

VOTER REGISTRATION APPLICATION FORM

The following is an example of the front of the application form:

SEE EXAMPLE ON NEXT PAGE

Virginia Voter Registration Application Form

Use this form to register to vote in Virginia or report a change in name or address. If you are already registered with your current name and address, you do not need to re-register.

- To register to vote in Virginia, you must:**
- Be a United States citizen
 - Be a resident of Virginia
 - Be 18 years old by the next general election
 - Have had your voting rights restored if you have ever been convicted of a felony
 - Have had your capacity restored if you have ever been declared mentally incapacitated in a Circuit Court

Identification Requirement

For Registration: If you are registering for the first time by mail, federal law (the Help America Vote Act) requires you to provide identification the first time you vote in a federal election. Please enclose a copy of one of the following documents that shows your name and address with your application: (1) current and valid photo ID, (2) current utility bill, (3) bank statement, (4) government check, (5) paycheck, or (6) other government document. If eligible to vote absentee by mail, your mailed absentee ballot will not be counted unless the required identification has been provided to your local electoral board no later than noon on the Friday following the election.

For Voting: Virginia law requires you also to provide photo identification when you vote in person. An information card or other correspondence confirming your registration does not qualify as photo identification. For information on other types of qualified identification, or how to obtain a Voter Photo Identification card, please visit: elections.virginia.gov/voterID or call toll free at (800) 552-9745 • TTY: 711.

Starred (*) items are required. If you do not complete all of the items that are marked with *, your application may be denied. Once your local registrar approves your application, you will receive a confirmation by mail.

1	* Are you a citizen of the United States of America? <input type="checkbox"/> YES <input type="checkbox"/> NO	* Will you be at least 18 years of age on or before the next General Election day? <input type="checkbox"/> YES <input type="checkbox"/> NO	If you checked "NO" in response to either of these questions, do not complete this form.
2	<input type="text"/> - <input type="text"/> - <input type="text"/> * Social Security Number	<input type="checkbox"/> Male <input type="checkbox"/> Female * Gender	<input type="text"/> / <input type="text"/> / <input type="text"/> * Date of Birth
	<input type="text"/> - <input type="text"/> - <input type="text"/> * Last Name	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> * First Name	<input type="text"/> - <input type="text"/> - <input type="text"/> Daytime Telephone Number
3	* Residence (Permanent) Home Address <input type="text"/> Apt/Unit/Lot/Rm/Ste <input type="text"/> City/Town <input type="text"/> Zip Code <input type="text"/>		
	If Rural Address or Homeless, please describe where you reside <input type="text"/>		E-mail address <input type="text"/>
	Mailing Address (if different)/Virginia P.O.Box or Un-Formed Service Address, if applicable (include Zip Code) <input type="text"/>		<input type="checkbox"/> City or <input type="checkbox"/> County: <input type="text"/> Name of City or County of Residence <input type="text"/>
4	* Have you ever been convicted of a felony? <input type="checkbox"/> YES <input type="checkbox"/> NO State where convicted <input type="text"/>		
	If YES, have your voting rights been restored? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, when restored? <input type="text"/>		
5	* Have you ever been judged mentally incapacitated? <input type="checkbox"/> YES <input type="checkbox"/> NO		
	If YES, has court restored you to capacity? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, when restored? <input type="text"/>		
6	Registration Statement: I swear/affirm, under felony penalty for making willfully false material statements or entries, that the information provided on this form is true. I authorize the cancellation (entered in Box 7 below) of my current registration and I have read the Privacy Act Notice on the front of this form.		
	➔ * Signature (or mark if unable to sign) <input type="text"/>		
	If applicant is unable to sign due to a physical disability, write the name/address of person who assisted. (Required). <input type="text"/>		<input type="checkbox"/> Check if you have a disability that requires someone to assist you in order to vote.
	<input type="text"/> Protected Voter Code if applicable. See instructions.		
	<input type="checkbox"/> I'm interested in being an Election Official on Election Day. Please send me information.		
7	*Previous Voter Registration Information – Commonwealth of Virginia		
	<input type="checkbox"/> No, I am not currently registered to vote in Virginia or another state.		
	<input type="checkbox"/> Yes, I am registered to vote at another address in Virginia or in another state. If YES, the information below must be completed:		
	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/> Date of Birth	<input type="text"/> - <input type="text"/> - <input type="text"/> Social Security Number (last 4 digits required)
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	City/County/Town of Residence (if applicable). This cancellation information will be sent to the county or city and state you entered above.		

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The following is an example of the back of the application form:

Virginia Voter Registration Application Receipt

Name of Applicant _____

/ /
 Date

Name of group or individual receiving application _____

E-mail address _____

- -
 Daytime telephone number of group or individual receiving application

No receipt is required for application completed in the Voter Registration Office.

If you have not received a Voter Card within thirty (30) days of submitting a Voter Registration Application, please **contact the Virginia State Board of Elections.**

On-line: www.sbe.virginia.gov
 Voice: 800 - 552 - 9745
 TTY: 800 - 260 - 3466
 Richmond local: 804 - 864 - 8901

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Notes

- Dec eased _____
- Judge d Inca pacate d _____
- Tran sfer red Out _____
- Er or De leted _____
- Re-Registere d _____
- Ina ctive Status _____
- Reac tive tpe d _____
- Per sonal Reque st _____
- NVRA Can cel _____
- Con victed of a Fel ony _____

Other changes _____

New PCT Authorized by _____ Date changed _____

New Last Name _____

New First, Middle/ Maiden Name and Suffix _____

Date changed _____

Registration date	PCT	Town code	Denial date & reason	Date changed

For Office Use Only

COMPLETION OF THE APPLICATION FORM

1.	Check that <u>all</u> information has been filled in completely. If a box does not apply to an individual, the word 'none' should be written in or a box which indicates 'none' should be marked. Failure to complete the form properly could result in a denial of the application.
2.	Check that the client has signed and dated the application.
3.	On the "return address" portion of the application form, the applicant can mail their completed, signed application to the registrar's office in the county or city where they live. The registrars' offices are listed in alphabetical order by the name of the county or city.
4.	No photocopies or other reproductions of the form (e.g., fax) will be accepted.
5.	Place the completed application form in a specified location to be forwarded to the Department of Elections. Va. Code § 24.2-411.2(G) requires the designated agency to send applications to the Department of Elections not later than five business days after receipt.
INSTRUCTIONS TO COMPLETE THE APPLICATION FORM	
<i>Body of the Form</i>	
The following is a list of the information to be entered followed by a definition and example, where applicable, of each information block to help answer any questions your client may have:	

No.	INFORMATION BLOCK	DESCRIPTION	EXAMPLE
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	TITLE		
1	ARE YOU A CITIZEN OF THE UNITED STATES & WILL YOU BE 18 YEARS OF AGE ON OR BEFORE THE ELECTION DAY?	CHECK EITHER THE 'YES' OR 'NO' BOX TO ANSWER THIS QUESTION. IF YOU CHECKED 'NO' TO EITHER QUESTION, DO NOT FILL OUT THIS FORM UNLESS YOU WILL BE AGE 18 BY THE NOVEMBER ELECTION AND WANT TO VOTE IN THE PRESIDENTIAL PRIMARY. IF YOU RESIDE IN A CITY OR TOWN WITH MAY ELECTIONS YOU MAY NOT BE ELIGIBLE TO VOTE IN OTHER ELECTIONS BEFORE AGE 18.	
2 2 (cont.)	SOCIAL SECURITY NUMBER GENDER DATE OF BIRTH DAYTIME TELEPHONE NUMBER FULL LEGAL NAME	ENTER THE NINE-DIGIT NUMBER ISSUED BY THE SOCIAL SECURITY OFFICE. THIS INFORMATION WILL BE HELD IN STRICT CONFIDENCE AND WILL ONLY APPEAR ON REPORTS PRODUCED FOR OFFICIAL USE BY VOTER REGISTRATION AND ELECTION OFFICIALS, AND FOR JURY SELECTION PURPOSES BY COURTS. CHECK WHETHER YOU ARE A MALE OR FEMALE. ENTER THE MONTH, DAY AND YEAR IN WHICH YOU WERE BORN. ENTER THE TELEPHONE NUMBER AT WHICH YOU CAN BE REACHED DURING THE DAY, INCLUDING THE AREA CODE. ENTER YOUR LAST NAME, FIRST NAME, MIDDLE OR MAIDEN NAME, AND SUFFIX (E.G., JR, III). IF NO SUFFIX OR MIDDLE/MAIDEN NAME EXISTS, ENTER 'NONE.' MIDDLE INITIALS ARE NOT ACCEPTABLE.	111-11-1111 12-10-45 (804) 555-1212 JONES, ELIZABETH, ANN
3	ENTER HOME ADDRESS HERE INDICATE CITY OR COUNTY OF RESIDENCE	ENTER THE EXACT ADDRESS OF YOUR RESIDENCE USING HOUSE NUMBER AND STREET NAME OR RURAL ROUTE WITH BOX NUMBER. IF THIS IS A POST OFFICE BOX, MILITARY ADDRESS OR RURAL ADDRESS (YOU MUST COMPLETE THE BACK OF THE FORM, GIVING DETAILED DIRECTIONS WITH WHICH TO IDENTIFY YOUR RESIDENCE.) CHECK EITHER CITY OR COUNTY	111 WEST GRACE STREET, RICHMOND, VA 23235 -OR- RD 678, NORTH SIDE, ½ MILE EAST OF RD 743 AND 2 MILES WEST OF RD 615
4	HAVE YOU EVER BEEN CONVICTED OF A FELONY?	CHECK EITHER THE 'YES' OR 'NO' BOX TO ANSWER THIS QUESTION. IF YOU HAVE MARKED 'YES' TO THIS QUESTION, ENTER THE MONTH, DAY AND YEAR YOUR VOTING RIGHTS WERE RESTORED.	12-4-95

No.	INFORMATION BLOCK TITLE	DESCRIPTION	EXAMPLE
5	HAVE YOU EVER BEEN JUDGED TO BE INCAPACITATED?	CHECK EITHER THE 'YES' OR 'NO' BOX TO ANSWER THIS QUESTION. IF YOU HAVE MARKED 'YES' TO THIS QUESTION, ENTER THE MONTH, DAY AND YEAR THE COURT ORDER ALLOWING YOU TO VOTE.	12-4-95
6	<p>REGISTRATION STATEMENT</p> <p>APPLICANT SIGNATURE</p> <p>DATE</p> <p>NOTE: YOU MAY REQUEST THAT YOUR HOME ADDRESS NOT BE RELEASED IF YOU OR MEMBER OF YOUR HOUSEHOLD (A) ARE ACTIVE OR RETIRED LAW ENFORCEMENT, JUDGE, U.S. OR VIRGINIA ATTORNEY GENERAL ATTORNEY, OR (B) HAVE BEEN GRANTED A PROTECTIVE COURT ORDER, (C) ARE IN FEAR OF YOUR PERSONAL SAFETY FROM SOMEONE WHO HAS THREATENED OR STALKED YOU AND HAVE FILED A COMPLAINT AGAINST THAT PERSON WITH A MAGISTRATE OR LAW ENFORCEMENT, OR (D) PARTICIPATES IN THE ADDRESS</p>	<p>READ THE STATEMENT BEFORE SIGNING THE APPLICATION.</p> <p>SIGN THE FORM USING YOUR FULL LEGAL NAME.</p> <p>A PERSON WHO CANNOT SIGN MUST MAKE A MARK. AN ASSISTANT MAY THEN WRITE HIS/HER NAME UNDERNEATH THE MARK.</p> <p>POWER OF ATTORNEY CANNOT BE USED FOR VOTER REGISTRATION.</p> <p>ENTER TODAY'S DATE.</p>	<p>JOHN STEWART SMITH</p> <p>3-6-96</p>

<p>6 (CONT.)</p>	<p>CONFIDENTIALITY PROGRAM. YOU MUST SHOW A VIRGINIA P.O. BOX UNDER MAILING ADDRESS IN BOX 3 ABOVE IF YOU DO NOT WANT YOUR RESIDENCE ADDRESS PUBLISHED ON VOTER LISTS.</p>		
<p>7</p>	<p>PREVIOUS REGISTRATION INFORMATION</p>	<p>ARE YOU REGISTERED TO VOTE AT ANOTHER ADDRESS? IF YOU ANSWER 'YES', PLEASE FILL IN ALL THE INFORMATION IN THIS SECTION</p>	
<p>BACK OF APPLICATION</p>	<p>VIRGINIA VOTER REGISTRATION APPLICATIONS RECEIPT</p> <p>NAME OF APPLICANT DATE NAME OF AGENCY</p> <p>EMAIL ADDRESS</p> <p>DAYTIME TELEPHONE</p>	<p>ENTER APPLICANTS FULL NAME ENTER DATE OF APPLICATION NAME OF AGENCY ACCEPTING APPLICATION AGENCY EMAIL ADDRESS (IF ONE) NUMBER OF AGENCY ACCEPTING APPLICATION</p>	<p>JOHN Q. CITIZEN 12/01/2001</p> <p>(804)555-1212</p>

<p>WHERE TO SEND THE COMPLETED APPLICATION FORM</p>			
<p>At each participating program location within your agency, one individual should be responsible for collecting all completed applications twice a week and forwarding them to the Department of Elections or to their agency's central distribution point determined by the agency or department representative.</p>			
			<p>Review the Section entitled " Completion of the Application Form" before forwarding the forms to the Department of Elections. It is important that all requirements are met before the' application is released from your agency.</p>
<p>All voter registration application forms must be sent to election officials within five (5) days of receipt. Twice a week, you must complete <u>all</u> of the following steps:</p>			
			<p>1. Enclose all completed application forms in a pre-addressed, coded envelope, supplied by the Department of Elections.</p>
			<p>2. Mark in the preprinted area on the face of the envelope, the number of forms enclosed.</p>

3.	Mail the package to the Department of Elections using your agency postage or hand-deliver the envelope to your local general registrar. Contact information for the general registrar offices is available at elections.virginia.gov
	NOTE: Even when you hand-deliver the forms, place them in a pre-coded envelope since the registrar must tally applications by source.

CHAPTER 5 – FORMS AND SUPPLIES

In accordance with NVRA requirements, the Department of Elections will make available State mail registration forms for private and public distribution. The following information provides general instructions on requesting forms relating to the NVRA.

THE VOTER REGISTRATION APPLICATION

The Department of Elections will distribute mail voter registration applications forms to the following entities:

- Public Service Agencies
- Department of Motor Vehicles
- General Registrars

The Department of Elections will also distribute registration application forms to private groups and individuals.

To reorder this form, contact the Department of Elections by phone (804) 864-8910, or fax (804) 371-0914. Ask for or send the request to the attention of NVRA/Voter Registration Coordinator.

TRANSMITTAL ENVELOPES

Public agencies* offering voter registration services will use pre-coded transmittal envelopes to forward the registration applications.

*This procedure may not apply to those agencies that have made other arrangements with their local registrar

The Department of Elections will distribute pre-coded envelopes to those designated public agencies.

To reorder envelopes, contact the Department of Elections by phone (804) 864-8910, or fax (804) 371-0194.

VOTER REGISTRATION APPLICATION DISPLAY BOXES

The Department of Elections will supply display boxes to the General Registrars, Public Assistance Agencies, and Department of Motor Vehicles.
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Each agency is responsible for determining the number of the voter registration application display boxes and where these boxes will be displayed.
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CHAPTER 6 – CLOSE OF BOOKS

Applications will be shipped daily, the week prior to the close of books and the week of the close of books.
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It is crucial applications are dated and shipped daily.



EXERCISES

Requirements to Register to Vote: True and False Review Questions

For each of the following statements, put a [T] for true and an [F] for false.

1.	_____	A client can remain registered at his old address as well as his new address.
2.	_____	A client who has been convicted of a felony in Virginia can register to vote without having his voting rights restored.
3.	_____	<i>Virginia Voter Registration Agency Certification</i> forms are to be mailed to the Department of Elections.
4.	_____	A client who will be eighteen at the next general election should be permitted to register in advance and also vote in any intervening primary or special election.
5.	_____	Assistance to applicants may be provided to complete their voter registration application forms.
6.	_____	Virginia does register by party affiliation.
7.	_____	A client must be a resident of Virginia for at least 6 months preceding the next election.
8.	_____	A 16 year-old may register and vote in an election.
9.	_____	If a client cannot come to your office and you go to their home to provide services, you are not required to offer voter registration.
10.	_____	A person who is not a United States citizen may apply to register to vote.
		1) false 2) false 3) false 4) true 5) true 6) false 7) false 8) false 9) false 10) false

Review Questions: Agency-Based Voter Registration Form	
For each of the following statements, circle (○) the letter of the response you believe to be most accurate.	
1.	Clients should be offered the opportunity to apply to register to vote:
	a) during the initial face-to-face interview for your agency's services
	b) when they recertify for your agency's services
	c) when they re-apply for your agency's services
	d) all of the above
2.	Clients can use the voter registration application for all of the following except:
	a) to register to vote in Virginia
	b) to change their name
	c) to change their address
	d) to cast a vote in the primary election
3.	After the client completes the voter registration application, the worker should:
	a) review for completeness
	b) choose a political party for the client
	c) file the application in the client's file
	d) destroy the application
4.	When the client requests a mail registration form, the worker should:
	a) explain that once the form is completed, the client should mail it to the local registrar or return the form back to the office
	b) inform the client that he will receive a notice from the general registrar when his registration is approved
	c) all of the above
5.	May a person vote who has been convicted of a felony and has paid his debt to society?
	a) No. Once convicted of a felony, a person loses his or her right to vote even after the sentence is ended
	b) A person who was convicted of a felony may be eligible to have his/her voting rights restored and should contact the Secretary of the Commonwealth.
	c) Once a person is no longer in jail or on parole for a felony conviction, he or she may register to vote.

1) d, 2) d, 3) a, 4) c, 5) b

Appendix I - NVRA STATE DESIGNATED PUBLIC ASSISTANCE AGENCIES.

Contacts for Requesting Additional Supplies

Department of Health	Norma Marrin	804-864-7016
Department of Social Services	Tom Steinhauser	804-726-7362
Department of Aging & Rehabilitative Services	Mary Lutkenhaus	804-662-7610
Department for the Deaf and Hard of Hearing	Christine Ruderson	804-692-9502
Department of Behavioral Health and Developmental Services	Ruth Anne Walker	804-786-1332
Department for the Blind & Vision Impaired	Jane Ward Solomon	804-371-3112
Virginia Board for People with Disabilities	Heidi Lawyer	804-786-0016
Department of Motor Vehicles	David Pierce	804-367-0515
Department of Game and Inland Fisheries	Raymond Davis	804-367-2387
Virginia Employment Commission, Northern VA Planning District 8	Rick Slusher	703-803-0022
College & Universities-Disabilities Support Service	Jennifer Allman	804-819-4971
Virginia Center for Independent Living	Teresa T. Jones	804-662-7027

APPENDIX II: Do's and Don'ts for Designated Agencies

DO:

Do treat the applicant as a customer.

Do let the client know that you can provide assistance in filling out the form.

Do maintain strict neutrality with respect to a person's enrollment choice.

Do provide information about registration deadlines and the registration process.

Do instruct applicants that they need to re-register whenever they move, even if it is within the same apartment building.

Do inform applicants they will receive notice from the county/city general registrar when their registration is processed.

Do be sure to follow procedures so that registration applications are handled properly and processed in a timely fashion.

Do allow the customer to choose to use a mail-in registration form.

DON'T:

Don't attempt to influence an applicant's political preference or party affiliation.

Don't display any political or party preference.

Don't attempt to discourage an applicant from registering to vote.

Don't lead the applicant to believe that the decision to register, or not to register, will affect the availability of services or benefits.

Don't attempt to determine the applicant's eligibility to register - that's up to the county/city registrar.

Don't in any way pressure the client to fill out the registration form.