

# Innovations in Election Administration 5



**Agency Voter  
Registration  
Programs**



---

# Agency Voter Registration Program

**Author:**

Margaret Rosenfield  
1650 Ridgeway Place  
Columbus, Ohio 43212

**Managed and Edited by:**

William C. Kimberling  
National Clearinghouse on Election Administration

**Published by:**

National Clearinghouse on Election Administration  
Federal Election Commission  
Washington, D.C. 20463

September 1992

---

# Introduction by the Clearinghouse

This report is another in the series on *Innovations in Election Administration* being published by the FEC's National Clearinghouse on Election Administration.

The purpose of this series is to acquaint State and local election officials with innovative election procedures and technologies that have been successfully implemented by their colleagues around the country.

**Our reports on these innovations do not necessarily constitute an endorsement by the Federal Election Commission either of the procedures described or of the vendors or suppliers that might be listed within the report. Moreover, the views and opinions expressed in these reports are those of the author and are not necessarily shared by the Federal Election Commission or any division thereof.**

We welcome your comments on these reports as well as any suggestions you may have for additional topics. You may mail these to us at:

The National Clearinghouse on  
Election Administration  
Federal Election Commission  
999 E. Street, N.W.  
Washington, D.C. 20463

or else call us

toll free on 800/424-9530 or  
direct on 202/219-3670.

---

# Agency Voter Registration Programs

Agency voter registration is a procedure whereby opportunities to register to vote are made available to members of the public, to clients, applicants, and recipients of services, and to employees in government and quasi-government agencies and in agencies that contract with government to provide services to the public. There are two primary types of agency voter registration.

■ **Active Agency Voter Registration** means that the agency staff members take an active role in assisting citizens in becoming registered voters or updating their registration. The means by which the agency does this can vary:

- a voter registration form can be integrated into the agency's own intake forms;
- the agency's intake forms can include a written question asking whether the client wants to register to vote, with the agency staff offering assistance in completing the voter registration form;
- the agency staff can orally ask each client the same voter registration questions and offer assistance.

Regardless of the means of assisting with registration, the agency assumes the responsibility for transmitting the completed voter registration forms to the appropriate election office at the appropriate times.

This category also includes semi-active Agency Voter Registration in which the agency staff provides some assistance in helping citizens be-

come registered to vote. This assistance may include:

- pointing out the availability of voter registration forms at that site;
- offering to answer questions and help, if requested, in completing voter registration forms;
- offering to accept completed voter registration forms for transmittal to the election office.

■ **Passive Agency Voter Registration** means the agency provides space for the display of voter registration forms and information, but with little or no direct involvement by agency personnel. It usually consists of some kind of holder displaying voter registration forms, which are readily available to the public.

Often there is also a poster announcing the availability of the registration forms to the public at that site. Agency personnel may or may not answer questions or provide assistance upon request to members of the public who want to register to vote. The agency may accept completed registration forms for transmittal to the appropriate election office, or voters may be responsible for mailing completed forms.

## History

Passive agency voter registration has been in existence in some States since the mid 1970's, such as Wisconsin (since 1973), California (1976), and Pennsylvania (1976). Michigan introduced active agency voter registration in 1975 with its

---

“motor voter” law, providing voter registration to applicants for new or renewed driver’s licenses. Similar motor voter laws were enacted by other States in the late 1970’s and early 1980’s.

In 1984, the States of New Mexico, New York, Ohio, and Texas expanded active agency voter registration to other State agencies with a high volume of direct public contact. Although the legality of using State agencies to offer voter registration if those agencies received part of their funding from the federal government was challenged, after considerable controversy this use of State agencies was found to be appropriate.

Since then agency voter registration programs have proliferated. Some States have mandated passive voter registration in specific agencies, some in all agencies. Some have statutes that permit active or passive or both, but leave implementation to the discretion of local election officials. In some States where statutes are silent on the subject, State and local election officials have made effective use of mail registration, either on their own initiative or with the aid of executive orders. Recently, States have begun to enact mandatory active agency voter registration: Minnesota, enacted 1987, fully implemented 1989; New Jersey, enacted 1991; Rhode Island, effective 1992.

In view of the experience in the various States, it is useful to look at what elements State agency voter registration programs contain, what they recommend as successful, and what pitfalls they warn against.

A survey of the States that reported having agency voter registration reveals some Great Truths about the characteristics of successful programs. Some elements are absolutely essential, some are very helpful, and some may be helpful in some jurisdictions.

### **Absolutely Essential**

**Enthusiasm.** Every effective agency voter registration program had one or more persons in

the State or local elections office or both who was enthusiastically committed to making agency-based voter registration work. There must be someone to initiate, plan, convince, instruct, and follow through. Every successful program has at least one person who made the effort to *make* it work—who got the statutes enacted; who obtained an executive order; who sweet-talked or coerced (or both) agencies; who planned the procedures, designed the materials, secured the funding; who trained the participants; who made sure the procedures were followed; who prodded, nagged, cajoled, rewarded, threatened, and hounded everyone tirelessly until the program was so ingrained that it *had* to work.

### **Very Helpful**

**Flexible Statutes.** Effective programs have flexible voter registration statutes. Restrictive State laws—that require in-person registration at an election office; that require notarizing or witnessing of the registration application; that forbid or require third-person registration assistance; that make voter registration inaccessible or that make the forms difficult to obtain, complete, or return—make agency voter registration difficult, ineffective, or inefficient.

**Statutory Mandate.** State statutes that require agency voter registration give State and local election officials leverage when they go to those agencies with proposals for *how* that registration can best be instituted. A statutory mandate also carries an official authorization to spend public monies for materials and staff time needed to implement voter registration in agencies and helps assure some uniformity throughout the State.

**Mail Registration.** States that allow unrestricted voter registration by mail and provide a uniform statewide mail registration form find these to be powerful tools. Several states (including some that adopted mail-in voter registration very reluctantly) commented that it had greatly reduced the mad rush just before the

---

registration deadline preceding elections, because it tended to spread the registrations more evenly throughout the year. Mail-in can be used to provide effective agency voter registration even without a statutory mandate—it just takes more effort. Creative, enthusiastic local officials in several States are using their unrestricted mail registration to institute agency voter registration programs.

Without mail voter registration, it does not make sense to have passive agency voter registration, because registrants have no way to return their completed registration forms. The lack of mail voter registration limits your options.

Uniform statewide mail-in forms that are simple, that do not require notarization or witnesses, that can be distributed by anyone, anyplace, anytime, in any quantity, and that can be photocopied offer an inexpensive way for public and private agencies, groups, and individuals to provide registration access to eligible citizens.

A number of election officials volunteered the advice that registration forms should be simple. They should require only the information that is required to determine the eligibility of a person to vote and to determine where that person votes. They should be clearly designed, worded in plain language, and short. There is no need to know the last three places the applicant lived or to have a detailed physical description or employment history. You need to know only the name and address, the former voting address (so it can be canceled), that the person is old enough to vote, is a United States citizen, and is a resident under that State's law. A clear simple form is much more likely to be completed correctly.

## **Helpful**

***Nonpartisanship.*** Nonpartisan voter registration relieves much of the partisan anxiety surrounding voter registration. In those States (such as New York) where voter registration includes a declaration of political party preference, there is concern that the registration for the

“other” party may not get to the proper election authority. This concern vanishes in those States (such as Ohio) where party affiliation is not part of the voter registration application. If the person accepting the voter registration form for transmittal to the election office does not know the political affiliation of the applicant, there is no concern that registrations in the “wrong” party will be “lost”.

This option is not, however, available in the 26 States that require party affiliation on the voter registration form as a condition to participating in closed primary elections.

## **Steps in Implementing an Agency Voter Registration Program**

For those jurisdictions interested in implementing an agency voter registration program, this section identifies the questions you need to answer — along with options and observations on each question.

### **Which Kind of Agency Voter Registration Do We Want: Active or Passive?**

This will not always be an either/or decision. There are advantages and disadvantages to both. Depending on agency procedures and the amount of direct contact with the public, it may be appropriate to have staff-active voter registration in some agencies and passive voter registration in others.

### ***Staff-Active Agency Voter Registration***

■ ***Advantages.*** Evidence shows that staff-active agency voter registration in high-volume agencies having direct contact with members of the public is very effective in getting large numbers of people registered to vote.

Active agency voter registration helps election officials maintain clean current lists of registered

---

voters, reducing the “deadwood”, the costs of mailings, and the possibility of voting fraud.

Active agency registration can be used in States that require a notarization or witness on registrations, with the agency staff member serving as witness.

Automatic inclusion of voter registration questions and assistance become incorporated into the normal administrative procedures of the agency and soon become part of the ordinary way of conducting the agency’s business.

Assisted voter registration is especially helpful to those applicants with disabilities who need assistance in filling out the voter registration forms—those who have physical disabilities, those who are among the 20 per cent of adults who are illiterate, or those who find government forms intimidating.

■ *Disadvantages.* Staff-active agency voter registration does increase the workload of the agency personnel. Assisting members of the public with voter registration adds to the time required to help each applicant complete the agency forms.

Assisting with voter registration requires that agencies have procedures in place to assure that they have a consistent supply of voter registration materials on hand, that procedures are followed for timely return of completed forms, and that front-line personnel are familiar enough with voter registration requirements to be able to answer questions about eligibility and procedures.

An agency staff member needs to take responsibility for making voter registration work, by seeing that procedures are followed and that materials are available.

Involvement with other government agencies requires election officials to provide materials and services to help agencies perform their registration responsibilities efficiently and effectively.

Some States, where voters must indicate political party preference when they register to

vote, have concerns about the possibility that agency staff will coerce clients to register, will be partisan in their assistance, or will “lose” registrations that are for the “wrong” political party. (There is no evidence of this happening however, and the concern can be resolved by giving the registrant a receipt.)

### ***Passive Agency Voter Registration***

■ *Advantages.* It is usually easier to gain the agreement of agencies to offer passive voter registration than to get them to do staff-active registration. Passive voter registration does not make the demands on agency staff time that active assistance does.

This easier access to agencies makes it possible to get voter registration into more sites, making it easier to give the public many opportunities to find a place to pick up registration forms. The more agencies that have forms on display, the less critical it is to get the cooperation of any one individual agency.

Passive voter registration requires little or no training of agency personnel by election officials. There is little or no concern about coercion or partisanship because agency staff are not involved in the registration process.

■ *Disadvantages.* Passive agency voter registration has generally been found to be less effective in getting people registered than is active agency voter registration. Most members of the public just do not notice posters or the holders containing registration forms.

Members of the public often have questions or need some assistance in filling out voter registration forms. Agencies that simply provide forms usually have no one who can provide these answers or assistance.

States that require that voter registrations be completed by deputy registrars cannot use passive agency registration, because there is no way for



---

registrants to return completed registration forms to the election office if the forms cannot be mailed.

Experience shows that passive agency voter registration often is not fully implemented. It is very difficult to get data on numbers of registrations from agencies that offer passive voter registration, so it is hard to know if agencies are doing anything at all or which ones are effective sites.

### **What Legal Authority Is Needed?**

If you want to institute agency voter registration, it is important to find out what legal authority you have. You may need to lobby for the authority you need; election officials have been the initiators of a high percentage of mandates, whether statutory or executive. Some States that initiated agency voter registration with an executive order have later obtained a statutory mandate. Many local officials have found a county or municipal order very helpful. In the meantime, make full use of what you have. If it is not expressly prohibited, active election officials assume it is allowed. For example, in California and Virginia, local registrars have a great deal of discretion, and some are doing effective agency voter registration at the local level.

#### ***Statutory Mandate***

Legislation that mandates agency-based voter registration has been found to be the most effective long-term way to assure a permanent commitment to making voter registration available at government and quasi-government agencies throughout the State.

□ Ohio ran into a roadblock when voter registration was initiated in public libraries. Lacking a statutory mandate, the State auditor ruled that it was impermissible to use library funds to provide voter registration. Therefore, each county election office must contract with the public libraries in that county and must reimburse each library

for every registration the library processes. Some counties in the State do contract with their libraries to provide voter registration and some do not, so voters have more accessible voter registration in some counties than in others.

□ The Minnesota statute, along with its accompanying regulations, is excellent. It requires staff-active voter registration in all agencies and has included a mandatory voter registration question on agency forms in two high-volume agencies.

The legislative process of getting a statutory mandate enacted helps assure that election officials and agencies get a process that is workable and that there is a legislative consensus for full implementation. It also puts everyone—election officials, agencies, the public—on notice that this mandate is now in the State statutes, giving election officials both the authority and the responsibility for full implementation.

See Appendix 1 for examples of State statutory language.

#### ***Executive Order***

An executive order (from the governor, mayor, or county executive) requiring or allowing agency voter registration in specified or in all government agencies gives the election official almost, but not quite, as much leverage as does a statutory requirement.

An executive order can often be obtained immediately, enabling election officials to put an agency voter registration program into effect right now, while legislative action can take months or years. Many States with executive orders or directives mandating agency voter registration believe they have long-term assurance that agencies will offer voter registration to the public. However, an executive order or directive can be rescinded by a subsequent executive who disagrees with the order. In some jurisdictions, all executive orders expire when the executive officer leaves office. Therefore, while an executive order can be a quick and effective way to intro-

---

duce agency voter registration, it is a tenuous solution.

The 1990 resolution of the Santa Clara (California) county board of supervisors demonstrates effective use of a State statutory mandate for voter outreach. See Appendix 2 for examples of State and local executive orders.

### ***Statutory Permission***

As long as there is no constitutional or statutory prohibition against a government agency's providing voter registration, election authorities can negotiate with agencies to provide voter registration as a service to the public. Some local officials have made effective use of statutes that are permissive or silent on voter registration outreach through government agencies. For example, registering 18-year-olds under a very aggressive program in Dade County (Florida) high schools; voter registration in libraries in Omaha (Nebraska); passive voter registration in a variety of agencies in different counties in Oregon, including post offices, libraries, welfare, health and unemployment agencies.

### ***Enforcement***

Widespread difficulties with implementation indicate that State statutes should include an enforcement mechanism for agency voter registration mandates, as for all election requirements, specifying a State official (usually the Secretary of State or the State Board of Elections) who has the authority and responsibility for overseeing and compelling compliance statewide, and specifying a local election official with the authority and responsibility for overseeing and compelling compliance in local agencies.

This authority allows election officials to enforce the mandate of the statute or executive order without having to resort to court action in case an agency just does not want to be bothered to implement agency voter registration. It also

holds the State and local official responsible for that enforcement.

Some State laws sound very good, but leave the implementation of voter registration solely to the discretion of local election officials. This leads to uneven implementation in different local jurisdictions, dependent on the attitude and enthusiasm of individual election officials. While some variation is appropriate in response to widely varying local circumstances, some State office or official should be accountable for compelling compliance with State voter registration requirements such as agency registration.

Rhode Island demonstrates the problems when a State restricts voter registration to specially appointed registrars, then mandates agency registration but does not provide enforcement. Rhode Island law requires that agencies provide staff-active voter registration starting in 1992, but lack of funding, staffing, administrative planning, and agency staff cooperation has made implementation problematic. Passive registration in agencies is not an option because they do not allow mail-in registration.

New York has a slightly different problem. Its executive order has no enforcement provision and no funding. The State has had difficulty enforcing the amending of agency intake forms to include voter registration questions and had to discontinue the providing of postage-paid registration forms for lack of funds. (New York City still provides prepaid forms.)

### **What Funding Is Needed; What Is Available?**

Agency voter registration need not be expensive, but it does involve some expenditure of staff time and materials. Therefore, it needs to be provided for in someone's budget. Staffing and materials need to be budgeted at whatever level the available funding will allow. The level of funding available will often determine what kind

---

of program can be instituted and what materials can be provided.

In these days of tight budgets, it may take some creativity but elections officials have discovered innovative ways to fund voter registration programs.

■ *Modification.* Some of the materials, publicity, and distribution that are already in use by election officials can be modified at little or no additional cost for use with agencies. Existing instructions for voter registrars and general voter information pamphlets may need very little if any change for use and distribution by agencies. Modifications of agency forms involves a modest one-time cost; thereafter, the agency's cost of printing forms is unchanged. If the election office is already required to advertise voter registration deadlines, it can add a list of agencies where voter registration is available.

■ *Businesses and labor unions* will often contribute cash or in-kind services such as design, paper, and printing for nonpartisan voter registration.

■ *Foundations.* Community foundations have helped fund start-up costs for voter registration outreach programs, taking account of the in-kind staff support provided by the election office.

Election offices can set up a separate 501(c)(3) fund to accept contributions to be used exclusively for nonpartisan voter education materials. If a local election office does not have such a fund, the State election office might set up one that could act as fiscal agent for local offices; or an existing fund such as a local or state League of Women Voters Education Fund might be willing to serve as such a fiscal agent.

■ *Volunteers.* Advocacy groups will often help design and help distribute voter registration materials that will benefit their constituencies and the public at large. Groups that work on behalf of disabled voters, adult literacy groups, and others are often willing to assist in preparing materials that could be used in agency voter registration.

## How Do We Develop a Plan?

If the following questions can all be answered, all participants should understand their responsibilities, so nothing should fall in the cracks. Some programs have been successfully initiated by just plunging in and solving problems as they arose, but the more questions that can be answered ahead of time, the easier it will be to implement a program smoothly.

A number of jurisdictions commented that they wished they had done more planning; it would have prevented their having to play catch up later. The kinds of changes that were reported included: producing better holders for voter registration forms, preparing better written instructions, improving reporting, increasing the number of voter registration locations, introducing combined forms (motor voter), integrating a voter registration question into agency intake forms, improving coordination and reinforcement of the agency voter registration program.

The plan will be preliminary and subject to modification; it may be necessary to reconsider decisions about passive or active, depending on costs and legal authority; plans may differ for different agencies; every situation really is unique.

## Which Agencies Should We Use?

Few States gather statistics on how many voter registrations can be attributed to specific agencies; and several States commented that their agency voter registration programs were too new to evaluate. However several recommended motor voter, libraries, schools, human services, unemployment, jury selection, post offices, and marriage license offices. Some innovative ways that government offices got voter registration forms into the hands of citizens included deed transfers, State income tax booklets, and telephone books.

■ *Libraries* are effective in many States as semi-active or passive voter registration sites. People

---

know where to find them; librarians are experienced in helping people; libraries have convenient hours and parking; they are perceived as friendly. In 1990, registration programs in libraries yielded 4,850 in Santa Clara County, California, and 4,488 in Douglas County, Nebraska.

■ *Schools* are effective as passive registration sites for the general community, as semi-active sites for parents of students. High schools are widely regarded as the obvious sites for registering 18-year-olds, especially when combined with classroom instruction on voting procedures and on the importance of electoral participation. Elementary schools can be productive if the staff actively solicits voter registration when parents register their children for school.

■ *Human services agencies* that deal with income assistance, health services, housing assistance, and worker's compensation got mixed reviews, very productive in some States, less so in others. The success of voter registration in these offices seems to be dependent on the planning and persistence of the election office in getting active or semi-active procedures incorporated into the agency intake procedures, especially by incorporating a voter registration question into the agency intake form, as in Minnesota.

■ *Unemployment offices* yield voter registrations when a voter registration question is incorporated into the agency application form, as in Minnesota and Pennsylvania. They are somewhat less effective where dependent on the staff to ask the client about registration.

■ *Public housing* can provide effective voter registration by offering it as part of the process when people move in to their apartments or houses.

■ *Jury selection and marriage license offices* were recommended by some States. Success with these offices also seems to be dependent on getting active voter registration integrated into their procedures, as in San Diego County (California). Iowa has also had some success with personnel offices,

state universities, and agricultural extension offices.

See revised agency forms incorporating a voter registration question in Appendix 4.

■ *Post offices* in at least five states offer passive voter registration by allowing registration forms to be displayed with post office change-of-address forms. There are no statistics available on how many registrations these yield because of their use of passive mail-in forms completed and returned by the applicant. However, this is a very convenient way to remind people who are using the post office change-of-address forms that they also need to update their voter registration. Local election officials negotiated with local postmasters to allow this and keep the displays re-supplied with forms so there is no hassle for the post offices.

■ *Innovations.* Deed transfers in San Diego County, CA, include a pre-addressed postcard for requesting voter registration forms. These yielded 20,000 requests for voter registration forms in 1990. See postcard in Appendix 6.

State income tax booklets in Minnesota (in odd-numbered years only) and in Iowa contain voter registration forms. Both found this an effective and efficient way to get forms into the hands of their citizens. In 1990 Iowa's yielded 11,830 registrations, Minnesota's 39,256. See sample forms in Appendix 6.

Telephone books containing voter registration forms yielded 1,401 registrations in Iowa in 1990. Minnesota will begin doing the same in 1992. Another State found inclusion of a form in phone books was not productive without a notice on the frontcover, because no one realized the form was there. See sample in Appendix 1.

Ohio in 1990 included mail-in voter registration forms with letters sent to recipients from State Unclaimed Funds and with motor vehicle licenses that were renewed by mail. No statistics were collected on the number of registrations that were completed and returned.

---

There is some consensus that agencies having little direct contact with the general public or dealing with the same small segment of the community repeatedly do not yield very many voter registrations. Some of those mentioned probation, coroner, a local housing office, small neighborhood agencies, police stations.

### ***How Can We Get Agency Cooperation?***

Regardless of the level of legal authority that election officials can invoke, effective implementation of voter registration in governmental agencies requires negotiating skill and diplomacy. Election officials throughout the country stress over and over that agency personnel must be convinced and supported if the program is to be effective.

■ *Active.* Local officials urge that the election official meet with the agency director to explain the goals of the program. If the agency is to offer staff-active voter registration, it is important to find out how agency intake procedures work so training, instructions, forms, and procedures for voter registration will mesh smoothly with agency operations. It also helps assure cooperation to explain and demonstrate the materials and support that will be provided by the election office.

■ *Passive.* If the agency is to offer passive voter registration, show the materials that will be provided (forms, posters, display holders, and so forth); discuss how they can be displayed effectively without interfering with the work of the agency. Successful election officials work with the agency to develop a plan that will meet the needs of the agency and of the election office for getting additional forms to the agency and clarify what will be expected of the agency if people request additional information or assistance.

■ *Recognition.* Everyone needs recognition for a job well done. It is well to plan how you can show your appreciation to agencies for their cooperation. Some election officials give certificates of appreciation to agencies that can be posted at the

agency (see example in Appendix 8.); some write letters of commendation to the individual agency and to the agency's boss. Be creative: for example, a local official sent a box of candy to each local library around Christmas, at her own personal expense, to show her thanks for their help.

### ***Who in the Election Office and in the Agency Would Be Responsible for This Program?***

All of the planning questions imply the additional question: Who, specifically, will be responsible for each aspect of the program? The answers to that question will tell you whether the available staffing is sufficient.

Most experience shows that little additional staffing is required in either the agency or the election office in order to provide agency voter registration. *Passive* registration requires only that the agency be supplied with materials; *active* registration requires only a few minutes for completing the voter registration form. The election office is already processing voter registrations, so its procedures need only be expanded to assure that agencies get the materials and support that they need and that election office staff is prepared to deal with an increased number of registrations.

One person in the *election office* needs to be in charge of the agency voter registration program. That person have other responsibilities, consult with others, have assistants, have a committee, report to a higher authority—but *one person* should have the overall authority and responsibility for the program. That person will do the planning, make the decisions, approve materials and procedures, works with agencies, oversees the project, follow up on problems—get the credit and the blame. Needless to say, this person should be experienced or at least be able and willing to learn.

This supervisor, coordinator, or whatever will need support and assistance from superiors and co-workers, because this person will be respon-

---

sible for making sure the plans make sense, the funding is secured, the designs and printing are done, the materials are distributed, the election and agency staff are trained, the program is publicized, the registration forms are processed, the records are kept, and the deadlines are met.

Each agency and site needs one person who is designated as the contact person when there are questions or problems to be resolved. This keeps communication open between the agency and the election office and prevents confusion. Who is the contact person at this agency? This person needs to be convinced that the voter registration program is important, and should have the enthusiasm and authority to see that there is follow through at the agency.

An effective *staff-active* or semi-active agency voter registration program needs well-informed agency personnel who want to make it work. The agency staff must believe that helping people with voter registration is an important part of the service they provide as public servants. Staff members who deal directly with the public must make the effort to learn how to help people complete the forms properly and to get the completed forms to the right place at the right time.

Active agency voter registration works when support and supervisory staff recognize the importance of the “front-line” staff in providing this assistance to the public, and see to it that the front-line staff is provided with appropriate forms, instruction, and assistance, that voter registration is an integral part of the service the agency provides.

### ***What Materials Would Be Needed, Available?***

Decisions about whether to offer active or passive programs; in which agencies; and available funding will help determine what materials will be needed. How will these materials be prepared; how many of each will be printed; how will they be funded?

Will one logo or slogan be used on all materials? If so, it should be designed before other materials so it can be incorporated wherever appropriate.

Following are some materials provided by different State and local jurisdictions.

■ *Voter Registration Forms.* This is the one thing that every agency voter registration program needs. Agencies may also need any other forms required by State law, such as change-of-address, change-of-name, and cancellation-of-previous-registration.

Mail-in voter registration forms necessitate a big decision: whether mail-in registration forms will be postage-paid or will require the registrant to supply postage if he or she mails the form. There is general agreement that postage-paid forms yield a much greater return, but they also greatly increase the cost to the election office. California, the District of Columbia, and Pennsylvania provide postage-paid forms; New York provided them until the cost became too high, but New York City still provides them. See example of a postage-paid California form in Appendix 7.

■ *Re-order Forms.* Pre-addressed re-order cards for agencies to send to the election office when they need more materials are an efficient way to get more forms and other supplies to agencies if there is no regularly scheduled re-supply delivery system. See California and Oregon examples in Appendix 5.

■ *Agency Forms.* If a voter registration question is to be incorporated as an integral part of the agency forms, the agency forms need to be redesigned and printed. Some inexpensive ways of accomplishing this are discussed under “Who should design and print the new agency forms with mandatory voter registration question?” below. See examples of forms with an integrated voter registration question in Appendix 4.

■  *HOLDERS.* Most States and local jurisdictions provide display holders that can be set on a counter or hung on a wall if agencies are to provide voter registration forms passively, staff

---

not providing assistance or providing it only if requested. These holders for the forms must be designed, produced, and distributed. A stack of voter registration forms can just be piled on a counter, but successful programs use a holder to draw attention to the forms and keep them from slopping all over the place. A number of States have designed sturdy, eye-catching holders. Iowa has an inexpensive one that can be folded flat for mailing, as did Ohio. Several California counties have created striking, durable holders.

■ *Voter Information.* Pamphlets containing voter information are provided by most States, and these can be made available through agencies. Will agency staff give them to the public along with agency forms? Alternatively, if they are to be displayed with voter registration forms, the holder needs to be designed to hold both the voter registration forms and the voter information pamphlets. Agency re-order forms will need to have a space for re-ordering pamphlets as well as voter registration forms.

■ *Posters.* Many States provide attractive posters as an effective way to draw public attention to the availability of voter registration forms at that site. Does the State or local election office already have a supply of posters that can be used for this purpose, or must they be specially designed and printed? Attractive posters can also be purchased from the Federal Voting Assistance Program and from some vendors of election supplies.

■ *Instructions.* Written instructions for agency personnel describing their responsibilities will prevent much confusion. Can existing instructions be used or modified for use in agencies? These instructions should include how to obtain supplies, how to complete voter registration forms (including noting which items are required and which are optional), how to return completed forms, how to get staff questions answered, pertinent deadlines.

Agency staff are not as familiar with voter registration requirements as are the elections staff, so written instructions should also include

voter eligibility rules; line-by-line explanations and answers to frequently asked questions about the voter registration forms; how to offer assistance to applicants; a phone number at the elections office to which members of the public can be referred to get questions answered; what to do with completed forms. (For example, may or must voters mail their own forms? May they take extra forms for family and friends?)

See Minnesota, Iowa, and Santa Clara County, California, instructions in Appendix 3.

■ *Training.* Written or audio-visual materials for use in training workshops on procedures for agency and election office personnel will enhance training and allow the use of a larger pool of knowledgeable persons as trainers.

■ *Envelopes.* If completed voter registration forms are to be returned by the agency to the election office by mail or inter-office delivery, providing envelopes that are large enough to hold the forms and that are pre-addressed to the election office will help assure timely return.

■ *Reports.* If the election office wants or requires any kind of report from the agencies, simple report forms, making clear what information is needed and where and when the report is to be sent, should be supplied to the agencies. See Iowa report form in Appendix 3.

■ *Publicity.* Newspaper ads, radio and television public service advertisements, news releases, bumper stickers, buttons, “slap-ons”, campaign-type paraphernalia—all help publicize the availability of voter registration in agencies so the public will be aware of these opportunities.

### ***Should We Incorporate a Mandatory Voter Registration Question Into Agency Intake Forms?***

■ *Combined forms* integrate the voter registration form into the agency intake form so that the applicant who fills out the agency form automatically fills out a voter registration form at the same

---

time, unless the applicant specifies that he or she does not wish to register to vote. So far this has only been implemented in motor voter, but it could also be done in other agencies. Much of the information required for voter registration is already required on other government agency application forms. A redesign of the form to group those questions that also apply to voter registration could enable a signed copy to serve for voter registration. Combining forms requires close cooperation between the election office and the agency in re-designing the agency form to include the voter registration form to fit the needs of both, but they are considered the most productive way of increasing voter registrations and the most convenient for the agency clients.

■ *A mandatory question on voter registration that is incorporated into the agency intake forms means that every client will answer “yes” or “no” to a question such as:*

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

If the client answers “yes” to the question, he or she is given a voter registration form to fill out and, usually, to return to the agency for transmittal to the election office.

It is easier to incorporate mandatory questions into existing agency forms than it is to combine voter registration and agency forms. Mandatory questions are generally regarded as less productive than the combined forms, but far more productive than the passive availability of registration forms. Incorporating the voter registration questions into the agency forms has several advantages over having the staff ask the questions orally. It institutionalizes the questions as a permanent part of the agency application process. It demonstrates to the client that voter registration is an official function of the agency, not just the hobby of some overzealous staff member. It assures that every client is asked, not just those for whom the staff have time and inclination.

A 1988 California evaluation of active agency voter registration programs revealed that the

incorporation of a mandatory question on voter registration into the agency intake forms was necessary or the agency program was in reality passive. If the agency depended on its staff to ask clients orally about voter registration, the staff simply did not do so. Ohio has had the same experience with motor voter—staff does not ask the voter registration questions, in spite of the fact that they are statutorily mandated to ask specific voter registration questions of every applicant. Minnesota addressed this problem by printing a mandatory registration question on welfare and unemployment intake forms.

The lack of an integrated voter registration question printed on agency intake forms means that election officials must constantly monitor compliance and usually must re-initiate the program before each election.

See Appendix 4 for examples of the California, Minnesota, and Pennsylvania forms with a mandatory voter registration questions printed on them.

### ***Who Would Design and Print the New Agency Forms with a Mandatory Voter Registration Question?***

Election offices often have the technical capability to design printed material because of their responsibilities for printing ballots, candidate and voter information, instructions, and forms. Some agencies also have these capabilities. How it gets done is usually a matter for negotiation, but there are some inexpensive approaches that have been successful

One local election official wanted a voter registration question incorporated into the agency voter registration form. The agency director did not want to spend the money to redesign and reprint forms. The election official agreed to pay for and re-design (with agency approval) the agency intake form. The agency director used the new design when the forms were re-ordered. Everyone won: the election office had in-house



---

capability to design forms at little or no cost; the agency got a better-designed form at no cost.

If agency forms cannot be redesigned in the near future to include a voter registration question, for about five dollars a rubber stamp can be made containing both the question and the “Yes” and “No” blanks. It can be used to stamp the question on the agency forms until the redesigned forms are available.

---

If you are not registered to vote where you live now, would you like to register here today? Yes\_\_\_ No\_\_\_

---

### ***How Would Voter Registration Forms and Supplies Get to the Agency and to the Public?***

In most States, the local election office (county, municipality) is responsible for keeping the agency sites within its jurisdiction re-supplied. In a few States, the State election office has this responsibility. In others, the State election office supplies State agencies, and the local offices supply local agencies; or the State agency supplies its local agency offices.

The election office can take responsibility for supplying forms to the agency, either on a regular schedule or whenever the agency requests. Agency requests can be made by phone, memo, or an order form supplied by the election office. (See examples of re-supply forms in Appendix 5.) The election office resupplies the agency by mail, by delivery via an election office staffer, or by third-party contractor or courier.

Sacramento County, California, came up with an innovative way to supply agencies. Neither the election office nor agencies had personnel available to keep 400 agency voter registration sites supplied with voter registration forms and other materials and to assure timely delivery of completed voter registration forms to election office. The election office contracted with the

local League of Women Voters to pick up and deliver forms and supplies to the 400 agency offices on a regular schedule. (See Appendix 5 for a copy of the contract.) No cost to agencies, minimum cost to election office, source of income to contracting organization. Bonus: the election office had only one entity (LWV) to deal with after the program was in place. Such an arrangement could be worked out with any of a number of community organizations.

Alternatively, the agency can take responsibility for picking up forms whenever the agency supply is running low. In any case, the agency should keep a sufficient supply of forms on hand either to offer registration actively to the public or to keep forms in passive display holders, refilling the holders as needed.

### ***How Would Completed Voter Registration Forms Be Returned to the Election Office?***

Completed voter registration forms can be put in a convenient box or envelope, where the forms are collected regularly to be forwarded to or collected by the election office, in person or by mail, on a regular, agreed schedule.

Alternatively, the election office can pick up the completed forms on a regular, agreed schedule, either using its own personnel or a third-person contractor.

In some States, the applicant must mail the form to the election office; in others, the applicant can be given the choice of having the agency return the completed voter registration form to the election office or the applicant's mailing it.

### ***How Could We Assure Timely Return of Completed Voter Registration Forms from Agencies to the Election Office?***

Most citizens believe their voter registration is effective when it is delivered to any government agency; but most State laws require that a voter registration is effective only when it is received by

---

the election office. Agency personnel are not as knowledgeable or sensitive about voter registration deadlines as are the election office personnel who work with those deadlines. Therefore, the election office needs to take extra steps to assure the timely transmittal of completed voter registration forms from agencies to the election office.

This is not a major problem in States such as Minnesota and Wisconsin, where voters whose registrations were received after the pre-registration deadline can register and vote on election day. But other States wrestle with late registrations received from agencies in a variety of ways. Some consider any late registrant strictly ineligible to vote in that election; others decide on a case-by-case basis depending on the circumstances.

Some jurisdictions send regular reminders to agencies of impending voter registration deadlines. Some agencies suspend taking of voter registrations a few days before the deadline so they can mail all of their completed registrations to the election office in time to assure their delivery by the deadline.

An effective and widespread solution is for the local election office to send couriers to every agency site in the jurisdiction the day after each voter registration deadline to collect all the completed registration forms, considering these as timely filed. Even if agencies normally mail completed forms, this last-minute pick-up prevents a lot of fuss.

If voter registration forms are returned after the deadline, in most States the election office is responsible for notifying applicants that their voter registration forms were received too late to be eligible to vote in that election. In a few States, agencies that return forms after the voter registration deadline are responsible for notifying the applicants.

### ***How Would Agency Staff Be Trained?***

*Passive* voter registration requires little or no training of agency personnel because the whole

registration process is dependent on the voter's completing the registration form and mailing it or depositing it in the appropriate receptacle for transmittal to the election office.

For *active* voter registration, the election office should provide complete, easy-to-use written instructions and workshops for agency staff on how to fill out forms and answer questions.

Effective active agency voter registration is dependent on the agency personnel making it an integral part of their procedures. This means it needs to be mandated as a part of their regular responsibilities; they need to be trained and provided with all the materials and information necessary, there need to be enforcement procedures; voter registration needs to be part of their performance reviews. There needs to be a voter registration question as an integral part of the agency intake form or the voter registration question must be asked orally of *each* applicant—and this needs to be monitored to see that it is in fact being done.

*Oral instruction* in a workshop for agency staff is especially helpful when introducing a new program. It is most useful if the election official can train everyone in the agency who deals with applicants and with forms, but it can be done by training key agency personnel who in turn will train the rest of the agency staff. A workshop serves several purposes, providing an opportunity to: go through the written instructions, explaining their use; answer questions; build enthusiastic support. Election officials who are initiating active voter registration in a large number of agencies may want to contract with well-trained third parties to do workshops. The consensus is that election officials who do not provide training will wish they had.

### ***How Would the Election Office Deal with Completed Voter Registration Forms That Belong to Other Jurisdictions?***

Agencies often serve members of the public who are residents of more than one local jurisdic-

---

tion. The general public is often unaware that one State or one local jurisdiction cannot process a voter registration for another State or local jurisdiction. How will you handle completed voter registration forms whose address is outside your jurisdiction?

In some states, local jurisdictions forward such forms to the proper jurisdiction if it is within the same state and forward out-of-state forms to the proper State or to their own State election office for forwarding. This is the most helpful for the applicant. In some states, out-of-state forms are returned to the applicant with a note that it must be filed with the correct State. The procedure should be clarified to minimize confusion for election office staff, agency staff, and the public.

### ***How Would We Evaluate Effectiveness?***

When planning an agency voter registration program, it seems to make sense to include plans for evaluating the program at regular intervals (after the first major election, annually, every two years?). What is working well? What is not? Why? What are our criteria for success—the number of agencies participating, the number of voter registration forms distributed, the number of completed voter registration forms returned? How will we know which forms came from which agencies?

Should we make changes? Will changes themselves create problems? Needed changes can make real improvement. Unnecessary changes can confuse and irritate both agencies and voters.

### ***What Reports Should Be Required?***

If evaluation is planned, it is easier to plan the reporting system at the beginning. Do any of your funding sources require reports?

What kinds of reports do you need—how many voter registration forms were delivered to each agency and when, how many completed voter registration forms were returned from each agency

to the election office and when, which specific forms were sent to and returned from each agency?

It is suggested that the numbers of applications received and from which agencies they were received should be collected and tracked statewide. This can occur either at the “front” end by the agencies when completed registrations are collected, or by local election offices when the completed forms are received. These numbers should be reported to a State office, where the numbers can be recorded and maintained. See Iowa’s simple report form in Appendix 3.

A number of jurisdictions monitor the number of forms sent to and received from agencies by numbering the forms serially and recording the numbers of the forms sent and the completed forms received. Some jurisdictions require agencies to report the total number of voter registrations completed every month or every quarter. A few can keep track of numbers from specific agencies because the voter registration forms they use are unique (e.g., forms in income tax booklets or phone books).

One of the advantages of reports is to enable election officials to evaluate the effectiveness of each agency or site to decide where to concentrate limited resources. They also provide a means of monitoring agency compliance so problems can be worked out and remedied, and they provide statistics to justify expenditure of funds and staff time.

The more thorough the reporting that is required, the more complete the records that will be available for evaluating the effectiveness of the voter registration program in individual agencies and locations.

The disadvantages of reports are that agencies will be more resistant to the program if they have to keep track and report on numbers, because it increases their workload; agencies may not keep complete records or may not send in reports, increasing friction with the election office and producing incomplete statistics that undermine evaluation and justification of expenditures.

---

## **Endnote**

As more States and local jurisdictions provide voter registration through government agencies, more innovative ideas will be tried. Further experience will demonstrate the most effective ways of making voter registration accessible to all citizens.

---

# **Appendix 1**

## **Sample State Statutes**

---

**Maryland Statute (passive)**

Explicitly mandates passive voter registration in specific State agencies and permits the State elections office to mandate it in others. The statute spells out the answers to a number of the planning questions discussed in this report.

3-2. hours and places of registration; universal registration.

(e) "Agency" defined; duties of agency. —

(1) In this subsection, the term "agency" means:

(i) Any local health department;

(ii) Any local office of the State Social Services Administration;

(iii) The headquarters and any regional office of the State Motor Vehicle Administration;

(iv) Any public elementary or secondary school, community college, or State institution of higher education;

and

(v) Any other office of a department, administration, commission, board, or other entity of State government that is identified by the State Administrative Board of Election Laws as having significant responsibilities for providing goods or services to the public and whose day-to-day activities involve significant contact with the public in the office.

(2) Each agency shall provide, within its offices, space and appropriate shelf, rack, or similar facilities for the display and dissemination to the public of voter registration forms and written instruction relating thereto.

(3) The display space and facilities required by this subsection shall be clearly identified and readily accessible to the public.

(4) The State Administrative Board of Election Laws, after considering the geographic area to be served by each agency subject to this subsection, shall ensure that voter registration forms appropriate to each agency are made available to it in sufficient number from time to time.

(5) Each agency shall:

(i) Ensure that its voter registration display space and facilities are stocked with forms provided under paragraph (4) of this subsection; and

(ii) Notify the appropriate elections board when additional forms are required.

(6) An agency is not required to staff the voter registration display space and facilities required under this subsection.

(7) The instructions referred to in paragraph (2) of this subsection shall contain notice that the staff members of the agency are not agents of an elections board or the State Administrative Board of Election Laws and that only the following individuals are such agents:

(i) Officials or employees of a board or the State Administrative Board of Election Laws; and

(ii) Members of a board of registry, or supplementary board of registry, appointed under Section 3-10 of this article.

(8) Regulations to carry out the requirements of this subsection, as this subsection relates to each of the executive departments, shall be adopted jointly by the State Administrative Board of Election Laws and that department.

---

**Minnesota Statute (active)**

Explicitly mandates staff-active voter registration in government agencies, detailing some of the procedures and directing the Secretary of State to define the methods by which the statute will be implemented.

**201.1611 POST-SECONDARY INSTITUTION VOTER REGISTRATION.**

Subdivision 1. Forms. All post-secondary institutions that enroll students accepting state or federal financial aid shall provide voter registration forms to each student upon payment of tuition, fees, and activities funds at the commencement of fall quarter. The forms must contain spaces for the information required in section 201.071, subdivision 1, and applicable rules of the secretary of state. The institutions may request these forms from the secretary of state.

Subd. 2. Student voter registration. Upon registration or receipt of payment of fees, students must be asked if they want to register to vote at the same time. A copy of each completed voter registration form must be sent to the county auditor of the county in which the voter maintains residence or to the secretary of state as soon as possible. All completed voter registration forms must be forwarded to the county auditor within five days and in no case later than 21 days before the general election.

**201.162 DUTIES OF STATE AGENCIES.**

The commissioner or chief administrative officer of each state agency or community-based public agency or nonprofit corporation that contracts with the state agency to carry out obligations of the state agency shall provide voter registration services for employees and the public. A person may complete a voter registration application or apply to change a voter registration name or address if the person has the proper qualifications on the date of application. Nonpartisan voter registration assistance, including routinely asking members of the public served by the agency whether they would like to register to vote and, if necessary, assisting them in preparing the registration forms must be part of the job of appropriate agency employees.

**256.925 OPTIONAL VOTER REGISTRATION FOR PUBLIC ASSISTANCE APPLICANTS AND RECIPIENTS.**

A county agency shall provide voter registration cards to every individual eligible to vote who applies for a public assistance program at the time application is made. The agency shall also make voter registration cards available to a public assistance recipient upon the recipient's request or at the time of the recipient's eligibility redetermination. The county agency shall assist applicants and recipients in completing the voter registration cards, as needed. Applicants must be informed that completion of the cards is optional. Completed forms shall be collected by agency employees and submitted to proper election officials.

**289A.08 TAX ADMINISTRATION AND COMPLIANCE: FILING REQUIREMENTS.**

Subd. 14. Voter registration form. The [tax] commissioner shall insert securely in the individual income tax return form or instruction booklet distributed for an odd-numbered year a voter registration form, returnable to the secretary of state. The form shall be designed according to rules adopted by the secretary of state. This requirement applies to forms and booklets supplied to post offices, banks, and other outlets, as well as to those mailed directly to taxpayers.

---

**Ohio Statute** (permissive)

Open wording that implicitly allows any kind of active or passive voter registration. Unrestricted mail registration makes it possible to have passive; distribution and return through another person authorizes active. An example of the kind of legislation that can be, and has been, used to initiate active and passive registration in agencies.

3503.11(B)(1) Any person qualified to register may apply, by mail, by telephone, in person, or through another person, for registration forms to the office of the board of elections of the county in which he resides. Any qualified elector who completes the registration forms . . . may return the forms to the board by mail, in person, or **through another person**. [Emphasis added.]

(3) The board of election may designate any county office or school . . . to distribute registration forms . . . .



---

# **Appendix 2**

## **Sample Executive Orders**

STATE OF NEW JERSEY  
Executive Department

WHEREAS, an individual's right to vote is a fundamental right that serves as the bulwark of our democracy; and

WHEREAS, many individuals do not exercise their right to vote because they are unaware of registration requirements or do not have access to voter registration applications; and

WHEREAS, the State is in a unique position to make voter registration applications available to its citizens and thereby assure that they have the opportunity to exercise their fundamental right to vote;

NOW, THEREFORE, I, THOMAS H. KEAN, Governor of the State of New Jersey, by virtue of the authority vested in me by the Constitution and by the Statutes of this State, do hereby DIRECT:

1. State departments shall make mail voter registration applications available to their employees. In addition, State departments that have regular contact with the public in their daily administration of business, including, but not limited to, the Department of Environmental Protection, the Department of Health, the Department of Higher Education, the Department of Human Services, the Department of Labor, the Department of Law and Public Safety and the Department of State, shall make mail voter registration applications available at their public offices. These applications shall be placed in visible locations at these offices so as to be readily accessible to members of the public. Signs clearly indicating that applications are available shall be posted at these offices.

2. State departments that have regular contact with the public are requested to assist persons in registering to vote by:

- a. Upon request, assisting persons in completing the registration forms, including witnessing those forms; and
- b. Collecting completed forms and forwarding them to the proper election office.

3. Employees of the State departments that have regular contact with the public shall receive adequate training to insure the proper completion of voter registration forms. This training shall include but not be limited to:

- a. Proper completion of forms; and
- b. Knowledge of basic registration information, including registration deadlines and when registration or re-registration is required.

4. State employees participating in this program shall adhere to strict neutrality with respect to a person's political party enrollment. State employees shall make it clear whenever necessary that the receipt of State services does not depend in any way on whether a person is registered to vote.

5. The Election Division of the Office of the Secretary of State shall supervise the implementation, administration and effective operation of this program. The responsibilities of the Election Division shall include but not be limited to:

- a. Planning and coordinating State employees training sessions and the distribution of registration materials; and
- b. Compiling and submitting a report to the Governor on the progress of the program and the number of completed registration forms collected by each participating State department.

6. This Order shall supersede Executive Order No. 194 and shall become effective one month following signature.

GIVEN, under my hand and seal, this 25th day of May in the Year of Our Lord, one thousand nine hundred and eighty-nine, and of the Independence of the United States, the two hundred and thirteenth.

State of Ohio  
EXECUTIVE DEPARTMENT  
Office of the Governor  
Columbus

EXECUTIVE ORDER 84-33

VOTER REGISTRATION IN STATE AGENCIES

WHEREAS, nearly two million Ohioans of voting age remain unregistered to vote and nonparticipation in electoral politics has reached epidemic proportions; and

WHEREAS, such high levels of nonparticipation in elections pose the most basic questions of legitimacy for all our governmental institutions, and there is a need to restore confidence in those same institutions; and

WHEREAS, State agencies across the State conduct a variety of programs where employees of State government come in contact with thousands of citizens eligible to vote if they become registered, and

WHEREAS, Ohio law already provides for voter registration to be conducted in public high schools (Section 3503.10), through State of Ohio motor vehicle registrars (Section 3503.11(D)), through the Secretary of State and members of the legislature (Section 3503.11(B)), and Ohio law (Section 3503.14) by content is nonpartisan in recording voter information on the State or county registration forms; and

WHEREAS, the Office of the Secretary of State, in conjunction with the National Association of Secretaries of State, has recognized the problem of nonparticipation in elections and has encouraged State governments to "deputize State employees whose work brings them into frequent contact with the public" toward making registering to vote among the most accessible services provided by State government to each citizen;

NOW, THEREFORE, I, Richard F. Celeste, Governor of the State of Ohio, pursuant to Article III of the Constitution of the State of Ohio, do hereby issue this Executive Order directing all State agencies and their respective employees to offer nonpartisan voter registration at all times to their employees, clients, and the general public, and to provide this service at no cost to the people of Ohio. In addition, I do hereby:

1. Instruct each agency to work with the Office of the Secretary of State to develop procedures to institutionalize voter registration programs in a manner compatible with the ability of the agency to perform its duties to the public;
2. Instruct each agency to coordinate with the Office of the Secretary of State, and through the Secretary, its respective county board of elections, training procedures for employees on the proper completion of the registration process;
3. Instruct each agency to coordinate with the Office of the Secretary of State, or its county board of elections, the process of deputizing employees and obtaining registration materials.

IN WITNESS WHEREOF, I have hereunto subscribed my name and caused the Great Seal of the State of Ohio to be affixed at Columbus, this 3rd day of July, in the year of our Lord, one thousand, nine hundred eighty-four.

[In *John A. Galbraith v. Richard F. Celeste, et al.*, in the Court of Common Pleas, Franklin County, Ohio, the plaintiff challenged the right and authority of defendants to issue Executive Order 84-33 as a function of the executive arm of the State government. In August 1986, the Court ruled that "Executive Order 84-33 is found to be constitutional and valid."]

---

RESOLUTION No. \_\_\_\_\_  
OF THE BOARD OF SUPERVISORS OF  
THE COUNTY OF SANTA CLARA [CA]

WHEREAS, voting is the most meaningful form of popular participation in government's decision making process and is the foundation upon which our democracy rests; and

WHEREAS, only by registering to vote may a citizen exercise the right and fulfill his or her obligation to participate in the electoral process; and

WHEREAS, the Secretary of State reported that in 1988 over one-fourth of the eligible residents of Santa Clara County were not registered to vote and this Board is concerned about the alarming number of eligible citizens in the County who are not registered; and

WHEREAS, the Board recognizes the need for active nonpartisan voter registration services and that the ease of registration is directly related to voter turnout; and

WHEREAS, the State of California mandates counties to implement outreach programs to register voters and authorizes the use of county facilities and personnel during regular working hours for this purpose; and

WHEREAS, Santa Clara County conducts a variety of programs where departmental staff have request contact with thousands of citizens who may not be eligible to vote because they are not registered;

NOW THEREFORE BE IT RESOLVED; that the Board of Supervisors of the County of Santa Clara, State of California, hereby reaffirms its commitment to strengthening the democratic process and broadening access to voter registration services by directing County Employees, in their ongoing job activities, to provide nonpartisan voter registration opportunities and assistance to eligible clients, employees and the general public, according to guidelines and instructions provided by the Registrar of Voters.

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Clara, State of California, this 6th day of March, 1990 by the following vote: . . .

---

# **Appendix 3**

## **Sample Written Instructions**

STATE OF MINNESOTA  
DEPARTMENT OF HUMAN SERVICES

INSTRUCTIONAL BULLETIN #88-22B

May 9, 1988

TO: Chairperson, Board of County Commissioners  
Attention: Director

Chairperson, Human Services Board  
Attention: Director

SUBJECT: Voter Registration for Public Assistance Applicants and Recipients

I. PURPOSE

This bulletin informs local agencies of a new Minnesota law which requires local agencies to provide public assistance applicants and recipients with voter registration cards.

II. BACKGROUND

The 1988 Legislature amended Minnesota Statutes, chapter 256, by adding section 925. This new section reads:

A county agency shall provide voter registration cards to every individual eligible to vote who applies for a public assistance program at the time application is made. The agency shall also make voter registration cards available to a public assistance recipient upon the recipient's eligibility redetermination. The county agency shall assist applicants and recipients in completing the voter registration cards, as needed. Applicants must be informed that the completion of the cards is optional. Completed forms shall be collected by agency employees and submitted to proper election officials.

This law takes effect July 1, 1988.

III. LEGAL AUTHORITY

Minnesota Statutes, section 256.925.

IV. ACTION REQUIRED

1. Local agencies should order voter registration cards from the Secretary of State. To order cards, write to the following address stating the number of cards needed and the address to which they should be sent:

Secretary of State  
Reports, Renewals, and Registrations  
205 Aurora Avenue  
Saint Paul, Minnesota 55103

2. When people apply for public assistance, explain voting eligibility requirements. Local agency staff may do this by pointing out the requirements printed on the voter registration card. To be eligible to vote, a person must be:

- a. A United States citizen;
- b. 18 years or older at the time of the next election; and
- c. A resident of Minnesota for at least 20 days at the time of the next election.

continued

---

A person is not eligible to vote if the person:

- a. Has been convicted of a felony or treason, and whose civil rights have not been restored; or
  - b. Is under guardianship of another person; or
  - c. Has been found by a court to be legally incompetent, and whose civil rights have not been restored.
3. Give a voter registration card to the applicant. Local agency staff must inform the applicant that completion of the card is voluntary.
  4. Make cards available to recipients upon their request or at the time of their eligibility redetermination. This may be done by establishing a voter registration display in a public area of the office, where recipients can pick up and complete voter registration cards.
  5. Local agencies are required to help applicants and recipients fill out the cards. Local agencies are not required to verify information on the card.
  6. Local agencies must return the completed voter registration cards to their county auditor;s office.

**V. FOR FURTHER INFORMATION**

If you have questions, please contact:

Income Maintenance Policy Center  
Minnesota Department of Human Services  
444 Lafayette Road  
Saint Paul, Minnesota 55155-3834

**QUESTIONS AND ANSWERS ABOUT VOTER REGISTRATION**

This memo is intended to help state agencies respond to questions from voters as the agency provides nonpartisan voter registration services to employees and the public.

**1. Who needs to register?**

Any eligible person who wishes to vote in Minnesota and who has never voted here or who has changed name or address since last registering needs to register.

**2. How do I know if I'm eligible to vote?**

You are eligible to vote if you:

will be at least 18 years old on election day;  
are a citizen of the United States, and;  
have resided in Minnesota for 20 days.

You are not eligible to vote if you:

are under guardianship of the person;  
have been found incompetent to vote by a court of law, or;  
have been convicted of treason or felony and have not had your  
civil rights restored.

**3. Once I register, do I need to register again for the next election?**

Registration is permanent as long as you vote at least once every four years and do not move. You need to re-register if you change your address or name.

**4. What does Address of Legal Residence mean?**

You can register or vote only in the precinct where your residence is located. Your residence is the place where your home is located, from which you have no present intention of moving and, to which, whenever you are absent, you intend to return.

**5. Can I put down a mail drop or post office box as my address?**

No, the address must be the complete address of your residence. The complete street name, and house number, and any apartment number are needed. In rural areas, the route name or number plus the box number is needed.

**6. If I register will I end up on a lot of mailing lists or get a lot of sales calls?**

Information from registration files cannot be used for commercial purposes. The information is available only for election, political or law enforcement purposes.



**7. How will I know that you have sent back my card and I am registered?**

You will receive a mailed notice from the county verifying your address and telling you the precinct you vote in. If your registration is incomplete or faulty in any way, you will receive a Notice of Ineffective Registration.

**8. Where do I go to vote?**

You can call your county auditor or city clerk to find out the address of the polling place for your precinct.

**9. Do other people who want to register have to come to this office?**

No. An eligible Minnesota voter can register at any state agency or at the county auditor's office. An eligible Minnesota voter can also send in the card by mail.

**10. Can I register at the polls on election day instead of registering now?**

You may register at the polls on election day by providing proper identification; but you will save yourself time and trouble by pre-registering. There will be fewer lines for you to wait in plus you won't run the risk of being turned away because you don't have the proper identification.

**11. What identification do I need to register on election day?**

You need one of the following proofs of residence:

- A valid Minnesota driver's license or receipt that contains the voter's valid address in the precinct.
- A Minnesota learner's permit or receipt that contains the voter's valid address in the precinct.
- A Minnesota identification card issued by the Minnesota Department of Public Safety or a receipt that contains the voter's valid address in the precinct.
- A current student identification card that contains the student's valid address in the precinct.
- A current student fee statement that contains the student's valid address the precinct.
- A copy of a current student registration card that contains the student's valid address in the precinct.
- An "ineffective registration notice" mailed by the county auditor or municipal clerk.
- The oath of a voter registered in your precinct who can attest to your address.

Iowa Implementation of Statute and Report Form

IAC 1/24/90

Secretary of State[721]

Ch 23, p.1

CHAPTER 23  
VOTER REGISTRATION IN STATE OFFICES

**721—23.1(48) Registration forms displayed.** All offices maintained by state agencies shall prominently display a supply of the registration forms provided in Iowa Code section 48.3.

**721—23.2(48) Definition.** As used in this chapter:

*"Office"* means the principal place in a location in which a state agency does business with the public.

**721—23.3(48) Registration opportunity offered.** The officers and employees of all state agencies shall offer each person doing business in that office the opportunity to register, unless the officer or employee is reasonably certain that a person doing business in the office has already been offered a registration form within the previous 12-month period. The officer or employee shall offer the opportunity to register by either of the following methods:

a. The officer or employee shall offer the opportunity to register by asking the following question: "Are you registered to vote at your current address?" If the response is negative the officer or employee shall ask: "Would you like to register?"

b. The officer or employee may offer the opportunity to register by some other method that has been submitted to the state commissioner of elections in writing and has been approved by the state commissioner of elections.

**721—23.4(48) Forms submitted to county commissioners.** Completed registration forms shall be mailed or delivered to the county auditor of the registrant's residence at least every other working day. Records shall be kept of the number of registration forms completed in the office.

**721—23.5(48) Quarterly reports.** Each department shall compile the records of the number of registrations from its various offices. On the first working day of January, April, July and October, each state department shall report to the secretary of state the total number of registrations completed by the department on the following form:

IOWA AGENCY VOTER REGISTRATION  
QUARTERLY REPORT

Department name: \_\_\_\_\_

Reporting period (check one): \_\_\_\_\_ January — March  
\_\_\_\_\_ April — June  
\_\_\_\_\_ July — September  
\_\_\_\_\_ October — December

Number of registrations mailed from your department during quarter: \_\_\_\_\_

Approximate number of registration cards taken from your office during quarter: \_\_\_\_\_

\_\_\_\_\_  
Signature of person reporting

\_\_\_\_\_  
Print name and title

\_\_\_\_\_  
Date of report

\_\_\_\_\_  
Address

( ) \_\_\_\_\_

Telephone number

These rules implement Iowa Code section 48.20.

[Filed emergency 7/8/88—published 7/27/88, effective 7/8/88]  
[Filed 9/2/88, Notice 7/27/88—published 9/21/88, effective 10/26/88]  
[Filed 1/4/90, Notice 11/15/89—published 1/24/90, effective 2/28/90]

## Santa Clara County [CA] Employees Voter Registration Outreach Guidelines

A two-sided typed instruction sheet for employees in county agencies that offer voter registration services.]

### A. APPROACH (Counseling Service)

County employees who provide social, health, rehabilitation, or any counseling-type services to clients shall (unless to do so would be clearly inappropriate) engage in a brief dialogue with clients along the following lines:

“Are you registered to vote?”

“If you would like to register, I can provide you with a voter registration card.”

“Just fill out and sign the card. You may then mail it to the Registrar of Voters or I will take it for you.”

“The decision to register or not register is COMPLETELY yours; it will not in any way affect the services you receive from the County.”

You must remain completely nonpartisan in this endeavor. Do not pressure a client to register and under no circumstances shall you do or say anything to influence a client to register with a particular political party. If the question arises, clients should be told that unless they check one of the five qualified parties listed on the card they will not be able to vote for the nomination of candidates for partisan (federal and state) offices at primary elections; they will be permitted to vote for nonpartisan (local) offices and all measures at primaries, and for all offices and measures at general elections.

If requested, and time permitting, you may assist a client in filling out the card. A friend or relative may also help. It is not necessary that the person who assists be registered. Anyone who assists in completing a registration form, however, must sign in Box 13 of the card, just under the voter's signature.

### A. APPROACH. (Counter Service)

County employees who service business counters or reception desks shall place the registration form display box where it will be visible and accessible to the public. Posters may be located where appropriate. Notify the Department coordinator when additional forms are needed.

Whenever possible, call customers' attention to the availability of registration forms. If anyone asks questions which you can answer from the information in these guidelines or on the form itself, feel free to do so. If you do not know the answer, refer the person to the Registrar of Voters office, (408) 298-7400.

You must remain completely nonpartisan in this endeavor. Do not pressure anyone to register and under no circumstances shall you do or say anything to influence a client to register with a particular political party. If the question arises, clients should be told that unless they check one of the five qualified parties listed on the card they will not be able to vote for the nomination of candidates for partisan (federal and state) offices at primary elections. They will be permitted to vote for nonpartisan (local) offices and all measures at primaries, and for all offices and measures at general elections.

If requested, if you have time, and if your Department's policy permits, you may assist a client with filling out the card. A friend or relative may also assist. It is not necessary that the person who provides assistance be registered. Anyone who assists in completing a registration form, however, must sign in Box 13 of the card, just under the voter's signature.

[All of the following are the same for both Counseling and Counter Service employees]

### B. ELIGIBILITY.

In order to be eligible to register to vote a person must be:

- A citizen of the United States
- A resident of California
- 18 years of age at the time of the next election;

and must not

- be in prison or on parole for the conviction of a felony
- have been declared mentally incompetent for voting purposes by the Superior Court.

In addition the person must designate a specific residence which can be described in sufficient detail to permit locating the site on a map and assigning the person to the appropriate voting precinct of the County. If mail cannot be delivered to the residence as described, a separate mailing address must also be provided.

For voting purposes, "residence" means that place in which a person's habitation is fixed, where the person has the intention of remaining, and to which the person intends to return after temporary absences. A residence does not necessarily have to be a traditional "home" with a traditional street address, but it must meet the situs identification requirement stated above and there must be provision for the person to receive mail.

#### C. CRITICAL DATES.

- May 7, 1990 Last day to register for June 3, 1990 Primary Election. Cards postmarked by this date and received by mail no later than May 11, 1990 will be accept for this election.
- Oct. 8, 1990 Last day to register for November 6, 1990 General Election. Cards postmarked by this date and received by mail by October 12, 1990 will be accepted for this election.
- Oct. 9, 1990 Since Oct. 9 is a holiday, voters may register personally with you on Oct. 10. You must keep the registration form and see that it is delivered to the Registrar not later than 5 pm, Wed., Oct. 10. **DO NOT MAIL.** Sign stub and give to voter as described below.

#### D. QUESTIONS AND ANSWERS

##### WHO NEEDS TO REGISTER?

Any qualified person who has never registered in California, has moved since last registering, has changed his or her name, wants to change political parties, has been released from parole or has been found by the court to have regained mental competence.

##### WILL REGISTRATION BE CANCELED IF A PERSON DOES NOT VOTE?

No. In general, registration is permanent unless a person moves.

##### HOW SHALL COMPLETED REGISTRATION CARDS BE RETURNED TO THE REGISTRAR OF VOTERS?

Voters themselves may mail the pre-addressed, postage paid cards to the Registrar. If that is not practical, or if requested, you may mail the card for a client. This should be done immediately.

It is a misdemeanor to hold a card for more than three days without the voter's authorization. If you take a completed card from a voter, you are required to enter your address, telephon number, the date and your signature on the stub at the bottom of the card and give it to the voter.

##### HOW DOES A VOTER KNOW WHEN A REGISTRATION BECOMES EFFECTIVE?

Within three weeks after the card is received by the Registrar of Voters a "Voter Notification Card" will be mailed to the voter confirming receipt and specifying the effective date.

##### WHAT IF A CLIENT IS UNABLE TO SIGN THE REGISTRATION CARD?

The person assisting should have the client hold or touch the pen while making an "X" in the signature space (Box 12). Print the words "his (or her) mark" beside the "X" and enter the date. In the blank space in Boxes 10 and 13 print the words "witnesses by" followed by the signatures of two witnesses over 18 years of age.

If qualified, the person assisting may sign as witness.

##### MAY PERSONS TAKE FORMS FOR UNREGISTERED FAMILY MEMBERS?

Yes, as long as they don't take excessive numbers.

---

# **Appendix 4**

## **Sample Mandatory Voter Registration Questions on Agency Forms**

San Diego County (CA) Marriage License Application (reduced in size)

Note voter registration question following Groom Personal Data and following Bride Personal Data.

REGULAR MARRIAGE APPLICATION		HEALTH CERTIFICATE REQUIRED	
PLEASE PRINT OR WRITE LEGIBLY			
1A. NAME OF GROOM—FIRST (GIVEN)		1C. LAST (FAMILY)	
1B. MIDDLE		2. DATE OF BIRTH—MONTH, DAY, YEAR	
3A. RESIDENCE—STREET AND NUMBER		3B. CITY	3C. ZIP CODE
3D. COUNTY— <small>San Diego California</small>		4. STATE OF BIRTH	
5. MAILING ADDRESS— <small>if different</small>		7A. LAST MARRIAGE ENDED BY:	
6. NUMBER OF PREVIOUS MARRIAGES		<input type="checkbox"/> DEATH <input type="checkbox"/> DISSOLUTION <input type="checkbox"/> ANNULMENT	
7B. DATE—MONTH, DAY, YEAR		9. NUMBER OF HIGHEST GRADE COMPLETED (1-12 on outline 13-17')	
8A. USUAL OCCUPATION		10B. USUAL KIND OF BUSINESS OR INDUSTRY	
10A. FULL NAME OF FATHER		11A. FULL MAIDEN NAME OF MOTHER	
10B. STATE OF BIRTH		11B. STATE OF BIRTH	
<p>Do you need to re-register to vote because of address change due to this marriage? <span style="float: right;">Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></span></p> <p>Would you like to be given a voter registration form here today?</p>			
12A. NAME OF BRIDE—FIRST (GIVEN)		12C. CURRENT LAST (FAMILY)	
12B. MIDDLE		12D. MAIDEN LAST (FAMILY)	
13. DATE OF BIRTH—MONTH, DAY, YEAR		14. STATE OF BIRTH	
14A. RESIDENCE—STREET AND NUMBER		14B. CITY	14C. ZIP CODE
14D. COUNTY— <small>San Diego California</small>		15. STATE OF BIRTH	
16. MAILING ADDRESS— <small>if different</small>		17. LAST MARRIAGE ENDED BY:	
17. NUMBER OF PREVIOUS MARRIAGES		<input type="checkbox"/> DEATH <input type="checkbox"/> DISSOLUTION <input type="checkbox"/> ANNULMENT	
18. DATE—MONTH, DAY, YEAR		20. NUMBER OF HIGHEST GRADE COMPLETED (1-12 on outline 13-17')	
18A. USUAL OCCUPATION		18B. USUAL KIND OF BUSINESS OR INDUSTRY	
21A. FULL NAME OF FATHER		22A. FULL MAIDEN NAME OF MOTHER	
21B. STATE OF BIRTH		22B. STATE OF BIRTH	
<p>Do you need to re-register to vote because of address change due to this marriage? <span style="float: right;">Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></span></p> <p>Would you like to be given a voter registration form here today?</p>			
<p>WE, THE UNDERSIGNED, AN UNMARRIED MAN AND UNMARRIED WOMAN, STATE THAT THE FOREGOING INFORMATION IS CORRECT AND TRUE TO THE BEST OF OUR KNOWLEDGE AND BELIEF, THAT NO LEGAL OBJECTION TO THE MARRIAGE NOR TO THE ISSUANCE OF A LICENSE IS KNOWN TO US, AND HEREBY APPLY FOR A LICENSE AND CERTIFICATE OF MARRIAGE.</p>			
23. SIGNATURE OF GROOM		24. SIGNATURE OF BRIDE	
GROOM: HOME PHONE _____ WORK PHONE _____ DATE _____		BRIDE: HOME PHONE _____ WORK PHONE _____ CLERK _____	

Minnesota Public Assistance Application (reduced in size)

Note voter registration question outlined here in heavy black lines.

# MINNESOTA AMENDED SOCIAL SERVICED FORM

State of Minnesota  
 DEPARTMENT OF HUMAN SERVICES  
**COMBINED APPLICATION - PART I**  
**FOOD STAMPS, CASH ASSISTANCE AND MEDICAL ASSISTANCE**

Case Number: \_\_\_\_\_

Name: \_\_\_\_\_

Address where you live: \_\_\_\_\_  
 Street Address or RR # \_\_\_\_\_ City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_  
 Street Address, RR #, Mailbox \_\_\_\_\_ City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Directions to your house: \_\_\_\_\_

Phone number where you can be reached: \_\_\_\_\_  
 Home \_\_\_\_\_ Other \_\_\_\_\_

Has anyone in the household ever received public assistance or commodities this month or anytime in the past? Yes  No

**If you are NOT registered to vote where you live now, would you like to register here today?**  
 NOTE: You do not have to answer this question. Yes  No

**MEMBER INFORMATION**

1	2	3	4	5	6	7	8	9	10
Last	First	M.I.	Social Security Number	Date of Birth Mo/Day/Yr	Sex	Relationship to you			
						self			

Copy 1 Agency Copy 2 Client Copy 3 E&I

Do you need help now because of an eviction, foreclosure, utility shutoff or some other emergency? Yes  No

How much does your household pay for shelter and utilities? \$ \_\_\_\_\_

Did anyone in your household quit a job in the last 60 days? Yes  No

Did all of your household income recently stop? If yes, when? \_\_\_\_\_ Yes  No

How much income (i.e. money or checks) did your household get so far this month? \$ \_\_\_\_\_

How much more income will your household get this month? \$ \_\_\_\_\_

How much does your household have in cash, checking or savings? \$ \_\_\_\_\_

Is anyone in your household permanently disabled or blind? If yes, who? \_\_\_\_\_ Yes  No

Is anyone in your household pregnant? Yes  No

Is anyone in your household a migrant or seasonal farmworker? Yes  No

**REGISTRATION FOR EMPLOYMENT AND TRAINING**  
 I understand that by signing this application everyone in my home, who is approved to receive assistance with me, is automatically registered for EMPLOYMENT and TRAINING. I understand that taking part in EMPLOYMENT and TRAINING may be required to receive Cash Assistance or Food Stamps.

**I declare that this application has been examined by me and to the best of my knowledge and belief is a true and correct statement of every material point. PLEASE READ RIGHTS AND RESPONSIBILITIES ON THE BACK OF THIS FORM BEFORE SIGNING.**

Signature of Applicant or Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_  
 Agency Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Source: 100% VOTE/Human SERVE









---

# **Appendix 5**

## **Sample Agency Re-supply Forms**

San Diego County (CA) Order Form (reduced in size)

The original is on card stock and measures 8 inches wide by 12 1/2 inches high. It is perforated so the reorder card can be detached and mailed.

TIME TO ORDER NEW REGISTRATION AFFIDAVITS

## POSTCARD REGISTRATION REORDER FORM

LOCATION \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

Please check  amount needed and return

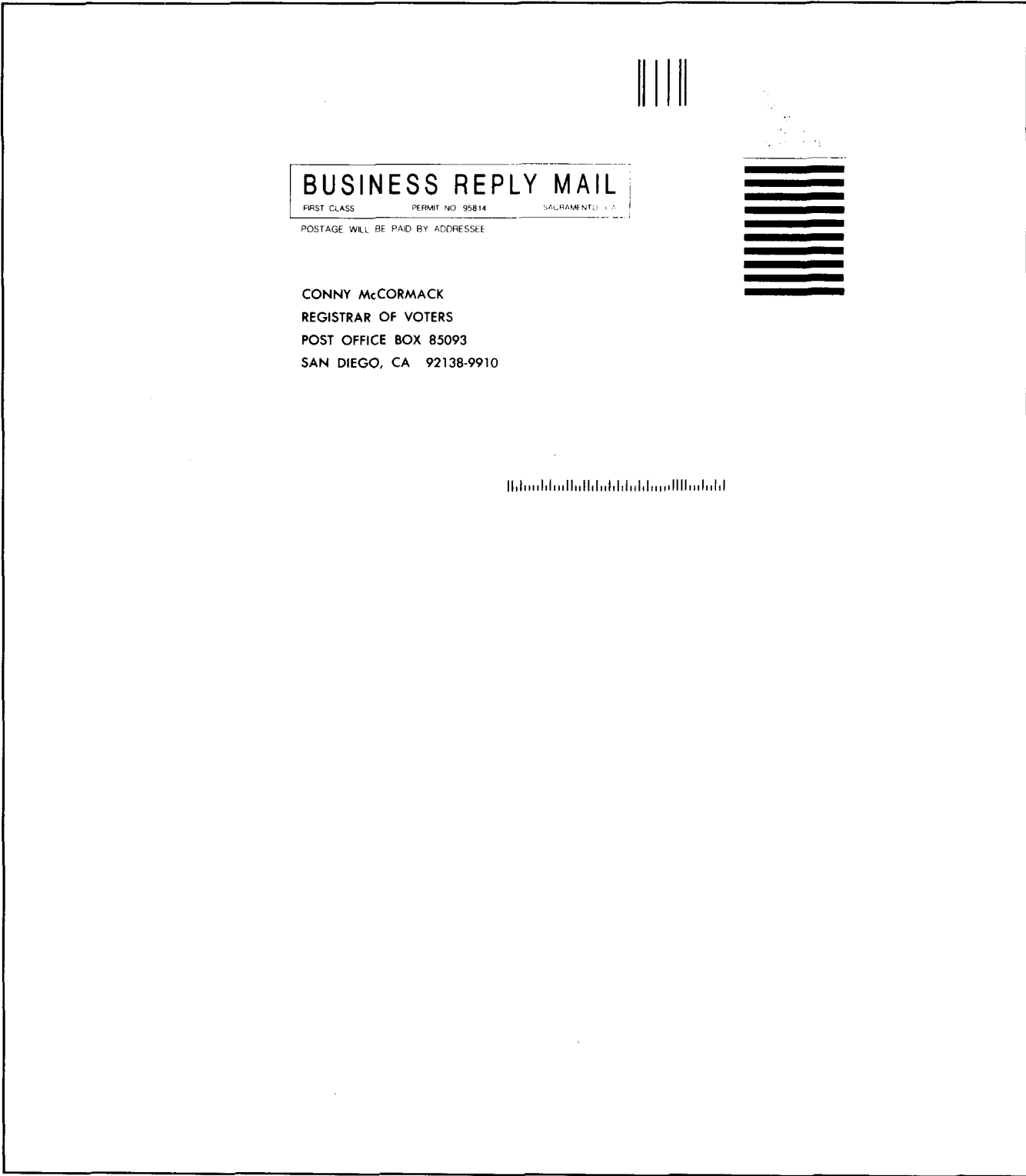
50 \_\_\_\_\_ 100 \_\_\_\_\_ 200 \_\_\_\_\_ 300 \_\_\_\_\_ 400 \_\_\_\_\_ OTHER \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

QTY SENT	BY
DATE SENT	REMARKS
SER No.	thru

**THANK YOU  
FOR  
YOUR INTEREST!**

Back



Front

Washington County (OR) Request for Voter Registration Cards (reduced in size)

New revised form

SEL 505  
REV. 2/1/92

ORS 247.176

### REQUEST FOR VOTER REGISTRATION CARDS

Direct all requests for less than 500 voter registration cards (SEL 500) to your county elections office. All requests for 500 or more voter registration cards must be directed to the Elections Division, Secretary of State's Office, 141 State Capitol, Salem, OR 97310, telephone 378-4144. Voter registration card requests for 500 or more will require approximately five (5) business days to process. If you have any questions or require any additional information, please call the Elections Division at 378-4144.

Date of request	Telephone number (days)
Person or Organization making request	
Mailing address of person or organization (P. O. Box/street/route, city, county, zip code)	

1. How many voter registration cards are you requesting? \_\_\_\_\_
2. How do you plan to distribute these voter registration cards? \_\_\_\_\_
3. Do you know of any person or organization who will also be distributing voter registration cards which may overlap with your distribution? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please provide the person or organization's name \_\_\_\_\_
4. Have you requested voter registration cards from either the Elections Division or county elections office(s)? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, how many voter registration cards did you receive and when? \_\_\_\_\_

**FOR OFFICE USE ONLY**

Number of voter registration cards provided/shipped \_\_\_\_\_

Voter registration cards were picked up \_\_\_\_\_ shipped \_\_\_\_\_

Staff person who filled request and date request was filled/shipped \_\_\_\_\_

Old form

OFFICE OF THE SECRETARY OF STATE  
ELECTIONS DIVISION  
REQUEST FOR VOTER REGISTRATION CARDS

Date: \_\_\_\_\_

Person/Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

1. Number of Forms Requested: \_\_\_\_\_

2. Method of Distribution: \_\_\_\_\_

3. Do you know of any person or organization distributing forms that may be an overlap of your distribution? \_\_\_\_\_ If so, who? \_\_\_\_\_

4. Have you requested forms before? \_\_\_\_\_ If so, when? \_\_\_\_\_

How many? \_\_\_\_\_

Signature of Requesting Person: \_\_\_\_\_

-----  
Direct all orders of 300 or less to your county elections department or the Secretary of State. All orders of more than 300 must be directed to the Secretary of State and must be received by the secretary not less than five working days prior to delivery.

Order filled by: \_\_\_\_\_

Date: \_\_\_\_\_

No. of forms supplied: \_\_\_\_\_

Method of delivery: \_\_\_\_\_

SED Form 134R  
Rev. 10/89

Sacramento County (CA) Contract with League of Women Voters

AGREEMENT

This agreement is made and executed this \_\_\_\_ day of \_\_\_\_\_, 1991, between the League of Women Voters and Sacramento, hereinafter referred to as the "League" and the County of Sacramento, hereinafter referred to as the "County."

WITNESSETH:

WHEREAS, the County is responsible for promoting and encouraging voter registration and for maintaining registration at a high level in Sacramento County; and

WHEREAS, the League is concerned that all qualified citizens of Sacramento County be encouraged to register to vote.

NOW THEREFORE, IT IS HEREBY MUTUALLY AGREED AS FOLLOWS;

1. The County enlists the services of the League to seek out, service and maintain distribution points in Sacramento County for Affidavits of Registration between April 1, 1991 and March 31, 1993;
2. The County will provide the League with Affidavits of Registration and holders in sufficient quantities to service permanent and temporary distribution points;
3. The League will supply the County with a zip code order listing of all permanent distribution points (both League supplied and County supplied locations). Said list to be updated on a quarterly basis;
4. The League will appoint a Coordinator who will be responsible for the fulfillment of these contracted services, and who will report directly to the Registrar of Voters on a regular basis;
5. The League will seek out temporary distribution points and will provide these temporary distribution points with Affidavits of Registration and holders. The Affidavits and holders will be retrieved from the temporary points no later than two weeks following the close of registration of an election held during the term of this agreement;
6. The League agrees to contact all permanent distribution points monthly and to replenish Affidavits of Registration as needed. This contact may be made either in person or by telephone, at the discretion of the League Coordinator;







---

**Appendix 6**

**Sample Agency Outreach Items**

San Diego County (CA) Request Card for Voter Registration Forms

The San Diego County Recorder includes one of these cards with every transfer of deed in the county. The original is on card stock and can be mailed.



**REGISTER  
AND**

**Did you know that  
when you change your  
address or your name,  
you need to re-register  
to vote?**

**The Registrar of Voters will send a Voter Registration Form to you if you complete the information below and return this postage-free postcard. PLEASE PRINT CLEARLY.**

**NAME** \_\_\_\_\_

**MAILING ADDRESS** \_\_\_\_\_

**HOW MANY FORMS?** \_\_\_\_\_

Iowa Voter Registration Form in Telephone Books (reduced in size)

The completed form can be cut out and mailed in an envelope to the County Auditor. Note the banner in the upper right corner of the cover of the phone book, pointing out what page contains the voter registration form.

## IOWA VOTER REGISTRATION FORM

**RURAL VOTERS**

PLEASE COMPLETE THIS SECTION ONLY IF YOU LIVE OUTSIDE THE CITY LIMITS OF ANY CITY, AND YOU DO NOT KNOW THE TOWNSHIP AND SECTION NUMBER IN WHICH YOU LIVE.

Please do not attempt to provide directions to get to the location, but instead describe where it is.

I live \_\_\_\_\_ miles \_\_\_\_\_  
 number \_\_\_\_\_ N.S.E or W  
 and \_\_\_\_\_ miles \_\_\_\_\_ of  
 number \_\_\_\_\_ N.S.E or W  
 \_\_\_\_\_  
 landmark or highway junction

Page EZ 15 has complete instructions for filling out this form.

**Enclose in envelope and mail to:**

**County Auditor – Commissioner of Elections**

**Courthouse**

\_\_\_\_\_

City (County Seat)

Iowa \_\_\_\_\_

ZIP Code

Back CUT ALONG DOTTED LINE

Reprinted with permission from the Iowa Secretary of State

# IOWA VOTER REGISTRATION FORM

**INSTRUCTIONS**

1. Use this form to register to vote or to report a change of name, address, telephone number, or party affiliation. Please check the appropriate box(es) at the top right. If you are not certain you are presently registered in the county in which you live, check the "new registration" box.
2. The following information is required:
  - a. Your full name.
  - b. Your birth date.
  - c. Your complete address, including apartment and box numbers.
  - d. Your gender.
  - e. Where you were last registered to vote.
3. The following information is requested:
  - a. Your social security number. Solicited pursuant to Iowa Code Section 48.5, this number is used to avoid multiple registrations for a single individual.
  - b. The name of the city and school district in which you live. If you do not live inside a city, list the name of the township and section number in which you live. If you do not know your township and section number, complete the "RURAL ROUTES" section on the reverse side of the form.
  - c. Your telephone number, including area code.

ALTERNATE REGISTRATION FORM  
Please see instructions above.

**PLEASE PRINT**

CHECK ALL THAT APPLY:  
 This is a new registration in this county.  
 This is a change of Name Address Telephone Party

Soc. Sec. No. (if available)	Month _____ Day _____ Year _____	Female <input type="checkbox"/> Male <input type="checkbox"/>	Telephone ( ) _____
NAME: Last _____ First and Middle _____	Birth Date _____	Gender _____	Democratic <input type="checkbox"/> Republican <input type="checkbox"/> Party _____
ADDRESS: House number & street (or rural route) plus apartment & box number _____ City, State, and ZIP Code _____			<b>COMPLETE ALL YOU KNOW</b>
PREVIOUS REGISTRATION INFORMATION: I was previously registered to vote in _____ (City, State, ZIP Code; County if known) My name then was _____			COUNTY NAME: _____
I certify that I am a citizen of the United States, that I am or will be an eligible elector at any election at which I attempt to vote and that all of the information I have given upon this voter registration form is true. I authorize cancellation of any prior registration to vote in this or any other jurisdiction and my eligibility to vote in any jurisdiction where voter registration is not required. I am aware that fraudulently registering, or attempting to do so, is an aggravated misdemeanor under Iowa law.			SCHOOL DISTRICT: _____
Signature _____ Date _____			CITY (if inside limits): _____
FOR OFFICE USE ONLY			TOWNSHIP (if outside city): _____
Registration date: _____			SECTION NUMBER (if outside city): _____
Codes: _____			Form 2E (Rev. 88) CFN-337-5005 CPF-66929

Front CUT ALONG DOTTED LINE

Reprinted with permission from the Iowa Secretary of State Turn to EZ 16 for mailing address.

Front cover

# Des Moines and surrounding communities

See second page for communities included in this directory

Area Code 515



## TABLE OF CONTENTS

See Page A1

## COMMUNITY INFORMATION

Maps, ZIP Codes, Parks & Recreation  
Located in Easy Reference Guide

## REGISTER TO VOTE

By Mail  
See Easy Reference Guide Page EZ23  
For Mail-In Form and Instructions

November 1991/1992

# The White & Yellow Pages

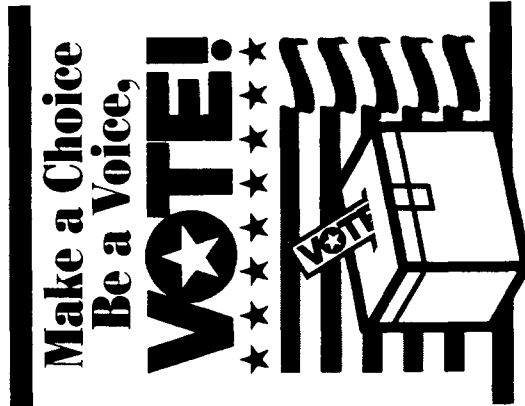
**USWEST**  
DIRECT 

© U S WEST Direct 1991

Iowa Voter Registration Forms in State Income Tax (reduced in size)

The original is printed on buff-colored card stock and stapled into the centerfold in the State income tax booklet.

Back



G-06619

**RURAL VOTERS**

PLEASE COMPLETE THIS SECTION ONLY IF YOU LIVE OUTSIDE THE CITY LIMITS OF ANY CITY, AND YOU DO NOT KNOW THE TOWNSHIP AND SECTION NUMBER IN WHICH YOU LIVE

Please do not attempt to provide directions to get to the location, but instead describe where it is.

I live \_\_\_\_\_ miles \_\_\_\_\_  
 number N, S, E or W  
 and \_\_\_\_\_ miles \_\_\_\_\_ of  
 number N, S, E or W  
 \_\_\_\_\_  
 landmark or highway junction

PLACE  
STAMP  
HERE

County Auditor — Commissioner of Elections

Courthouse

City (County Seat)

IOWA \_\_\_\_\_  
 Zip Code

**MORE INFORMATION**

1. To register to vote, you must be a citizen of the United States, at least 17½ years old, and declare Iowa as your voting residence. (You must be at least 18 years old to vote.)
2. When used as a registration form, this form must be postmarked or delivered to your County Auditor not later than the 15th day preceding an election to be valid for that election.
3. You should receive a receipt of this registration within 10 days. If you do not, please contact your County Auditor. Be prepared to state when and where you filled out the form, and to whom it was given or sent if you did not personally mail or take it to the Auditor.
4. There are other ways to register. Contact your County Auditor if you need assistance.

**RURAL VOTERS**

PLEASE COMPLETE THIS SECTION ONLY IF YOU LIVE OUTSIDE THE CITY LIMITS OF ANY CITY, AND YOU DO NOT KNOW THE TOWNSHIP AND SECTION NUMBER IN WHICH YOU LIVE

Please do not attempt to provide directions to get to the location, but instead describe where it is.

I live \_\_\_\_\_ miles \_\_\_\_\_  
 number N, S, E or W  
 and \_\_\_\_\_ miles \_\_\_\_\_ of  
 number N, S, E or W  
 \_\_\_\_\_  
 landmark or highway junction

PLACE  
STAMP  
HERE

County Auditor — Commissioner of Elections

Courthouse

City (County Seat)

IOWA \_\_\_\_\_  
 Zip Code

**MORE INFORMATION**

1. To register to vote, you must be a citizen of the United States, at least 17½ years old, and declare Iowa as your voting residence. (You must be at least 18 years old to vote.)
2. When used as a registration form, this form must be postmarked or delivered to your County Auditor not later than the 15th day preceding an election to be valid for that election.
3. You should receive a receipt of this registration within 10 days. If you do not, please contact your County Auditor. Be prepared to state when and where you filled out the form, and to whom it was given or sent if you did not personally mail or take it to the Auditor.
4. There are other ways to register. Contact your County Auditor if you need assistance.

Front

**IOWA  
VOTER REGISTRATION  
INSTRUCTIONS**

1. **DO NOT** enclose with your tax return.
2. Voter registration is voluntary. Complete the form only if you wish to be registered to vote and one or more of the following is true:
  - a. You have never registered to vote.
  - b. You have not voted within the past four years.
  - c. Your address has changed since you last voted.
3. Read the instructions on the form.
4. Mail completed forms to:
 

County Auditor  
County Courthouse  
[your county seat], IA [ZIP]
5. If you have questions, please contact:
  - a. Your County Auditor
  - b. Secretary of State  
515/281-5965, voice or TDD
  - c. State Registrar of Voters  
515/281-5781

**PLEASE REGISTER AND VOTE!**

- I O W A V O T E R R E G I S T R A T I O N F O R M S

INSTRUCTIONS	ALTERNATE REGISTRATION FORM PLEASE PRINT <small>Please see instructions at left.</small>	CHECK ALL THAT APPLY: <input type="checkbox"/> This is a new registration in this county. This is a change of <input type="checkbox"/> Name <input type="checkbox"/> Address <input type="checkbox"/> Telephone <input type="checkbox"/> Party																																																										
<ol style="list-style-type: none"> <li>1. Use this form to register to vote, or to report a change of name, address, telephone number or party affiliation. Please check the appropriate box(es) at the top right. If you are not certain you are presently registered in the county in which you live, check the "new registration" box.</li> <li>2. The following information is required:                             <ol style="list-style-type: none"> <li>a. Your full name</li> <li>b. Your birth date</li> <li>c. Your complete address, including apartment and box numbers.</li> <li>d. Your gender</li> <li>e. The name of the county in which you live.</li> <li>f. Where you were last registered to vote.</li> <li>g. Your Signature</li> </ol> </li> <li>3. The following information is requested:                             <ol style="list-style-type: none"> <li>a. Your social security number. Solicited pursuant to Iowa Code Section 48.5, this number is used to avoid multiple registrations for a single individual.</li> <li>b. The name of the city and school district in which you live. If you do not live inside a city, list the name of the township and section number in which you live. If you do not know your township and section number, complete the "RURAL ROUTES" section on the reverse side of the form.</li> <li>c. Your telephone number, including area code.</li> </ol> </li> <li>4. Detach this stub before mailing the form.</li> </ol>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;"><small>Soc. Sec. No. (if available)</small></td> <td style="width: 25%;"><small>Month Day Year</small></td> <td style="width: 25%;"><small>Female <input type="checkbox"/> Male <input type="checkbox"/></small></td> <td style="width: 25%;"><small>( )</small></td> </tr> <tr> <td><small>NAME:</small></td> <td><small>Birth Date</small></td> <td><small>Gender</small></td> <td><small>Telephone</small></td> </tr> <tr> <td colspan="2"><small>Last First and Middle</small></td> <td colspan="2"><small>Democratic <input type="checkbox"/> Republican <input type="checkbox"/> Party</small></td> </tr> <tr> <td colspan="4"><small>ADDRESS: House number &amp; street (or rural route) plus apartment &amp; box number</small></td> </tr> <tr> <td colspan="4"><small>City, State, and Zip Code</small></td> </tr> <tr> <td colspan="4"><small>PREVIOUS REGISTRATION INFORMATION: I was previously registered to vote in</small></td> </tr> <tr> <td colspan="4"><small>(City, State, Zip Code, County (if known))</small></td> </tr> <tr> <td colspan="4"><small>My name then was</small></td> </tr> <tr> <td colspan="4"><small>I certify that I am a citizen of the United States, that I am or will be an eligible elector at any election at which I attempt to vote and that all of the information I have given upon this voter registration form is true. I authorize cancellation of any prior registration to vote in this or any other jurisdiction and my eligibility to vote in any jurisdiction where voter registration is not required. I am aware that fraudulent registration or attempting to do so, is an aggravated misdemeanor under Iowa law.</small></td> </tr> <tr> <td colspan="2"><small>Signature</small></td> <td colspan="2"><small>Date</small></td> </tr> </table>	<small>Soc. Sec. No. (if available)</small>	<small>Month Day Year</small>	<small>Female <input type="checkbox"/> Male <input type="checkbox"/></small>	<small>( )</small>	<small>NAME:</small>	<small>Birth Date</small>	<small>Gender</small>	<small>Telephone</small>	<small>Last First and Middle</small>		<small>Democratic <input type="checkbox"/> Republican <input type="checkbox"/> Party</small>		<small>ADDRESS: House number &amp; street (or rural route) plus apartment &amp; box number</small>				<small>City, State, and Zip Code</small>				<small>PREVIOUS REGISTRATION INFORMATION: I was previously registered to vote in</small>				<small>(City, State, Zip Code, County (if known))</small>				<small>My name then was</small>				<small>I certify that I am a citizen of the United States, that I am or will be an eligible elector at any election at which I attempt to vote and that all of the information I have given upon this voter registration form is true. I authorize cancellation of any prior registration to vote in this or any other jurisdiction and my eligibility to vote in any jurisdiction where voter registration is not required. I am aware that fraudulent registration or attempting to do so, is an aggravated misdemeanor under Iowa law.</small>				<small>Signature</small>		<small>Date</small>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;"><b>COMPLETE ALL YOU KNOW</b></td> </tr> <tr> <td colspan="2"><small>COUNTY NAME</small></td> </tr> <tr> <td colspan="2"><small>SCHOOL DISTRICT</small></td> </tr> <tr> <td colspan="2"><small>CITY (if inside limits)</small></td> </tr> <tr> <td colspan="2"><small>TOWNSHIP (if outside city)</small></td> </tr> <tr> <td colspan="2"><small>SECTION NUMBER (if outside city)</small></td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>FOR OFFICE USE ONLY</b></td> </tr> <tr> <td colspan="2"><small>Registration date</small></td> </tr> <tr> <td colspan="2"><small>Codes</small></td> </tr> </table>	<b>COMPLETE ALL YOU KNOW</b>		<small>COUNTY NAME</small>		<small>SCHOOL DISTRICT</small>		<small>CITY (if inside limits)</small>		<small>TOWNSHIP (if outside city)</small>		<small>SECTION NUMBER (if outside city)</small>		<b>FOR OFFICE USE ONLY</b>		<small>Registration date</small>		<small>Codes</small>	
<small>Soc. Sec. No. (if available)</small>	<small>Month Day Year</small>	<small>Female <input type="checkbox"/> Male <input type="checkbox"/></small>	<small>( )</small>																																																									
<small>NAME:</small>	<small>Birth Date</small>	<small>Gender</small>	<small>Telephone</small>																																																									
<small>Last First and Middle</small>		<small>Democratic <input type="checkbox"/> Republican <input type="checkbox"/> Party</small>																																																										
<small>ADDRESS: House number &amp; street (or rural route) plus apartment &amp; box number</small>																																																												
<small>City, State, and Zip Code</small>																																																												
<small>PREVIOUS REGISTRATION INFORMATION: I was previously registered to vote in</small>																																																												
<small>(City, State, Zip Code, County (if known))</small>																																																												
<small>My name then was</small>																																																												
<small>I certify that I am a citizen of the United States, that I am or will be an eligible elector at any election at which I attempt to vote and that all of the information I have given upon this voter registration form is true. I authorize cancellation of any prior registration to vote in this or any other jurisdiction and my eligibility to vote in any jurisdiction where voter registration is not required. I am aware that fraudulent registration or attempting to do so, is an aggravated misdemeanor under Iowa law.</small>																																																												
<small>Signature</small>		<small>Date</small>																																																										
<b>COMPLETE ALL YOU KNOW</b>																																																												
<small>COUNTY NAME</small>																																																												
<small>SCHOOL DISTRICT</small>																																																												
<small>CITY (if inside limits)</small>																																																												
<small>TOWNSHIP (if outside city)</small>																																																												
<small>SECTION NUMBER (if outside city)</small>																																																												
<b>FOR OFFICE USE ONLY</b>																																																												
<small>Registration date</small>																																																												
<small>Codes</small>																																																												

INSTRUCTIONS	ALTERNATE REGISTRATION FORM PLEASE PRINT <small>Please see instructions at left.</small>	CHECK ALL THAT APPLY: <input type="checkbox"/> This is a new registration in this county. This is a change of <input type="checkbox"/> Name <input type="checkbox"/> Address <input type="checkbox"/> Telephone <input type="checkbox"/> Party																																																										
<ol style="list-style-type: none"> <li>1. Use this form to register to vote, or to report a change of name, address, telephone number or party affiliation. Please check the appropriate box(es) at the top right. If you are not certain you are presently registered in the county in which you live, check the "new registration" box.</li> <li>2. The following information is required:                             <ol style="list-style-type: none"> <li>a. Your full name</li> <li>b. Your birth date</li> <li>c. Your complete address, including apartment and box numbers.</li> <li>d. Your gender</li> <li>e. The name of the county in which you live.</li> <li>f. Where you were last registered to vote.</li> <li>g. Your Signature</li> </ol> </li> <li>3. The following information is requested:                             <ol style="list-style-type: none"> <li>a. Your social security number. Solicited pursuant to Iowa Code Section 48.5, this number is used to avoid multiple registrations for a single individual.</li> <li>b. The name of the city and school district in which you live. If you do not live inside a city, list the name of the township and section number in which you live. If you do not know your township and section number, complete the "RURAL ROUTES" section on the reverse side of the form.</li> <li>c. Your telephone number, including area code.</li> </ol> </li> <li>4. Detach this stub before mailing the form.</li> </ol>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;"><small>Soc. Sec. No. (if available)</small></td> <td style="width: 25%;"><small>Month Day Year</small></td> <td style="width: 25%;"><small>Female <input type="checkbox"/> Male <input type="checkbox"/></small></td> <td style="width: 25%;"><small>( )</small></td> </tr> <tr> <td><small>NAME:</small></td> <td><small>Birth Date</small></td> <td><small>Gender</small></td> <td><small>Telephone</small></td> </tr> <tr> <td colspan="2"><small>Last First and Middle</small></td> <td colspan="2"><small>Democratic <input type="checkbox"/> Republican <input type="checkbox"/> Party</small></td> </tr> <tr> <td colspan="4"><small>ADDRESS: House number &amp; street (or rural route) plus apartment &amp; box number</small></td> </tr> <tr> <td colspan="4"><small>City, State, and Zip Code</small></td> </tr> <tr> <td colspan="4"><small>PREVIOUS REGISTRATION INFORMATION: I was previously registered to vote in</small></td> </tr> <tr> <td colspan="4"><small>(City, State, Zip Code, County (if known))</small></td> </tr> <tr> <td colspan="4"><small>My name then was</small></td> </tr> <tr> <td colspan="4"><small>I certify that I am a citizen of the United States, that I am or will be an eligible elector at any election at which I attempt to vote and that all of the information I have given upon this voter registration form is true. I authorize cancellation of any prior registration to vote in this or any other jurisdiction and my eligibility to vote in any jurisdiction where voter registration is not required. I am aware that fraudulent registration or attempting to do so, is an aggravated misdemeanor under Iowa law.</small></td> </tr> <tr> <td colspan="2"><small>Signature</small></td> <td colspan="2"><small>Date</small></td> </tr> </table>	<small>Soc. Sec. No. (if available)</small>	<small>Month Day Year</small>	<small>Female <input type="checkbox"/> Male <input type="checkbox"/></small>	<small>( )</small>	<small>NAME:</small>	<small>Birth Date</small>	<small>Gender</small>	<small>Telephone</small>	<small>Last First and Middle</small>		<small>Democratic <input type="checkbox"/> Republican <input type="checkbox"/> Party</small>		<small>ADDRESS: House number &amp; street (or rural route) plus apartment &amp; box number</small>				<small>City, State, and Zip Code</small>				<small>PREVIOUS REGISTRATION INFORMATION: I was previously registered to vote in</small>				<small>(City, State, Zip Code, County (if known))</small>				<small>My name then was</small>				<small>I certify that I am a citizen of the United States, that I am or will be an eligible elector at any election at which I attempt to vote and that all of the information I have given upon this voter registration form is true. I authorize cancellation of any prior registration to vote in this or any other jurisdiction and my eligibility to vote in any jurisdiction where voter registration is not required. I am aware that fraudulent registration or attempting to do so, is an aggravated misdemeanor under Iowa law.</small>				<small>Signature</small>		<small>Date</small>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;"><b>COMPLETE ALL YOU KNOW</b></td> </tr> <tr> <td colspan="2"><small>COUNTY NAME</small></td> </tr> <tr> <td colspan="2"><small>SCHOOL DISTRICT</small></td> </tr> <tr> <td colspan="2"><small>CITY (if inside limits)</small></td> </tr> <tr> <td colspan="2"><small>TOWNSHIP (if outside city)</small></td> </tr> <tr> <td colspan="2"><small>SECTION NUMBER (if outside city)</small></td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>FOR OFFICE USE ONLY</b></td> </tr> <tr> <td colspan="2"><small>Registration date</small></td> </tr> <tr> <td colspan="2"><small>Codes</small></td> </tr> </table>	<b>COMPLETE ALL YOU KNOW</b>		<small>COUNTY NAME</small>		<small>SCHOOL DISTRICT</small>		<small>CITY (if inside limits)</small>		<small>TOWNSHIP (if outside city)</small>		<small>SECTION NUMBER (if outside city)</small>		<b>FOR OFFICE USE ONLY</b>		<small>Registration date</small>		<small>Codes</small>	
<small>Soc. Sec. No. (if available)</small>	<small>Month Day Year</small>	<small>Female <input type="checkbox"/> Male <input type="checkbox"/></small>	<small>( )</small>																																																									
<small>NAME:</small>	<small>Birth Date</small>	<small>Gender</small>	<small>Telephone</small>																																																									
<small>Last First and Middle</small>		<small>Democratic <input type="checkbox"/> Republican <input type="checkbox"/> Party</small>																																																										
<small>ADDRESS: House number &amp; street (or rural route) plus apartment &amp; box number</small>																																																												
<small>City, State, and Zip Code</small>																																																												
<small>PREVIOUS REGISTRATION INFORMATION: I was previously registered to vote in</small>																																																												
<small>(City, State, Zip Code, County (if known))</small>																																																												
<small>My name then was</small>																																																												
<small>I certify that I am a citizen of the United States, that I am or will be an eligible elector at any election at which I attempt to vote and that all of the information I have given upon this voter registration form is true. I authorize cancellation of any prior registration to vote in this or any other jurisdiction and my eligibility to vote in any jurisdiction where voter registration is not required. I am aware that fraudulent registration or attempting to do so, is an aggravated misdemeanor under Iowa law.</small>																																																												
<small>Signature</small>		<small>Date</small>																																																										
<b>COMPLETE ALL YOU KNOW</b>																																																												
<small>COUNTY NAME</small>																																																												
<small>SCHOOL DISTRICT</small>																																																												
<small>CITY (if inside limits)</small>																																																												
<small>TOWNSHIP (if outside city)</small>																																																												
<small>SECTION NUMBER (if outside city)</small>																																																												
<b>FOR OFFICE USE ONLY</b>																																																												
<small>Registration date</small>																																																												
<small>Codes</small>																																																												



Minnesota Voter Registration Forms in State Income Tax (reduced in size)

The original is printed on card stock and wrapped around pages 5-16 and stapled into the State income tax booklet, along with the tax return envelope.

Front

**Minnesota Voter Registration**

*Print in ink or type all information requested* Office use: W P S.D.

Last name First name Middle name

Name of the township  or city  where you live County

Street address or rural route no Apt. no. or box no. City Zip code

Date of birth month / day / year Telephone number

Address where you were last registered to vote. (check if never registered )

Previous name if changed since you last registered to vote

I certify I am a citizen of the United States • I will be at least 18 years old on election day • I live at the address shown above • I will have lived in Minnesota at least 20 days immediately before election day • I am not under Guardianship of the Person • I have not been found by a court to be legally incompetent to vote • I have not been convicted of a felony without having my civil rights restored

*I understand that giving false information to register to vote is a felony punishable by up to 5 years imprisonment, a fine of \$10,000, or both.*

Full signature Date

**Two Minnesota voter registration postcards are attached to this tab.**

**You may fill out a postcard if you are not registered to vote at your present address.**

**Voter registration is voluntary. Fill out a postcard only if you wish to register.**

**Fill out a separate postcard for each voter who wishes to register.**

**Attach a first-class stamp, and drop in the mail.**

**Please mail postcard separate from your income tax form.**

**Minnesota Voter Registration**

*Print in ink or type all information requested* Office use: W P S.D.

Last name First name Middle name

Name of the township  or city  where you live County

Street address or rural route no Apt. no. or box no. City Zip code

Date of birth month / day / year Telephone number

Address where you were last registered to vote. (check if never registered )

Previous name if changed since you last registered to vote

I certify I am a citizen of the United States • I will be at least 18 years old on election day • I live at the address shown above • I will have lived in Minnesota at least 20 days immediately before election day • I am not under Guardianship of the Person • I have not been found by a court to be legally incompetent to vote • I have not been convicted of a felony without having my civil rights restored

*I understand that giving false information to register to vote is a felony punishable by up to 5 years imprisonment, a fine of \$10,000, or both.*

Full signature Date

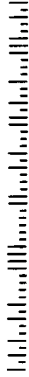
Back



Place  
Stamp  
Here

**Minnesota Voter Registration**

Office of the Secretary of State  
555 Park Street, Suite 400  
St. Paul, MN 55103-2141



Place  
Stamp  
Here

**Minnesota Voter Registration**

Office of the Secretary of State  
555 Park Street, Suite 400  
St. Paul, MN 55103-2141



---

# **Appendix 7**

## **Sample Postage-Prepaid Mail-In Voter Registration Forms**

San Diego County (CA) (reduced in size)

The original is printed on card stock and perforated so the registration card can be detached for mailing.

For U.S. Citizens Only

PRINT IN INK

1 NAME (First Middle Last)  Optional  Mr  Mrs  Miss  Ms

2 RESIDENCE (Number Street Apartment No.)  
City County ZIP Code

3 If street address is unknown please furnish the name of the property owner and/or parcel number  
Owner Parcel

4 MAILING ADDRESS (if different from residence)  
City State ZIP Code

5 DATE OF BIRTH (Month Day Year)

6 OCCUPATION

7 BIRTHPLACE (U.S. State or Foreign Country)

8 POLITICAL PARTY (check one)  
 American Independent Party  
 Democratic Party  
 Libertarian Party  
 Peace and Freedom Party  
 Republican Party  
 Decline to State  
 Other (Specify)

9 Telephone (Optional)  
Area Code

10 OPTIONAL SURVEY  
Can you help in the following survey?  
Polling Place Worker   
Polling Place Site

11 HAVE YOU EVER BEEN REGISTERED TO VOTE? Yes  No   
If yes, complete this section to the best of your knowledge concerning your most recent registration  
Name (as registered)  
Home Address  
City County State  
Political Party

12 READ THIS STATEMENT AND WARNING PRIOR TO SIGNING  
I am a citizen of the United States and will be at least 18 years of age at the time of the next election. I am not imprisoned or on parole for the conviction of a felony. I certify under penalty of perjury under the laws of the State of California that the information on this affidavit is true and correct.

13 SIGNATURE—Sign on line in box below.

14 DATE

15 If someone helps fill out or helps the form, see # 13 instructions below.

37 K 100018

Registration card

DETACH HERE FOR MAILING

INSTRUCTIONS FOR COMPLETING THE AFFIDAVIT

TYPE OR PRINT IN INK: Read instructions and information carefully. Only your "signature" should be written; all other information should be printed or typed.

WARNING—STATEMENT UNDER PENALTY OF PERJURY: Be sure you read the statement and warning above the signature line prior to signing your complete name. You must also date the affidavit. If you are 17 years of age, you may register to vote provided you will be 18 on or before the date of the next election.

- Print your full name—first, middle, last.
- Print your complete RESIDENCE ADDRESS (no P.O. box) including city and zip code. Enter street name to include North, South, East, West, if appropriate, and indicate whether it is a street, avenue, road, lane, drive, way, circle, etc.
- If street address is unknown, please furnish the name of the property owner and/or parcel number.
- Print your complete mailing address if it is different from your residence address. Be sure to enter the route or box number, if any, and zip code.
- Print your complete date of birth (month/day/year).
- Print the name of the state (U.S.A. or foreign country where you were born).
- LIBERALISM—POLITICAL PARTY: Place an "X" in the box preceding the qualified political party with which you wish to affiliate. You may print the name of an unqualified political party with which you wish to affiliate after "Other," or you may register as "Decline to State." IF YOU DO NOT AFFILIATE WITH A QUALIFIED POLITICAL PARTY, YOU WILL RECEIVE A NONPARTISAN BALLOT AND WILL NOT BE ALLOWED TO VOTE FOR PARTY CANDIDATES AT THE PRIMARY ELECTION.
- Print your specific occupation (such as nurse, carpenter, homemaker, etc.).
- OPTIONAL: Telephone number is optional. This number becomes public record if given. Please include Area Code.
- Optional survey: the registrar of voters is recruiting for election day poll workers and polling place sites.
- PRIOR REGISTRATION: If you have ever been registered to vote, complete this portion to the best of your knowledge concerning your most recent registration.
- Sign your name as printed in Box 1. Date the affidavit below the signature box in the space provided.
- Any person who helps someone fill out this form must include in Box 13 his/her signature and date. Any person who takes back the completed form to turn it in for you must fill out the receipt (see below) and give it to you. Any person who is paid to take back and turn in this completed form must sign and also include in Box 13 the telephone number of the person or organization making the payment.

RETURN AFFIDAVIT TO COUNTY CLERK OR REGISTRAR OF VOTERS:  
—If you return this card by mail, it must be signed and dated at least 29 days and received by the county elections office at least 25 days before the next election for your registration to be valid for that election.  
—When you accept this card from someone who has filled it out, you must deliver it or mail it within 3 days to the address on the other side of this card.  
—On the last day of registration, you must deliver this affidavit to the elections office immediately if the registrant is to be eligible to vote in that election.

Instructions

For U.S. Citizens Only

PRINT IN INK

1 NAME (First Middle Last)  Optional  Mr  Mrs  Miss  Ms

2 RESIDENCE (Number Street Apartment No.)  
City County ZIP Code

3 If street address is unknown please furnish the name of the property owner and/or parcel number  
Owner Parcel

4 MAILING ADDRESS (if different from residence)  
City State ZIP Code

5 DATE OF BIRTH (Month Day Year)

6 OCCUPATION

7 BIRTHPLACE (U.S. State or Foreign Country)

8 POLITICAL PARTY (check one)  
 American Independent Party  
 Democratic Party  
 Libertarian Party  
 Peace and Freedom Party  
 Republican Party  
 Decline to State  
 Other (Specify)

9 Telephone (Optional)  
Area Code

10 OPTIONAL SURVEY  
Can you help in the following survey?  
Polling Place Worker   
Polling Place Site

11 HAVE YOU EVER BEEN REGISTERED TO VOTE? Yes  No   
If yes, complete this section to the best of your knowledge concerning your most recent registration  
Name (as registered)  
Home Address  
City County State  
Political Party

12 READ THIS STATEMENT AND WARNING PRIOR TO SIGNING  
I am a citizen of the United States and will be at least 18 years of age at the time of the next election. I am not imprisoned or on parole for the conviction of a felony. I certify under penalty of perjury under the laws of the State of California that the information on this affidavit is true and correct.

13 SIGNATURE—Sign on line in box below.

14 DATE

15 If someone helps fill out or helps the form, see # 13 instructions below.

37 K 100018

Example

AFFIDAVIT RECEIPT

ATTENTION VOTER:  
If you do not mail your affidavit personally, have this receipt signed by the person who takes it from you and keep it until you receive your Voter Notification Card. This receipt will be used to investigate any cases in which that person does not mail or deliver the affidavit to the County Clerk or Registrar of Voters within the time limit required by law.

FOR ELECTIONS INFORMATION CONTACT:  
SAN DIEGO COUNTY REGISTRAR OF VOTERS  
5201 RUFFIN ROAD, SUITE 1  
SAN DIEGO, CA 92123  
619/ 694-3400  
565-5800

Person Receiving Affidavit From Voter

SIGNATURE

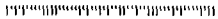
Address

Telephone No. of person or organization paying for registration (if any)


37 K 100018

Receipt

Reverse side of San Diego Registration Form




SAN DIEGO, CA 92186-9910  
 POST OFFICE BOX 85093  
 REGISTRAR OF VOTERS  
 CONNOR B. McCORMACK




POSTAGE WILL BE PAID BY ADDRESSEE  
 FIRST CLASS MAIL PERMIT NO. 9876 SAN DIEGO, CA

**BUSINESS REPLY MAIL**



NO POSTAGE  
 NECESSARY  
 IF MAILED  
 IN THE  
 UNITED STATES



## REGISTER TO VOTE

**VOTER INFORMATION**

1. You must be a citizen of the United States.
2. You must be a resident of California.
3. You must be 18 years of age or older as of the day of the next election to vote.
4. You must NOT be in prison or on parole for the conviction of a felony.
5. In order to vote in any specific election you must be registered 29 days prior to that election. If your affidavit is complete, your registration is effective upon receipt by the registrar of voters; however, you should not consider yourself registered until you receive a Voter Notification Card. If you do NOT receive a Voter Notification Card call the registrar of voters.
6. If you wish to receive an absentee ballot by mail, a written application must be on file with the registrar of voters' office at least 7 days before a specific election. After the 7-day deadline you may apply for and vote an absentee ballot AT THAT OFFICE either in person or through an authorized representative.
7. For elections information call the number listed below:

Telephone: (619) 694-3400 or 545-5800

CONNOR B. McCORMACK  
 REGISTRAR OF VOTERS  
 POST OFFICE BOX 85093  
 SAN DIEGO, CA 92186-5093

**YOU MUST RE-REGISTER WHENEVER YOU MOVE**

SAVE THIS PORTION FOR YOUR INFORMATION

50 (Rev. 6-97) 91 61423

Pre-addressed,  
postage paid

Eligibility  
information

Space for address  
to mail registration  
form to applicant

Reminder on  
back of receipt



---

# **Appendix 8**

## **Sample Resolution of Recognition**

# State of California

**March Fong Eu**  
**Secretary of State**

**"RELATIVE TO SANTA CLARA COUNTY'S 1990 AGENCY-BASED  
VOTER REGISTRATION OUTREACH PROGRAM"**

WHEREAS, The State Legislature in 1976 passed legislation to create more opportunities for citizens to register to vote by enacting voter registration by mail and directing county governments to promote and encourage voter registrations by establishing convenient registration sites; and

WHEREAS, The Board of Supervisors of Santa Clara County in 1988 established a voter outreach program for use in 32 of its county departments, offering 156 locations in which citizens can conveniently obtain voter registration cards while conducting other government business; and

WHEREAS, In 1988, over 24,000 voter registration forms were distributed to Santa Clara County departments, along with display boxes, posters and other materials to highlight the availability of voter registration services; and

WHEREAS, The 1988 voter outreach drive resulted in the addition of 5,000 voters to Santa Clara County's rolls for the Presidential General Election; and

WHEREAS, The Board of Supervisors has reaffirmed its commitment to strengthening the democratic process and broadening access to voter registration services by directing County employees, in their ongoing job activities, to provide nonpartisan voter registration opportunities and assistance to eligible clients, employees and the general public; and

WHEREAS, The employees and members of the Board of Supervisors of Santa Clara County are providing a valuable nonpartisan, nonpressured opportunity for citizens to register to exercise their most important right of citizenship; and

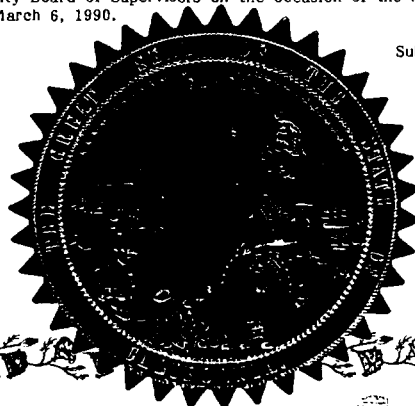
WHEREAS, The agency-based voter registration outreach drive conducted by Santa Clara County is a model program which should inspire emulation by all county offices wherever possible; now

THEREFORE, Be it RESOLVED, that Secretary of State, March Fong Eu publicly applauds and commends the Santa Clara County Board of Supervisors and Registrar of Voters Department for their forward-thinking, citizen-oriented approach to voter registration. She further offers her support and assistance with the 1990 voter outreach drive, and urges all of California's counties to follow Santa Clara's commendable lead; and be it further

RESOLVED, That a suitably prepared copy of this Resolution be presented to the Santa Clara County Board of Supervisors on the occasion of the kick-off ceremony for their outreach drive on March 6, 1990.

Subscribed this 23rd day of February, 1990

*March Fong Eu*  
MARCH FONG EU  
Secretary of State





---

# **Appendix 9**

## **Planning Aids**

## A Checklist for Model Agency-Based Voter Registration Programs

[This outlines the kinds of questions that need to be addressed in planning a program.]

Agency-based voter registration is a year-round program to enroll eligible citizens in which voter registration is offered in high volume agencies.

Agency-based voter registration systems have slightly different designs within any jurisdiction to mesh smoothly with agency operations. Nevertheless, several components are universal to the design and implementation of effective programs.

The most efficient system is designed to insure that as part of the routine agency process each citizen simultaneously receives the voter registration application, receives any necessary assistance in completing the application, and returns the completed application to the agency personnel. A well designed program is designed to minimize staff involvement while streamlining the process for the applicant.

The necessary components of agency-based voter registration should be clearly enumerated in legislation, executive order and/or regulations establishing these programs.

### 1. Who Shall Be Offered Voter Registration Services

Agencies: Voter registration services should be incorporated into routine activity at social services, unemployment, offices serving the disabled, and public housing.

Voter registration should be offered to:

- \* initial applicants
- \* recertifications
- \* changes of address

### 2. How to Offer Voter Registration

All front-line workers in public agencies shall offer voter registration services. Employees should have the authority to offer voter registration services to citizens from the entire state. Amended forms are good for agency-based programs. Many agencies use multiple forms, and the voter registration application can easily become a part of the packet of forms.

An amended form adds a mandatory question about voter registration to the application for routine agency business. For agencies using computers, computer screens may be amended

with a voter registration question, prompting employees to inquire of applicants if they wish to register to vote. An amended form must be accompanied by a voter registration application form. Minnesota and Pennsylvania have amended State Social Services and Unemployment applications to ask every applicant whether he/she would like to register to vote. Voter registration forms are provided.

### 3. Offering Assistance in Completing Voter Registration Forms

Voter registration applications shall be completed while the citizen is in the agency. Employees should provide assistance in completing voter registration forms, as needed.

### 4. Collecting Completed Voter Registration Application Forms

Completed voter registration application forms shall be collected by the agency personnel.

### 5. Forwarding Completed Forms

The agency must forward completed forms on a regular and pre-determined basis (weekly is best) to the appropriate election authority (usually the Secretary of State or county election office).

### 6. Data Collection

The numbers of applications received and from which agencies they are received must be collected and tracked statewide. This can occur either at the "front" end by the agencies when completed voter registration forms are collected, or by local election offices when the completed forms are received. These numbers should be reported to a state office (Secretary of State or State Board of Elections) monthly. The numbers will be recorded and maintained there.

Categories to be tracked should include new voter registrations, changes of address, etc.

### 7. Central Monitoring Figure

A person/agency should be in charge of monitoring implementation and program administration. In most cases, the Secretary of State is given such a role

\*Source: Adapted from 100% VOTE/Human SERVE's "News on Agency-Based Voter Registration" (February 15, 1992). [It is a national, nonpartisan, nonprofit voter registration advocacy organization for registering people to vote in government agencies.]

County Department Voter Registration Outreach Program of Santa Clara County (California),  
Prepared by the Registrar of Voters, October 1987

[This is an example of an actual outline developed by a county to initiate a program.]

1.0 Voter Registration Outreach Plan

On August 18, 1987, the Santa Clara County Board of Supervisors passed a resolution declaring that "County departments in their ongoing job activities offer non-partisan voter registration services to clients, County employees and the general public..." The Board directed the County Executive's Office and the Registrar of Voters to work with department heads, employee organizations, and the SCCo League of Women Voters to implement an active voter registration plan.

1.1 Program Objectives

\* to expand existing non-partisan voter registration outreach efforts in County departments to include active participation by County employees.

\* to increase the number of registered voters in Santa Clara County

1.2 Approach

The Voter Registration Outreach Program plan would be implemented in three areas: Area 1, Active Non-Partisan Voter Registration by employees of designated County Departments, Area 2, Prominent Displays of Voter Registration forms at Public Counters, Area 3, Program Reports and Statistics.

1.2.1. Area 1 (Active Voter Registration in Co Dept)

County departments identified as having heavy employee/client contact are to incorporate a brief dialogue about voter registration when providing services to a client.

e.g. "Are you registered to vote?";

"If you would like to register, I can provide you with a voter registration card";

"Please fill out and sign the card, then mail it to the Registrar of Voters";

"The decision to register or not register is COMPLETELY yours. It will not in any way affect the services you receive from this office"

If the client requests assistance completing the registration form, the employee would then provide the assistance. Time allowed for assistance would be discretionary on the part of the employee.

1.2.2 Area 2 (Display of Voter Registration Forms)

All targeted departments will prominently display and make available to the public voter registration cards

and pamphlet information at public counters or areas easily visible to the public.

1.2.3 Area 3 (Program Reports and Statistics)

The Registrar of Voters Office will issue and monitor the voter registration cards distributed to the County departments as well as track the number of voter cards returned from specific departments. Statistical progress reports will be prepared for the voter outreach program.

2.0 Program Management

Once the program is implemented, it will be coordinated by the Registrar of Voters Office in consultation with department heads or their designees. The following departments have been identified as working with a large volume of the general public:

Valley Medical	Adult Probation
Public Health	Public Defender
Social Services	

Other County departments will participate in the voter outreach program in Area 2 of implementation of the program. In addition it is suggested that the Information Booth in front of the Board of Supervisors Chambers participate in Area 2.

2.1 Time Schedule

Active voter registration outreach has been determined to be the most effective during the 2 months prior to the closing date of registration for the Primary and General Elections in 1988.

Active Registration Period 1988

Mar.1-May 9, 1988	Primary Election	June 7, 1988
Aug.1-Oct. 10, 1988	General Election	November 8, 1988

2.2 Areas of Responsibility: Registrar of Voters

The Registrar of Voters will provide training on how to register voters and answer questions to designated staff. "A Guide to Voter Registration in California", published by the Secretary of State, is available upon request from the Registrar's office. All voter registration cards, counter displays, posters, and voter information pamphlets will be provided by the Registrar's office to each department. In addition, the Registrar's office will monitor the issuance of all registration cards and periodically report the return rate to the County Executive's Office and the participating departments.

### 2.3 Areas of Responsibility: Participating Departments

Each department shall appoint a Voter Outreach Coordinator to be responsible for the internal distribution of voter registration cards and materials, monitoring adequate supplies of voter registration cards at the work sites, contacting the Registrar of Voters for supplies/assistance, and coordinating the outreach plan within the department.

Staff designated to implement the plan directly with clients or the public shall offer the voter registration cards and assistance, as well as other duties deemed appropriate to carry out the program.

### 3.0 Summary of voter Outreach in Santa Clara County

#### 3.1 Countywide Distribution of Voter Registration Cards

The Registrar of Voters contracts with the League of Women Voters for their services to distribute and maintain voter registration cards in all Federal, State, and Municipal offices, as well as libraries, banks, and specific businesses throughout Santa Clara County.

#### 3.2 League of Women Voters at Naturalization Ceremonies

Twice a month, the League of Women Voters register approximately 400 newly naturalized citizens to vote at the naturalization ceremonies held at the Federal Courthouse in San Jose. In support of this voter outreach by the League, the Registrar provides and delivers the affidavits to the courthouse for the League.

### 3.3 Bay Area Voter Outreach Committee

The Registrar of Voters is an active member of the Bay Area Voter Outreach Committee composed of 10 Bay Area counties. The purpose of the committee is to develop uniform outreach programs and publicity which may be used by all the counties. The committee is currently completing work on a voter information pamphlet and arranging for television publicity on the major and local channels for the upcoming presidential year. In Addition, the committee is developing a publicity design centered around the committee's slogan for posters and buses.

#### 3.4 Libraries

Recognizing that libraries are a vital source of reference information to the community, the Registrar's office provides all the libraries in Santa Clara County with updated information regarding all elected officials in the County, a Street Guide listing of Santa Clara County, and Precinct/District Report. The Street Guide allows the librarian to correctly identify a patron's precinct, and then uses the Precinct/District Guide to determine within which district the patron resides.

#### 3.5 Statewide Registration Drives

Participate in statewide registration drives coordinated by the Secretary of State. The statewide drives include 7-11 stores, MacDonalds, billboards, etc.

#### 3.6 Ongoing Local Registration Drives

Issue registration forms to businesses, political, labor, and service organizations, and to individuals who are interested in registering voters.

---

# Appendix 10

## Sources

---

**California**

John Mott-Smith  
Elections Specialist  
Secretary of State, Elections Division  
1230 J Street, Room 32  
Sacramento, CA 95814  
916/445-0820

**Sacramento County**

Ernie Hawkins  
Registrar of Voters  
3700 Branch Center Road  
Sacramento, CA 95827  
916/366-2658

**Santa Clara County**

George Mann  
Registrar of Voters  
P.O. Box 1147  
San Jose, CA 95108  
408/298-7400

**San Diego County**

Sally McKenna, Chief  
Division of Voter Service  
Registrar of Voters  
P.O. Box 85093  
5201 Ruffin Rd., Suite I  
San Diego, CA 92186-5093  
619/694-3410

**Connecticut**

Nancy M. Stoniewicz, Elections Officer  
Office of the Secretary of State  
30 Trinity Street  
Hartford, CT 06106  
203/566-3059

**District of Columbia**

Emmett H. Fremaux, Jr.  
Executive Director  
Board of Elections and Ethics  
District Building, Room 4  
1350 Pennsylvania Ave., NW  
Washington, DC 20004  
202/727-2525

**Illinois**

Jim Withers, Election Specialist  
State Board of Elections  
1020 S. Spring  
Springfield, IL 62704  
217/782-4141

**Iowa**

Sandra Steinbach  
Director of Elections  
Hoover State Office Bldg.  
Des Moines, IA 50319  
515/281-5823

**Maryland**

Marvin L. Meyn, Deputy Administrator  
State Administrative Board of Election Laws  
P.O. Box 231  
Annapolis, MD 21404-0231  
301/974-3711

**Minnesota**

Joseph Mansky, Director  
Election Division  
Office of Secretary of State  
180 State Office Bldg.  
St. Paul, MN 55155-1299  
612/296-2805

---

**Montana**

Nancy Harte, Bureau Chief  
Elections Bureau  
Secretary of State  
State Capitol  
Helena, MT 59620  
406/444-4732

**Nebraska**

Ralph Englert  
Deputy Secretary of State and Director of  
Elections  
Office of Secretary of State  
State Capitol, Suite 2300  
Lincoln, NE 68509  
402/471-2554

**Douglas County**

Margaret A. Jurgensen  
Chief Deputy Election Commissioner  
Room 110, Hall of Justice  
Omaha, NE 68183  
/444-7200

**New Jersey**

Gloria Jean Berry  
Supervisor, Election Administration  
Department of State  
315 W. State St. CN 304  
Trenton, NJ 08625-0304  
609/292-7198

**New York**

David Flanagan  
Public Relations Officer  
State Board of Elections  
P.O. Box 4  
One Commerce Plaza  
Albany, NY 12260  
518/474-6220

**Oregon**

Brenda Bayes  
Secretary of State Election Division  
141 State Capitol  
Salem, OR 97310-0722  
503/378-4144

**Washington County**

T. Larson  
County Clerk, Elections  
503/648-8670

**Portland**

Donna Knutson, Clerk  
503/648-8670

**Pennsylvania**

Mark Lietzel  
Election Bureau  
305 North Office Bldg.  
Harrisburg, PA 17120  
717/787-5280

**Rhode Island**

Janet Armstrong, Executive Secretary  
Board of Elections  
50 Branch Avenue  
Providence, RI 02904  
401/277-2345

**South Carolina**

James F. Hendrix, Deputy Director  
South Carolina State Election Commission  
P.O. Box 5987  
Columbia, SC 29250  
803/734-9060

---

**Tennessee**

Kathryn D. Crisp  
Assistant Coordinator of Elections  
Suite 500, James K. Polk Bldg.  
Nashville, TN 37243-0309  
615/741-7956

**Davidson County**

Kathy Summers  
County Election Commission  
Nashville, TN 37202-0650  
615/862-8800

**Knox County**

Irene Lovely  
County Election Commission  
Courthouse, Room 218  
Knoxville, TN 37902-5759  
615/521-2480

**Utah**

Thayre Dennis  
Lieutenant Governor's Office  
Room 203, State Capitol  
Salt Lake City, UT 84114  
801/538-1524

**Washington**

Carla Rutherford  
Office of Secretary of State  
Legislative Bldg. AS-22  
Olympia, WA 98504-0422  
206/753-2336

**Wisconsin**

Barbara Hanson  
Election Specialist  
State Board of Election  
132 East Wilson St., 3rd Fl.  
Madison, WI 53702  
608/267-0714

**City of Milwaukee**

Donna Skenadore  
Chief Registration Clerk  
200 E. Wells St., Room 501  
Milwaukee, WI 53202  
414/278-3491

Jo-Anne Chasnow  
100% VOTE/Human SERVE  
622 W. 113th Street, Suite 410  
New York, NY 1002  
212/854-4053









---

**For information about other**

# **Innovations in Election Administration**

**contact**

**National Clearinghouse on Election Administration  
Federal Election Commission  
999 E. Street, N.W.  
Washington, D.C. 20463**

---

**Toll Free 800/424-9530  
Direct 202/219-3670  
FAX 202/219-3880**

Cut Here

---

FEDERAL ELECTION COMMISSION  
WASHINGTON, DC 20463

---

OFFICIAL BUSINESS  
Penalty for Private  
Use, \$300

Bulk Rate Mail  
Postage and Fees Paid  
Federal Election Commission  
Permit Number G-31