Technical Study

Commissioned by the

U.S. Election Assistance Commission

To analyze the translation of the

NVRA Form

October 1, 2009

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Summary of Brief

The brief for this report was defined by the EAC as follows:

- ➢ The NVRA form is the National Mail Voter Registration Form and consists of 4 parts:
    - The Application
    - The General Instructions
    - The Application Instructions
    - The State Instructions.
- ➢ The US Congress and thereby the EAC would like to find ways to translate the NVRA form into 5 Asian languages: Chinese, Japanese, Korean, Tagalog and Vietnamese, like they have done with Spanish, however they need to assess if it is feasible.
- ➢ The immediate concerns with translating the NVRA form are the different character sets, the implementation by the election officials and whether the form should be monolingual or bilingual.
- ➢ For this request, only the PDF/Paper form will be considered (no electronic voter systems to be included).
- ➢ The report is intended as a mid-level report which means that it is mainly intended for use by the team of Juliana Milhofer but will also be presented to others as part of a review of the possible next steps.

Summary of Methodology

The report will be produced based on the following methodology:

1. Information Gathering: Constraints and Requirements
    a. NVRA Report review with 5 native linguists and designers to assess design issues and solutions for:
        i. Chinese
        ii. Japanese
        iii. Korean
        iv. Tagalog
        v. Vietnamese
    b. Interviews with 1-2 EAC members to understand top-level constraints and issues:
        i. Legislative issues
        ii. Organizational issues
        iii. Logistical issues
    c. Interviews with 5-10 local election officials to understand:
        i. The voting process at the local level
        ii. The challenges with non-English speakers/forms
        iii. The existing infrastructure and process for Spanish
    d. Research of other Federal agencies using Asian forms
    e. Interviewing these other Federal agencies on their experiences with:

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<pre>
          i.   Form design
         ii.   Data capturing
        iii.   Acceptance
    2. Data Analysis
         a.   Compile list of constraints a solution must comply with
    3. Solutions Architecture
         a.   Develop possible solutions
         b.   Evaluate estimated direct costs of each solution
    4. Solution Review
         a.   Users: Contact 2-3 native speakers for each language (total 10 -15) and review the
              proposed solutions from their perspective
         b.   Local Election Officials: Contact 2-3 local election officials and review proposed
              solutions with them
</pre>

Executive Summary

The study aims to answer key questions concerning the usability and processing of the NVRA form in Asian languages by reviewing this with election officials, EAC personnel, cultural contacts, bilingual graphic designers and U.S Citizens that speak Chinese, Korean, Japanese, Vietnamese or Tagalog with limited or no English proficiency.

The results indicate that there are concrete issues that surround the use of the NVRA form in Asian languages both from an end-user's perspective and from a processing point of view (i.e. the election official).

The main issue is how to process the NVRA form if it is completed in a non-Latin script, such as Chinese, Japanese, Korean or Vietnamese. Tagalog uses the Latin alphabet and is therefore not an issue. The information in the form could therefore not be read by an election official assuming they do not speak Chinese, Japanese, Korean or Vietnamese. Although this is not an issue in the larger voting centers where there are bilingual staff members on-hand, it is assumed that the majority of voting centers in the U.S are not fully staffed in the four Asian languages regarding this issue.

In addition to the problem with verification of information written in non-Latin characters, another issue is the NVRA form-design and layout. Depending on the design and layout, it could be difficult for a non-English proficient U.S. citizen to complete the form, when font type, font size and spacing are not thoroughly considered. The consequence of space limitations on the form is that there is less room to be able to add text that is required in order to fully adapt to the cultural needs of each specific language.

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Furthermore, it became clear that although the issues mentioned are very real in the field, the incidence of such cases is infrequent and as such, any solution needs to be cost-effective and simple.

Upon analysis of the various issues and assessing the various solution possibilities the objective was to keep any solution simple yet accessible and effective.

The preferred solution is outlined as follows:

1) The NVRA form should be bilingual for the five Asian languages. A redesign of the NVRA form is necessary in order to allow for standard bilingual fields that work for both languages. The form would become longer. Each form would need to have sufficient space in order to capture the full range of culturally-driven data as well as to provide clearer bilingual guidelines. The actual design of the form falls outside the scope of this report but is recommended as a next step.

2) It was concluded that the most cost-efficient and time-efficient way to support the election officials with the sporadic requests for verification of non-Latin alphabet data on an NVRA form (i.e. bilingual support for form-completion and content-verification) is to use a centralized telephone-based translator service. This is known as OPI (Over The Phone Interpreting Service) that will enable any election official to assist any individual that only speaks Chinese, Korean, Vietnamese or Japanese (or any language for that matter) in completing the form in English rather than having to process forms in Asian scripts.

Summary of Findings

Usability Issues - Non-English Proficient U.S. Citizens
The results from various interviews show that there are a number of issues with forms produced only in English. As a general rule it is important to state that the majority of non-English proficient U.S. citizens were in fact usually able to overcome these apparent linguistic hurdles;

The majority of non-English proficient U.S. citizens indicated that they would bring a friend, relative or neighbor to fully complete English forms. This is what most do to complete English only forms such as, mortgage forms, tax forms, school forms and voting forms.

Although most non-English proficient U.S. citizens have developed ways to complete English-only forms, there are other issues involved that put non-English proficient U.S. citizens at a disadvantage.

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For U.S. citizens who did not grow up in the U.S.A., some voting-related concepts require clarification (for example – Chinese have a limited exposure to voting procedures). It is possible that many of the terms and implied procedures integral to the NVRA form are not as clear or as easily understood as they are for "naturalized" U.S. citizens. In addition, there are certain culturally-specific concepts, such as family-name and race/ethnicity that are not as straightforward or easily understood as in English.

Form Processing Issues - Election Officials

The main issue involved in translating the NVRA form into the 5 Asian languages from the election officials' point of view is that there are few or no standard procedures in place for processing them. The method with which the various election officials manage non-English proficient U.S. citizens vastly ranges and depends largely on state policy and the volume of registrants. The form is handled very differently in each situation. There are a number of points that various officials made, such as:

1. Being able to process forms completed in Asian characters.
2. The ID verification where English ID was offered to verify names and addresses written in the "native script" (example: Chinese script)
3. The use of a monolingual form (versus a bilingual form) tended to increase the propensity of people to fill them out in their native language rather than finding a way to do so in English. The bilingual form increased the number who attempted to write in English.
4. The next challenge for election officials is the problem of expectation management. By having the registration form translated into the 5 Asian languages, it is believed that the expectation set might be that the rest of the election process will also be translated, which is not currently the case.

Form Layout - Design Issues

There are many considerations to be analyzed with the design issues of the NVRA form layout when translating it into other languages, specifically the 5 Asian languages.

a. The first issue is space. The form attempts to limit the space used which causes issues across different languages. Some languages use less space while others use more.
b. The second issue is font-size. Fonts used for English can easily be reduced in size and still remain legible. This is not the same for complex Asian scripts. Smaller fonts have a much bigger impact due to the complexity of the character strokes.
c. The third issue is font-type. Most desktop publishing (DTP) software comes stocked with standard font-types for various languages. For Asian scripts, the font-types

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provided in most DTP software is very basic and can often become difficult to read when reduced in size.

  d. The fourth issue is the space for names. In certain languages (ex. Korean) the length of names is much longer and middle names are very important. The spacing is currently driven by the English name ranges and practices.

  e. The fifth issue is related to acronyms. The use of acronyms in a form requires explanation. Some cultures rarely use acronyms and therefore may not easily be understood without explanation.

Form Design - Monolingual versus Bilingual

The NVRA form layout can be either monolingual or bilingual. There are advantages and disadvantages for both options.

The advantage of producing the NVRA form in a single language (monolingual) is the fact that there is considerable more space to allow for larger fonts and expanded text. The disadvantage is that it makes processing the form more difficult for the voting centers and election officials.

The advantage of producing the form in two languages (bilingual) is that it makes each section on the form easily identifiable. The disadvantage is that space considerations must be taken into account.

The graphic designers interviewed preferred the monolingual approach because it makes their challenge easier. Interestingly the majority of non-English proficient users preferred a bilingual form because they often could read a little English or had their friends/family who could, which helped them to gain a complete understanding of the form. All of the election officials interviewed preferred a bilingual form, as it helps in the processing of data because fields could be identified easily.

Other Multilingual Federal Forms

While conducting the study on the translation of the NVRA form in to the 5 Asian languages and its implications, research was also conducted on other U.S. federal forms in multiple languages. Not many federal multilingual forms were found and those that were are processed electronically, such as the CBP ESTA form and the Census Bureau information forms. The federal multilingual forms found were monolingual.

Many multilingual forms can be found at the state level where the need is large enough to justify the funds and manpower necessary to process forms completed in languages other than English. On the state level, multilingual forms can be found as monolingual or bilingual. Monolingual forms are used at the state level when there is staff available to process them.

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For the search methodology, please refer to Appendix 4.

Cost of Translating the NVRA Form

The development of monolingual or bilingual NVRA forms has several steps:

   a. Identify the dialects and develop a neutral variant.
   b. Identify any text expansion needed for certain cultural groups.
   c. Identify any additional text needed as guidelines for election officials.
   d. Translate the content
   e. Proofread the content
   f. Develop the layout design that will adequately contain the text.
   g. Place the text and ensure that it is all clear.
   h. Review final design with language experts in the fields and election officials.

Cost of creating a monolingual form in one Asian language would be approximately: $600
Cost of creating a bilingual form in one Asian language would be approximately: $800

Solution

As already outlined in the Executive Summary, the solution proposed is as follows:

   1. The main issue to address is when the NVRA form is completed in non-Latin scripts. This would cause difficulties when verifying key data against the identification presented by the registrant.
   2. The related issue is that the presence of bilingual staff, who could normally help process the forms, outside of certain municipalities, is not guaranteed. There is not always sufficient manpower on site or funds to address this issue.

As the systems and procedures differ greatly state by state, it is difficult to make a single "procedural solution" that can be implemented and supported 100% at the local level. The number of systems and variables is too complex for the EAC to provide that support.

A centralized solution for this specific issue might therefore be considered, which aims to remove the infrastructure needed at each local level by providing the support at a central point where the volume will justify a quality solution. This solution was presented to the election officials involved in this research and was generally accepted.

The solution is outlined as follows:

   1. How should the NVRA form be processed at voting centers?
      Key Issue: Verification and data-entry of non-Latin script

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Proposed Solution:

 a. The election assistant would have the registrant call an EAC approved OPI provider for the required language, which provides instant telephonic access to linguists.

 b. The OPI provider would speak to the registrant and have them speak out the sections of the NVRA form to be completed along with the registrant's responses.

 c. The interpreter would dictate the registrant's response back in English to the election assistant who then completes the NVRA form.

 d. The election assistant then compares the form to the identification presented, if required by state, to verify the information.

 e. The election assistant then gives the completed form to the registrant who can sign it or take it home for review and then mail it in.

2. What should the form-design be?

 Key Issue: Displaying all necessary data in an easily readable and understood format

 Proposed Solution:

 a. The NVRA form should be bilingual so that all involved can easily understand and process the data.

 b. The layout should be revised in order to keep the fields across all languages the same size and location while allowing for variance in font size, text length and support annotations. This includes more space for names and other elements that are culture-specific.

 c. On the NVRA form, a standard web address link should be inserted for election officials and registrants to explain how the translated forms are completed and processed.

3. How accessible should the form be centrally?

 Key Issue: Making the translated NVRA forms and related information widely accessible

 Proposed Solution:

 a. On the EAC website the guidelines should be communicated in 3 ways:

  i. Text explanation in each language (PDF)

  ii. Pictorial / Storyboard "how-to" (Graphic explanation)

  iii. Audio explanation (podcast-style)

 b. Each main culture center or association involved with the various language and ethnic groups should be informed on a regular basis of the availability of support and the guidelines regarding the NVRA form.

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Cost of the Solution

In addition to the cost of translating the form into the 5 languages, there are some other costs associated with this solution:

    a. Centralized Over-the-Phone Support :

        Assuming that each form requires 30 minutes of support from a phone-based linguist and using the average per minute rate of $2.00/min then the additional processing cost of each form will be in the $60.00 range.

    b. Marketing Support:

        i. The cost of marketing support will vary greatly depending on the final scope of the support. However in order to generate a ballpark budget the following can be used:

1. Website Updating	$ 5,000.00
2. Expanded PDFs	$ 5,000.00
3. 10 minute Audio-files	$ 7,500.00
4. Community Outreach Programs	$50,000.00

            a. Identify 50 key cultural centers per language (approx 250)

            b. Conduct a multi-stage communication strategy to each cultural center:

                i. Introduction letter explaining the central support system

                ii. Phone call confirming receipt and addressing initial questions

                iii. Marketing mailing of a set of marketing pieces (example: wall poster explaining the process, pamphlet containing the EAC website information and all pertinent links, etc.)

                iv. Reminder Mailing 1

                v. Reminder Mailing 2

Further Recommendations

In order to ensure the integrity of any solution, this team suggests the following next steps:

1. Translate the form into the five Asian languages and adapt the design using feedback from election officials, bilingual desktop publishing specialist and native speakers.

2. Undertake further research to estimate the volume of support needed.
    a. Research a larger group of people
    b. Research the number of non-English proficient U.S. citizens that are not signing up to vote because of English-only forms
    c. Research Census Bureau data for the:
        i. Number of non-English proficient U.S. citizens
        ii. Number of immigrants coming to the U.S. and from where

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      iii. Number of Census Bureau forms completed in the relevant Asian languages
    d. Research systems developed by other countries with large populations of minority languages

The research costs would be determined by the final scope. The initial ballpark estimate is between $10,000 and $15,000.

3. Run a pilot project within 3 municipalities to assess the implementation plan.
   a. In order to conduct a pilot project, a minimum of 3 months is required. This is to ensure that a sufficient number of non-English speaking U.S. citizens register to vote.
      i. At voting centers where there is a high volume, such as New York City or Los Angeles, it is very likely that the proposed centralized solution will not be required due to their use of in-house interpreters.
   b. The centers should be chosen based on their size and location to ensure a representative cross-section of states.
   c. Launch a pilot marketing program to gain exposure for the program at the selected voting centers.
   d. A simplified version of the EAC website should be set up and hosted on a test site to mimic the actual one.
   e. The OPI line should be set up with the corresponding access codes for the 3 locations.
   f. Systematically evaluate the process to analyze effectiveness and any improvements to be made.

The estimated cost to conduct the pilot project at 3 voting centers for a minimum of 3 months ranges from $15,000 to $20,000.

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Appendices

Appendix 1 – List of Election Officials Interviewed

Name	State	Phone	Email	Mailing Address
Dean Logan	California	(562) 466-1323	Dlogan@rrcc.lacounty.gov	12400 Imperial Highway Suite 7001 Norwalk, CA 90650
Nova Javier	Alaska	(907) 486-9310	njavier@kodiakak.us	MMC, Borough Clerk Kodiak Island Borough 710 Mill Bay Road, Rm. 101 Kodiak, AK 99615
Neal Kelley	California	(714) 567-7600	neal.kelley@rov.ocgov.com	Orange County Registrar of Voters 1300 South Grand Avenue Building C Santa Ana CA 92705
David Orr	Illinois	(312) 603-5656	clerkdavid@cookcountygov.com	Cook County Clerk Election Division 69 W. Washington St., 5th Floor Chicago, IL 60602
Sherril Huff	Washington	(206) 296-1540	Sherril.Huff@kingcounty.gov	Department of Elections King County Elections 919 SW Grady Way Renton, WA 98057
Gary Poser	Minnesota	(651) 215-1440	gary.poser@state.mn.us	Office of the Secretary of State 180 State Office Building 100 Rev. Dr. Martin Luther King Jr. Blvd. Saint Paul, MN 55155-1299

Appendix 2 – List of Other Specialists Interviewed

Specialty/Association	Name	Language
DTP Specialist	Ryo Kuroda	Japanese
DTP Specialist	Wing Sze Ho	Chinese
DTP Specialist	Taehoon & Tanya Kim	Korean
DTP Specialist	Carlota Terry	Tagalog
DTP Specialist	Daisy To	Vietnamese
Language Consultant	Blanche Xueru Cheng	Chinese
Language Consultant	Heiping Shi	Chinese
Language Consultant	Miki Onuma	Japanese
Language Consultant	Mitsy Kendall	Korean
Language Consultant	Priscella Kang	Korean
Language Consultant	Ester Klug	Tagalog
Language Consultant	Lysander Canlas	Tagalog
Language Consultant	Quyen Ngo	Vietnamese
Language Consultant	Hung Pham	Vietnamese
Asian American Justice Center	Terry Ao	Chinese
Chinese Progressive Association	Lydia Lowe	Chinese
Asian American Legal Defense and Education Fund	Maraget Fung	Chinese

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Appendix 3 – Overview of Questions Asked

Target Group	Questions
Election Officials	1. What are the major issues involved in dealing with <your language> when using the NVRA form?
	2. How would you solve the issue of Asian languages and the use of the NVRA form?
	3. How do you process the NVRA form once the applicant has filled it out?
	4. How do you verify the applicant's ID?
	5. How are the Asian characters handled when applicants fill in the forms in their original scripts?
	6. Are you available for a phone call if we have further questions?
Asian Group Contacts	Do you prefer bilingual or monolingual NVRA forms?
	What usability issues do you see for election officials with translating the NVRA form?
	How should the translated NVRA form be designed?
Language Consultants	When you need to fill out official forms in the USA how do you do that considering you don't speak a lot of English?
	Which forms have you completed?
	How do you know you fully understand the content of the forms?
	Have you every completed a form that required some proof of ID? If so how did the person checking the ID verify that what you wrote in <your language> corresponded to the information on the ID (name, address etc.)?
	If you were going to register to vote, would you prefer the form to be in 2 languages (yours and English) or just in one language (yours)? Please explain your answer.
DTP Specialists	In order to produce this form in <your language> what issues do you see that would cause problems for you as a designer and for the end-user?
	In <your language> do individuals need more/less space for certain fields?
	In <your language> how does the layout affect the way data is presented (left – right etc.)?
	Would you recommend using a bi-lingual form or a mono-lingual form?
	How long would it take you to develop a mono-lingual and/or bi-lingual form?
	Would the form in <your language> require additional text to explain certain concepts?

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Appendix 4 – Multilingual Form Search

Search Engine	Search Term	Form	Agency	URL
Google	government multilingual form			
Google	mva form Spanish			
Google	mva form non-English			
Google	department of transportation form non-English			
Google	department of transportation form "non-English"			
Google	passport application			
Google	passport application form			
Google	social security forms			
Google	social security forms			
Google	social security forms			
Google	welfare form			
Google	welfare form non-English			
Google	welfare non-English form			
Google	non-English form			
Google	vehicle registration form non-English			
Google	IRS non-English			
Google	U.S. property tax form			
Google	property tax refund forms			
Google	u.s. census bureau LEP			
Google	Chinese forms .gov	OSC Charge Form (Chinese version) : 126 CH	Department of Justice	http://www.forms.gov/bgfPortal/docDetails.do;jsessionid=888B1403417E0C57DBC05F11A4306DF2?dId=13899
Google	Japanese forms .gov			
Google	Arabic forms .gov	Waiver of Rights to Free Interpreter Services - Arabic	State of Georgia	http://dhr.georgia.gov/DHR/DHR_CommonFiles/18012426Waiver_of_Rights_Final_Arabic.pdf

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Google	Vietnamese forms .gov	Census Form	2010 Census	http://2010.census.gov/2010census/pdf/D1Vietnamese.pdf
Google	Vietnamese forms .gov	OSC Charge Form (Vietnamese version) : 126 VN	Department of Justice	http://www.forms.gov/bgfPortal/docDetails.do;jsessionid=70F5B084B9C57BC197B86F5D07D44071?dId=13900
Google	Korean forms .gov	Declaration and Power of Attorney for Patent Application Korean Language Declaration	Department of Commerce	http://www.fedforms.gov/bgfPortal/docDetails.do;jsessionid=C51D5DA84B9DBFC6F9D436E85CF57E57?dId=853
Google	Tagalog forms .gov	Application for Permission to Employ Minors in the Entertainment Industry	California: Department of Industrial Relations	http://www.dir.ca.gov/dlse/DLSE-Forms.htm
Google	Chinese application .gov			
Google	Japanese application .gov			
Google	Tagalog application .gov	Application for Benefits	Washington State Department of Social & Health Services	https://fortress.wa.gov/dshs/f2ws03esaapps/onlinecso/applying.asp
Google	Arabic application .gov			
Google	Vietnamese application .gov			
Google	Korean application .gov			
Google	Korean registration .gov	Voting Registration in Korean, Chinese and Vietnamese	King County, WA	http://www.kingcounty.gov/Elections/Registration.aspx
Google	Chinese registration .gov	Voter Registration	State of California	http://www.sos.ca.gov/elections/elections_multi.htm
Google	Vietnamese registration .gov			
Google	Japanese registration .gov			
Google	Arabic registration .gov			
Google	Tagalog registration .gov			
Google	Tagalog claim .gov	Wage Claim	California: Department of Industrial Relations	http://www.dir.ca.gov/dlse/HowToFileWageCLaim.htm
Google	Japanese claim .gov			

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Google	Vietnamese claim .gov			
Google	Chinese claim .gov			
Google	Korean claim .gov			
Google	Arabic claim .gov			
Yahoo	government multilingual form	TIPS (Crime reporting forms)	NYC.gov	http://nyc.gov/portal/site/nycgov/menuitem.9e96a73ffb670207a62fa24601c789a0/
Yahoo	mva form spanish			
Yahoo	mva form non-english			
Yahoo	department of transportation form non-english			
Yahoo	department of transportation form "non-english"			
Yahoo	passport application			
Yahoo	passport application form			
Yahoo	social security forms			
Yahoo	social security forms			
Yahoo	social security forms			
Yahoo	welfare form			
Yahoo	welfare form non-english			
Yahoo	welfare non-english form			
Yahoo	non-english form			
Yahoo	vehicle registration form non-english			
Yahoo	IRS non-english			
Yahoo	U.S. property tax form			
Yahoo	property tax refund forms			
Yahoo	u.s. census bureau LEP			
Yahoo	Chinese forms .gov	Tax Form 9000H/9000R 2007	California: Franchise Tax Board	http://ftb.ca.gov/forms/index.shtml
Yahoo	Japanese forms .gov	Adoption Forms	California: Social Services	http://www.cdss.ca.gov/cdssweb/PG1898.htm
Yahoo	Arabic forms .gov			
Yahoo	Vietnamese forms .gov			
Yahoo	Korean forms .gov			
Yahoo	Tagalog forms .gov			

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Yahoo	Chinese application .gov			
Yahoo	Japanese application .gov			
Yahoo	Tagalog application .gov		Social Security	http://www.ssa.gov/multilanguage/Tagalog/tagalog.htm
Yahoo	Tagalog application .gov	Healthcare Application	California: Healthier Families Program	http://www.healthyfamilies.ca.gov/Downloads/Applications.aspx
Yahoo	Arabic application .gov			
Yahoo	Vietnamese application .gov	HealthNet Form	Missouri: Department of Social Services	http://www.dss.mo.gov/mhk/appl.htm
Yahoo	Korean application .gov			
Yahoo	Korean registration .gov			
Yahoo	Chinese registration .gov			
Yahoo	Vietnamese registration .gov		Washington Secretary of State	http://www.secstate.wa.gov/elections/vietnamese.aspx
Yahoo	Japanese registration .gov			
Yahoo	Arabic registration .gov			
Yahoo	Tagalog registration .gov			
Yahoo	Tagalog claim .gov			
Yahoo	Japanese claim .gov			
Yahoo	Vietnamese claim .gov	Clients' Security Board	Commonwealth of Massachusetts	http://www.mass.gov/ClientsSecurityBoard/vietnamese.html
Yahoo	Chinese claim .gov			
Yahoo	Korean claim .gov			
Yahoo	Arabic claim .gov			

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Appendix 5 – Multilingual Forms

U.S Census Bureau 2010

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United States Census 2010

Đây là mẫu điền chính thức cho tất cả những ai cư ngụ tại địa chỉ này. Thủ tục điền bản câu hỏi này rất đơn giản và nhanh chóng, và các câu trả lời của quí vị sẽ được luật pháp bảo vệ.

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

Sử dụng viết mực màu xanh hoặc đen.

Bắt đầu ở đây

Cuộc Điều Tra Dân Số cần phải tính tất cả những người cư ngụ ở đây vào ngày 1 tháng Tư, 2010

Trước khi trả lời Câu Hỏi 1, hãy đếm số người cư ngụ trong ngôi nhà, căn hộ hoặc căn nhà lưu động này dựa trên các hướng dẫn của chúng tôi.

- Tính tất cả những ai phần lớn thời gian cư ngụ và ngủ ở đây, kể cả trẻ nhỏ.

Văn Phòng Thống Kê Dân Số cũng tiến hành đếm dân số tại các cơ sở và các địa điểm khác, vì vậy:

- Đừng tính bất kỳ ai sống xa nhà tại trường đại học hoặc trong Quân Lực Hoa Kỳ
- Đừng tính những người sống tại viện dưỡng lão hay nơi cho người bệnh nặng, nhà giam, nhà tù, trại cải huấn, v..v.., vào ngày 1 tháng Tư, 2010.
- Đừng ghi những người này trong mẫu điều tra dân số của quý vị, ngay cả khi họ sẽ trở lại sống ở đây sau khi rời trường đại học, tại viện dưỡng lão hay nơi cho người bệnh nặng, quân đội, nhà tù, v..v.. Nếu không, họ có thể được tính hai lần.

Cuộc Điều Tra Dân Số cũng phải tính cả người tạm thời không có chỗ ở, vì vậy:

- Nếu có người tạm thời không có chỗ ở hiện đang cư ngụ ở đây vào ngày 1 tháng Tư, 2010, xin tính cả người đó. Nếu không, người đó có thể không được tính vào danh sách điều tra dân số.

1. Có bao nhiêu người sống hoặc cư ngụ trong căn nhà, căn hộ, hoặc ngôi nhà lưu động này vào ngày 1 tháng Tư, 2010?

Số người =

2. Có thêm người nào khác cư ngụ ở đây vào ngày 1 tháng Tư, 2010 mà quý vị không tính trong Câu Hỏi 1 không? Đánh dấu X vào tất cả các ô thích hợp.
- Trẻ em, thí dụ như trẻ sơ sinh hoặc con được Chính phủ trả tiền nhờ nuôi
- Người thân, thí dụ như con cái đã thành niên, anh (chị) em họ, họ hàng bên chồng (hoặc bên vợ)
- Những người không có quan hệ họ hàng thân thích, thí dụ như người ở chung phòng hoặc người giữ trẻ sống cùng trong nhà
- Những người tạm trú ở đây
- Không có thêm người nào khác

3. Căn nhà, căn hộ, hoặc ngôi nhà lưu động này có phải — Đánh dấu X vào MỘT ô.
- Thuộc sở hữu của quý vị hoặc người khác trong gia đình hiện đang vay nợ hoặc trả góp không? Kể cả các khoản vay thêm dùng nhà thế chấp.
- Thuộc sở hữu hoàn toàn của quý vị hoặc người khác trong gia đình mà không còn vướng nợ (không còn vay nợ hoặc trả góp) không?
- Là nhà thuê không?
- Có người sống ở đây mà không cần phải trả tiền không?

4. Số điện thoại của quí vị là gì? Chúng tôi có thể gọi cho quí vị nếu có câu trả lời mà chúng tôi tới không hiểu.
Mã Vùng + Số Điện Thoại

OMB No. 0607-0919-C: Approval Expires 12/31/2011.

Form D-1 (V) (04-16-2009)

USCENSUSBUREAU

5. Xin cung cấp thông tin về mỗi người sống ở đây. Bắt đầu từ người sở hữu hoặc thuê căn nhà, căn hộ hoặc nhà lưu động này. Nếu chủ nhà hoặc người thuê nhà sống ở nơi khác, hãy bắt đầu bằng bất kỳ người lớn nào sống ở đây. Đây sẽ là Người số 1.
Người số 1 Họ tên là gì? Viết tên bằng chữ in trong phần dưới đây.

Họ

Tên   Tên Đệm Viết Tắt

6. Xin cho biết giới tính của Người số 1? Đánh dấu X vào MỘT ô.
- Nam
- Nữ

7. Người số 1 bao nhiêu tuổi và ngày tháng năm sinh của Người số 1 là gì? Xin ghi tuổi cho trẻ nhỏ là 0 nếu đứa trẻ đó chưa tròn 1 tuổi.
Ghi các số trong ô.
Tuổi vào ngày 1 tháng Tư, 2010   Tháng   Ngày   Năm sinh

→ GHI CHÚ: Xin trả lời CẢ HAI câu hỏi, Câu Hỏi 8 về nguồn gốc Châu Mỹ nói tiếng Tây Ban Nha và Câu Hỏi 9 về chủng tộc. Đối với bản thống kê dân số này, nguồn gốc Châu Mỹ La-tinh nói tiếng Tây Ban Nha không được coi là chủng tộc.

8. Người số 1 có phải là người gốc Châu Mỹ La-tinh nói tiếng Tây Ban Nha, Latino, hoặc Tây Ban Nha không?
- Không, không phải là người gốc Châu Mỹ La-tinh nói tiếng Tây Ban Nha, Latino, hoặc Tây Ban Nha.
- Phải, là người Mễ Tây Cơ, người Mỹ gốc Mễ Tây Cơ, Người Chicano
- Phải, là người Puerto Rico
- Phải, là người Cuba
- Phải, là người gốc Châu Mỹ La-tinh nói tiếng Tây Ban Nha, Latino hoặc Tây Ban Nha khác — Ghi nguồn gốc, thí dụ như người Argentina, người Colombia, người Dominica, người Nicaragua, người Salvador, người Spaniard v.v.

9. Người số 1 thuộc chủng tộc nào? Đánh dấu X vào một hoặc nhiều ô.
- Người Da Trắng
- Người Da Đen, người Mỹ gốc Phi châu
- Thổ Dân châu Mỹ Da Đỏ hoặc Thổ Dân Alaska — Ghi tên của bộ tộc chính hoặc bộ lạc có ghi danh.

- Người Ấn Độ
- Người Hoa
- Người Phi Luật Tân
- Người Nhật
- Người Đại Hàn
- Người Việt Nam
- Thổ Dân Hawaii
- Người Đảo Guam hoặc Chamorro
- Người Đảo Samoa
- Chủng Tộc Á châu khác — Ghi chủng tộc, ví dụ người Hmông, Lào, Thái, Pakistan, Cam-bốt v.v.
- Người Đảo Thái Bình Dương Khác — Ghi chủng tộc, ví dụ như Fiji, Tonga v.v.

- Chủng tộc khác — Ghi chủng tộc.

10. Thỉnh thoảng Người số 1 có sống hoặc cư ngụ ở nơi khác không?
- Không
- Có — Đánh dấu X vào tất cả các lí do thích hợp.
  - Tại ký túc xá đại học
  - Ở căn cứ quân đội
  - Tại nơi ở theo thời vụ, hoặc nơi ở thứ hai
  - Vì quyền được trông nuôi trẻ
  - Trong nhà tù hoặc nhà giam
  - Tại viện dưỡng lão hay nơi cho người bệnh nặng
  - Vì lý do khác

→ Nếu câu trả lời cho Câu Hỏi 1 có hơn 1 người, tiếp tục điền người số 2.

D-1(V)- Base prints in BLACK D-1 (V)- Prints Pantone PROCESS CYAN (10%, 20%, 25%, 50% and 100%) | ← Fold Line

Fold line → |

COMPASS LANGUAGES

Washington Voter Registration Form

적신후 뒤 접어서 봉하십시오

투표자 우편 등록 양식

Washington
Secretary of State

검정 또는 파란색 펜만을 사용하십시오 – 명확히 기재하십시오 ☐ 성명 변경 ☐ 주소 변경 ☐ 서명 갱신 ☐ 신 등록

1 주의: 미국시민권자만이 투표자 등록을 하실 수 있습니다. | 사무소 사용 란

귀하는 선거일 전에 최소한 18세 이상이 되십니까? ○ 예 ○ 아니오
귀하는 미국 시민이십니까? ○ 예 ○ 아니오

연방법 및 주법에 의해 귀하께서는 워싱톤주 운전 면허증 또는 워싱톤주 신분증을 제공하셔야 합니다. 만일 워싱톤주 운전 면허증 또는 워싱톤주 신분증을 소지하지 않으시는 경우, 귀하의 사회보장 번호 끝 4단위 번호를 제공하시오.

2 A.워싱톤주 운전 면허증 또는 신분증 | B.사회보장 번호 끝 4단위 번호 | ○ 귀하가 워싱톤주 운전면허증, 신분증 또는 사회보장 번호를 소지하지 않으시는 경우, 이곳에 표기하십시오. | **3** 생년월일 (월/일/년)

4 성 | ○ 남성 ○ 여성 | 낮시간 전화번호 (   )

5 이름 | 미들네임 | ○ 쥬니어 ○ II ○ 시니어 ○ III | 이메일 주소 (선택)

6 워싱톤주 거주/실제 주소 (필수) | 시 또는 타운 | 우편번호

7 귀하가 우편물을 수취하시는 주소 (거주/실제 주소와 상이할 경우) | 시 또는 타운 | 주 | 우편번호

8 현재 해당되는 사항에 표기하십시오 ○ 군대 국내 복무 ○ 군대 해외 복무 ○ 방위군/예비군 ○ 해외 거주 미국 시민

9 | ○ 예 ○ 아니오

이곳을 접으십시오

10 주의: 예전 등록 정보

본인은 예전에 다음 이름과 주소로 등록되었습니다.

성명 _____ | 예전에 등록하신 것과 같이 서명하십시오
주소 _____ 카운티 _____ | X
시 _____ 주____ 우편번호 _____

경고: 만일 귀하가 본 투표자 등록 양식에 의도적으로 허위 정보를 제공하시거나 투표자 등록에 대한 귀하의 자격에 관하여 의도적으로 허위 선언을 하실 경우, 귀하는 C급 중죄를 범하시게 되며 최대 5년까지 투옥 형별 또는 미화 만불의 벌금이 부과 되며 혹은 투옥과 벌금을 함께 부과 받게 됩니다. (RCW 29A.08.210)

11 투표자 선언문

본인은, 본 양식에 서명함으로써, 위증죄 처벌 하, 투표할 합법적인 자격을 소유하였음을 선언합니다. 만일 본인이 불법으로 투표한 사실이 발견될 경우, 이 불법 행위에 대하여 벌금을 부과 받거나 기소될 것입니다. 추가로, 만일 본인이 불법적으로 투표한 사항이 발견될 경우, 본인의 이름 및 최종 주소가 관계 주 및/또는 연방 당국에 발송될 것을 인지합니다. (RCW 29A.08.210)

• 본인은 이 등록 양식에 기재된 사실이 진실임을 선언합니다;
• 본인은 미국 시민입니다;
• 본인은 현재 중죄 유죄 선고를 받은 결과로 나의 민권을 거부 당하지 않았습니다;
• 본인은 투표하게 될 다음 선거 직전 30일동안 워싱톤주 내, 이 주소에 거주하게 될 것입니다;
• 본인은 투표할 당시 최소한 18세가 될 것입니다.
(RCW 29A.08.230)

박스안에 표기하시거나 서명하십시오

X

12 만일 귀하가 직접 귀하의 성명을 서명하시기가 신체상 불가능하실 경우, 귀하를 보조하는 개인이 본 양식을 작성하도록 하십시오: | 성명 _____ | 서명일자 __/__/__ 월/일/년
주소 _____

MI 3/07

October 1, 2009   This information is for use by authorized persons only and is not for general distribution.

COMPASS
LANGUAGES

California Voter Registration Form

Required format for a statewide general election vote-by-mail ballot application Size 8½ x 5½"

重要事項：您必須填寫選舉日期和選舉類型，
以及申請表必須送達選舉官員的最後期限。

APPLICATION FOR A VOTE-BY-MAIL BALLOT FOR THE _____ _____ _____ ELECTION
(month/day/year) (type of election)
舉行的 _____ 郵寄選票申請表
(年/月/日) (選舉類型)

To obtain a vote-by-mail ballot, complete the information on this form. This application must be received by the elections official no later than 5 pm on _____ 要領取一份郵寄選票，請填寫此表所要求的資訊。此申請表不得遲於 _____ 下午5時送達選舉官員。

FOR OFFICIAL USE ONLY
僅供官方填寫

1. PRINT NAME: _____
   工整地填寫姓名：
   2. DATE OF BIRTH: _____
   出生日期： mo/day/yr - 月 / 日 / 年

   First Name - 名   Middle Name or Initial - 中間名或縮寫   Last Name - 姓

3. RESIDENCE ADDRESS (please print): 住址（請工整地填寫）：

   Number and Street - as registered (P.O. Box, Rural Route, etc. not acceptable) - 門牌號及街道名稱（使用郵箱號碼，鄉村郵遞號碼等不會被接受）(Designate N, S, E, W if used - 如果使用N, S, E, W，請標明)

   City - 市   County - 縣   ZIP Code - 郵政編碼

4. TELEPHONE NUMBER: ( )   ( )
   電話號碼：
   daytime - 日間 (optional - 供選用)   evening - 夜間 (optional - 供選用)

5. PRINT MAILING ADDRESS FOR BALLOT (IF DIFFERENT FROM ABOVE):
   工整地填寫寄送選票的郵址（若與上述地址不同）：
   NOTE Organizations distributing this form may not preprint mailing address information. 注：分發此表的組織不得在此表上預先印刷郵址資料。

   Number and Street/P.O. Box - 門牌號及街道名稱/郵箱號碼 (Designate N, S, E, W if used - 如果使用N, S, E, W，請標明)

   City - 市   U.S. State or Foreign Country - 美國州或外國   ZIP Code - 郵政編碼

NOTICE - 通知
You have the legal right to mail or deliver this application directly to the local elections official of the county where you reside. Returning this application to anyone other than your elections official may cause a delay that could interfere with your ability to vote. 您有法定權利將此申請表直接交給您所居住縣地區的當地選舉官員。將此申請表交給除您所在地的選舉官員之外的人可能造成延誤，信而干擾您投票的能力。

☐ PERMANENT VOTE-BY-MAIL VOTER - 永久郵寄選民
Check here to become a Permanent Vote-By-Mail Voter. Any voter may request to be a Permanent Vote-By-Mail Voter. If you check the box above and sign here 欲成為永久郵寄選民，請在此處勾選。任何一位選民均可申請成為永久郵寄選民。如果您勾選以上方框並在此處簽名：_____
a vote-by-mail ballot will automatically be sent to you for future elections. Failure to vote in two consecutive statewide general elections will cancel your Permanent Vote-By-Mail Voter Status and you will need to reapply. If you have any questions concerning voting by Vote-By-Mail Ballot, telephone your county of residence Elections office. 就會自動寄給您一張郵寄選票，用於未來的選舉。若兩次未能參加州內兩選舉，您的永久郵寄選民身份則會被取消，您需要重新申請。如果您對於何謂郵寄選票的問題，請電您所在縣的居民選舉辦公室。
Elections Code Sections 3201, 3206 選舉法典第3201、3206節

6. THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT THE PROPER SIGNATURE OF THE APPLICANT
   此申請表若無申請人的正當簽名款不會被接受
   I have not applied for, nor do I intend to apply for, a vote-by-mail ballot from any other jurisdiction for this election. I certify under **penalty of perjury** under the laws of the State of California that the name and residence address and information I have provided on this application are true and correct. 就此次選舉而言，本人未曾（也無意）從其他任何縣區申請郵寄選票。本人證明本人在此申請表上填寫的姓名、地址以及有關資訊真實無誤，否則願接受加州法律按接受偽證原的網罰。

   SIGNATURE - 簽署 _____   Date - 日期 _____

   WARNING: Perjury is punishable by imprisonment in state prison for two, three or four years. (Section 126 of the California Penal Code)
   警示：犯偽證罪的人可能被判處在州監獄兩年、三年或四年監禁。(加州利法典第126節)

The format used on this application MUST be used by ALL individuals, organizations and groups that distribute vote-by-mail ballot applications. Failure to conform to this format may result in criminal prosecution. 所有分發郵寄選票申請表的個人、組織及團體必須採用此份申請表所用的格式。不遵循此格式可能導致刑事起訴。
Elections Code Sections 3007, 10402 選舉法典第3007、10402節

7. THIS FORM IS PROVIDED BY: _____
   此份表格由右欄列出組織提供： IMPORTANT: Organizations providing this form must enter their name, address and telephone number.
   重要事項：提供此表的組織必須填寫其名稱、地址及電話號碼。

   CHINESE

Page 21
October 1, 2009   This information is for use by authorized persons
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COMPASS
LANGUAGES

California Worker's Compensation Insurance Coverage

STATE OF CALIFORNIA
Department of Industrial Relations
Division of Labor Standards Enforcement

COMPLETE AND SUBMIT THIS APPLICATION WITH PROOF OF WORKERS' COMPENSATION INSURANCE COVERAGE
이 신청서를 작성한 후에 근로자 재해 보상 보험 보상 범위 증서를 같이 제출하시오.

APPLICATION FOR PERMISSION TO EMPLOY MINORS IN THE ENTERTAINMENT INDUSTRY
연예 산업에 미성년자 고용 허가를 위한 신청서

Permission is requested, pursuant to the provisions of the California Labor Code and the child labor law regulations, to employ minors in the entertainment industry in work that is not hazardous or detrimental to the health, safety, morals or education of the minors.
캘리포니아 주 노동법 조항과 미성년자 노동법 규정에 준거하여 미성년자의 건강, 안전, 품행 및 교육상 위험하지 않고 유해하지 않은 연예 산업에 미성년자를 고용하기 위해서는 인가를 필요로 합니다.

I/We agree to abide by all laws, rules and regulations covering the employment of minors in the entertainment industry.
나는/우리는 연예 산업에 미성년자를 고용함에 있어 모든 법령과 법규와 규칙을 지킬 것을 동의합니다.

Company Name (Please print or type) / 회사 이름(정자로 기입하거나 타이프 하시오.)

Street Address / 거리 이름

City / 시   State / 주   Zip Code
                                                                 우편번호

By / 작성자   Print Name / 이름(정자 기입)   Signature / 서명

Title / 직위

Telephone / 전화번호   Date / 날짜

DLSE 281 (Rev. 7-01)
(Formerly DLLE-281)

Application for Permission to Employ Minors – English / Korean

COMPASS
LANGUAGES