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MONTANA SECRETARY OF STATE

Guide to AGENCY-BASED VOTER REGISTRATION

NATIONAL VOTER REGISTRATION ACT (NVRA)

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NVRA information and Agency Responsibilities

The National Voter Registration Act (NVRA) was passed by Congress in 1993. This sweeping legislation requires that states offer voter registration at state motor vehicle agencies, as well as state and local offices offering public assistance.

Purposes and Requirements of the National Voter Registration Act

The primary objectives of the NVRA are:

- Establish procedures that will increase the number of eligible citizens who register to vote in elections for Federal office;
- Protect the integrity of the electoral process by ensuring that accurate and current voter registration rolls are maintained; and
- Enhance the participation of eligible citizens as voters in elections for Federal office (42 U.S.C. §1973gg).

The NVRA pursues these objectives by:

- Expanding the number of locations and opportunities whereby eligible citizens may apply to register to vote;
- Requiring voter registration file maintenance procedures that, in a uniform and nondiscriminatory manner, identify and remove the names of only those individuals who are no longer eligible to vote; and
- Providing registration requirements and procedures to ensure that an individual's right to vote prevails over current bureaucratic or legal technicalities.

NVRA agency staff must provide the same level of assistance to all applicants in completing voter-registration application forms as is provided with respect to every other service or application for benefits (unless the applicant specifically refuses such assistance).

Agency staff are prohibited under NVRA from: seeking to influence an applicant's political preference or party allegiance; displaying any such political preference or party allegiance; making any statement to an applicant or taking any action that has the purpose or effect of discouraging the applicant from registering to vote; or making any statement to an applicant or taking any action that has the purpose or effect of leading the applicant to believe that a decision to register or not to register has any bearing on the availability of services or benefits.



Registration Requirements

- STEP 1)** As required by the NVRA, each U.S. citizen seeking the following must be asked if the person wishes to register to vote:
- A) Anyone seeking assistance
 - B) Anyone seeking renewal or recertification
 - C) Anyone making an address change
- STEP 2)** If the person chooses to register, ask them if they would like you to assist them in filling out the voter registration application form.
- If they indicate they are already registered, ask if they need to update name or residence address.
- If they decline to register or are already registered, track this in CHIMES (**OPA offices**) or mark the applicable box on the tally sheet (**NON-OPA offices**).
- If they do not respond, or if they leave the Voter Registration Questionnaire (VRQ) blank, **provide or mail them a voter registration application, and track this in CHIMES (OPA offices) or mark the applicable box (NON-OPA offices).**
- STEP 3)** For individuals who submit a voter registration application, make sure the voter registration application is filled out completely and signed by the individual.
- STEP 4)** If you have not done so already:
- OPA OFFICES:** track the individual's response in CHIMES,
- NON-OPA OFFICES:** mark the applicable box on the tally sheet.
- STEP 5)** Send (or deliver) the voter registration application to the county election administrator within 3 days, in an envelope **identifying your agency**, for tracking purposes.



Frequently Asked Questions - Voter Registration Applicants

**Q. What are the eligibility requirements?
What if I am a felon?**

A. Citizens must be at least 18, and residents of MT for at least 30 days before the next election. Felons can register and vote if they are no longer incarcerated.

Q. Can I still register even if the election is less than 30 days away?

A. Yes. You will need to late register in the county election office.

Q. If I register to vote, can I be called to jury duty?

A. Jury lists are selected from registered driver lists, as well as registered voter lists.

Q. How will I know if I am registered to vote?

A. Registrants receive a card in the mail confirming their registration.

Q. Do I have to re-register to vote if I have moved?

A. Yes, since your precinct may have changed.

Q. What if I need to take the registration form with me to fill it out?

A. This is permitted.



Frequently Asked Questions from Agency Staff

Q. Are we required to ask each individual if they are registered to vote?

A. Yes, when providing applications for services or assistance, recertification/renewal, and change of address forms.

Q. If we mail an application, recertification/renewal, or change of address form to an elector, do we have to include anything with it?

A. All such documents must be sent with a voter registration application.

Q. What reporting requirements do agencies have?

A. **FOR OPA OFFICES:** track the individual's response in CHIMES.

FOR NON-OPA OFFICES: mark the applicable box on the tally sheet. See attached a sample monthly tally sheet and monthly transmittal form. Send these in by the 5th of the month as directed on the forms.

Q. What do we do with completed registration forms?

A. Send (or deliver) them in an envelope **with your agency name on it** within 3 days to the county election administrator whose contact information is on the back of the form.

MT VOTER REGISTRATION APPLICATION INSTRUCTIONS

(These instructions may be printed off and provided to client)

Section 1:

Check the appropriate box.
Check the "Other" box if your reason for filling out the card is not otherwise listed.

Section 2:

You must complete all of these. If you answer "No" to any of the questions, do not complete the form.

Section 3 and 4:

These sections identify your name and date of birth. Be sure to put in your last name first. You are not required to provide a middle name or middle initial.

Section 6:

Fill in your street address or rural address, city, county and zip. If neither of those addresses is available, provide other specific geographic location info from which the location of your residence may be easily determined.

Section 5:


This section establishes your identity. See the next page for detailed instructions.*

Section 7:

If you receive your mail at the same address you wrote in responding to Section 6, don't fill in this address. If you receive your mail at a different address than you identified in Section 6, fill in the mailing address, city, county and zip code.

Section 8:

If you are an active duty military member (or a spouse or dependent) who are absent or will be absent from your place of registration, or if you are residing overseas, fill in the appropriate box. Only fill in a box if you are either on active duty (or a spouse or dependent of a person on active duty) or overseas.



MONTANA VOTER REGISTRATION APPLICATION

Fields marked with an asterisk (*) are required. If you do not provide all of the required information, your application to register to vote will not be complete. UNDER FEDERAL AND/OR STATE LAW ALL ELECTORS MUST PRESENT ID WHEN VOTING. Please type or print clearly using black or blue ink. COMPLETE FORM AND SUBMIT TO COUNTY ELECTION OFFICE.

NOTE: VOTER REGISTRATION REQUIRES U.S. CITIZENSHIP

ELIGIBILITY REQUIREMENTS AND IDENTIFYING INFORMATION			
1 Check all that apply: <input type="checkbox"/> New Registration <input type="checkbox"/> Name Change <input type="checkbox"/> Address Change <input type="checkbox"/> Signature Update <input type="checkbox"/> Other			
2 Are you a citizen of the United States?*		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will you be at least 18 years of age on or before the next election?*		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will you be a Montana resident for at least 30 days before the next election?*		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<small>*If you checked "No" in response to any of these questions, do not complete this form.</small>			
3 Last Name*	First Name*	Middle Name	Suffix (Jr., Sr., Etc.)
4 Date of Birth*	Contact Phone Number	Email Address	
month / day / year			
5 Select one of the following and provide the required information*			
<input type="checkbox"/> I have a Montana Driver's License or Montana ID and that number is _____			
<input type="checkbox"/> I do not have a Montana Driver's License or MT ID card. The last 4 digits of my SSN are _____			
<input type="checkbox"/> I do not have a Montana Driver's License or MT ID card, or a Social Security Number. I have attached a copy of a photo ID that shows my name, or acceptable ID that shows my name and current address (paycheck stub; utility bill; bank statement; or government document).			
<small>ID numbers provided above are kept confidential and are not available for public inspection.</small>			
6 Montana Residence Address*	City*	County*	Zip Code*
7 Mailing Address (required if differs from residence address)	City	State	Zip Code
8 If applicable, check one of the following:			
<input type="checkbox"/> Military Domestic (or military spouse or dependent) – only if on active duty and will be absent from place of registration			
<input type="checkbox"/> Military Overseas (or overseas military spouse or dependent) <input type="checkbox"/> U.S. Citizen Overseas			
PREVIOUS REGISTRATION INFORMATION – will be used to provide cancellation information to former jurisdiction <small>REQUIRED IF NAME CHANGED OR IF PREVIOUSLY REGISTERED TO VOTE IN ANOTHER MT COUNTY OR IN ANOTHER STATE</small>			
9 Previous City, County and State	Residence Address of Previous Registration	Previous Registration Name	
RECEIVE YOUR BALLOT IN THE MAIL			
<input type="checkbox"/> Yes, I request an absentee ballot to be mailed to me for all elections in which I am eligible to vote as long as I reside at the address listed on this application. I understand that in order to continue to receive an absentee ballot, I must complete, sign, and return an address confirmation notice mailed to me by the county election office in January of each even-numbered year.			
If your mailing address differs during certain times of the year please add the seasonal mailing address information in this space, or contact your county election office. Seasonal mailing address for the period of _____ through _____			
APPLICANT AFFIRMATION			
<small>I affirm under penalty of perjury that the information on this application is true, that I am a citizen of the United States, that I will be at least 18 years old on or before the next election, that I will have been a resident of Montana for at least 30 days prior to the next election, and that I am not serving a felony conviction in a penal institution nor have been found to be of unsound mind by a court. I understand that if I have given false information on this application, I may be subject to a fine or imprisonment, or both, under federal and/or state law.</small>			
Signature*		Date*	
<small>THE AFFIRMATION ON THIS APPLICATION FOR VOTER REGISTRATION MUST BE SIGNED BY THE APPLICANT – FAILURE TO DO SO WILL PREVENT APPLICATION FROM BEING PROCESSED.</small>			
For county use only			
Date	Senate	House	Precinct / Split
			Ward
			School
			92015

Section 9:

If you previously registered to vote, but have changed your name or address since that time, filling in the information in Section 9 will allow election officials to replace your old name and address with the new name and address information you provided in your answers to Sections 3, 6 and 7 above.

If your address has changed since the last time you registered to vote, fill in your OLD address information in the first two spaces under Section 9. If your name has changed since the last time you registered to vote, fill your OLD name in the third box under Section 9.

Signature Section:

You must sign and date the Voter Registration Application. Before signing and dating the Application, read it and make sure that all your answers are complete and true.



MT VOTER REGISTRATION APPLICATION INSTRUCTIONS (continued)

(These instructions may be printed off and given to client)

***Section 5:**

This Section identifies you as the person you claim to be. You only need to check one (1) box and fill in the associated blank.

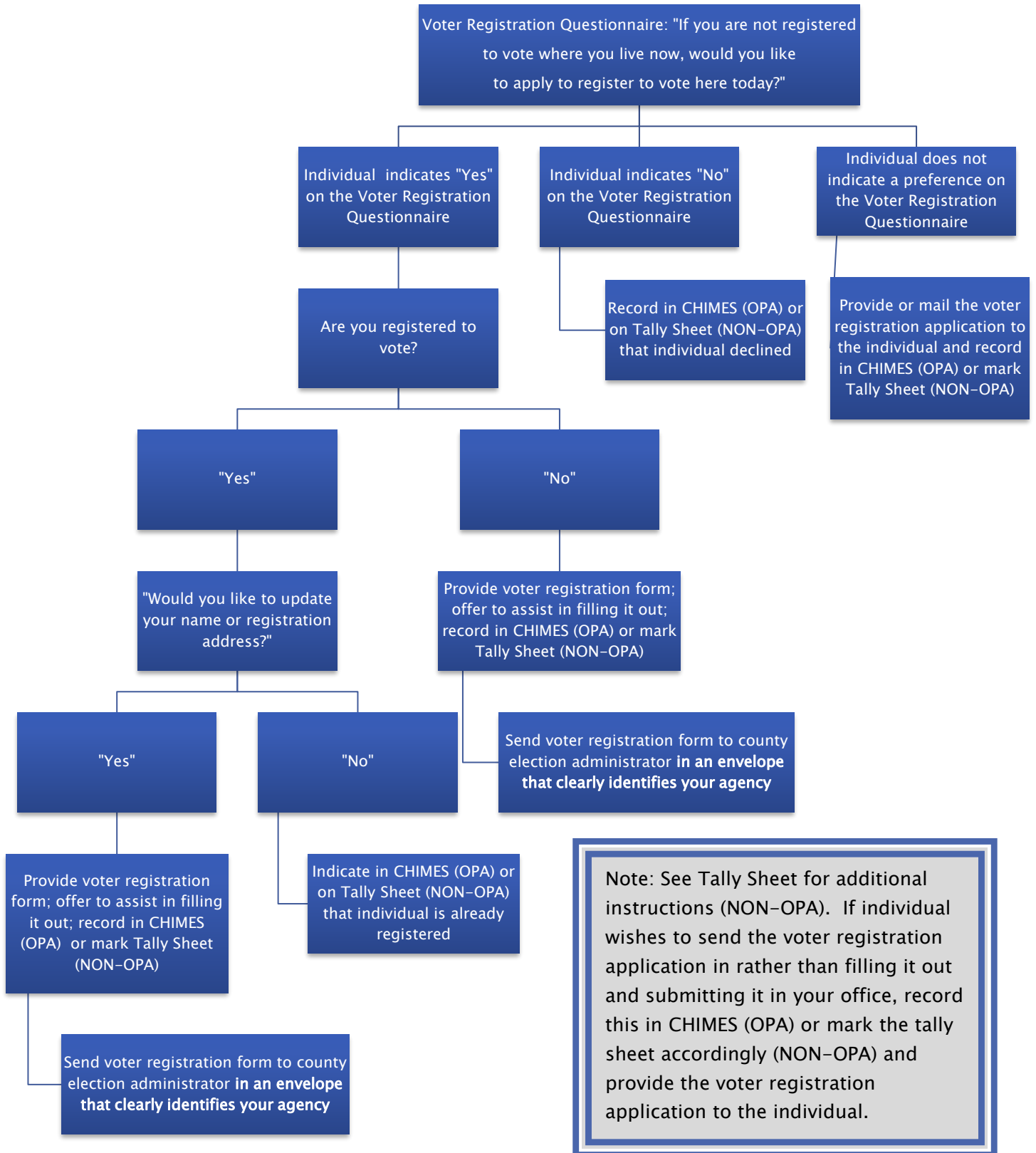
- 1) Check the first box in Section 5 if you have a valid Montana Driver's License or a Montana ID and write the license or ID number in the space provided. If you check this box and provide a driver's license number or Montana ID number, you don't have to check another box in Section 5.**
- 2) Check the second box in Section 5 if you have not been issued a valid Montana Driver's License or a Montana ID but you do have a Social Security number. Print the last four digits of your Social Security number in the space provided. If you check this box and provide the last four digits in your Social Security number, you don't have to check another box in Section 5.**
- 3) Check the third box if you have not been issued a Montana Driver's License, a Montana ID, or a Social Security Number. This is extremely rare, especially for those who are applying for or receiving government assistance. If and only if you have not been issued such a number, attach to your Voter Registration Application either a copy of another kind of photo ID with**

Note: You can turn your completed Voter Registration Application into the agency that provided it to you, and agency staff will send it to the county election office. Or, you can submit directly to your [county election office](#).

Instructions for NVRA Site Coordinator

- 1) Each agency should designate an NVRA site coordinator.
- 2) The coordinator ensures that all staff members have the most current voter registration forms and understand the procedures.
- 3) Ensure that all paper-, telephone-, Intranet-, and Internet-based applications, recertifications/renewals, and address change forms include the option to register to vote and to update voter registration. (Although individuals may request voter registration applications by telephone and by Internet/Intranet, submitted voter registration applications must be signed.)
- 4) For any individuals who did not indicate whether or not they want to register to vote and/or who leave the Voter Registration Questionnaire (VRQ) form blank, you must provide them with the voter registration application or send them a voter registration application packet.
- 5) Track and report voter registration efforts as follows:

Offices of Public Assistance:	Vocational Rehabilitation Offices and All Other Offices Designated for Agency-Based Voter Registration:
1) Track the individual's response in CHIMES.	1) Track all information on the monthly tally and transmittal forms (<i>see samples below</i>) 2) Email the forms by the 5 th day of the month to soselections@mt.gov .



Note: See Tally Sheet for additional instructions (NON-OPA). If individual wishes to send the voter registration application in rather than filling it out and submitting it in your office, record this in CHIMES (OPA) or mark the tally sheet accordingly (NON-OPA) and provide the voter registration application to the individual.

AGENCY VOTER REGISTRATION MONTHLY TALLY SHEET

(for combined counties, please list data for each county individually (for tallies, for each client choose only one category (A-D) below)

Reporting for the Month/Year:		Individual County & Site:		Reporting Clerk:
(A) <u>Registered This Month</u>	(B) <u>Declined This Month</u>	(C) <u>Already Registered</u>	(D) <u>Other than those clients who declined (B) or indicated they were already registered (C), client did not register but staff provided or mailed voter registration application to client (includes clients who left Voter Registration Questionnaire blank)</u>	
Total =	Total =	Total =	Total =	
<u>Comments or suggestions on the program</u>				

Instructions: **OPA Offices:** Track all of the above information in CHIMES; it is not necessary to complete or send in monthly tally or transmittal forms. **Non-OPA Offices:** 1) Email all tally sheets and the transmittal form to soselections@mt.gov.

SAMPLE

Reporting for the Month/Year: April/(1-31)/2014		Individual County & Site: Lewis & Clark OPA		Reporting Clerk: Jon Doe
(A) <u>Registered This Month</u>	(B) <u>Declined This Month</u>	(C) <u>Already Registered</u>	(D) <u>Other than those clients who declined (B) or indicated they were already registered (C), client did not register but staff provided or mailed voter registration application to client (includes clients who left Voter Registration Questionnaire blank)</u>	
IIII IIII III Total = 13	IIII IIII Total = 9	IIII Total = 5	IIII Total = 3	

AGENCY VOTER REGISTRATION MONTHLY TRANSMITTAL FORM
 (For combined counties, please list data for each county individually)

Reporting for the Month/Year: _____

Site Coordinator: _____

<u>Individual County & Site</u>	<u>(A) Registered This Month</u> Total =	<u>(B) Declined This Month</u> Total =	<u>(C) Already Registered</u> Total =	<u>(D) Other than those clients who declined (B) or indicated they were already registered (C), client did not register but staff provided or mailed voter registration application to client (includes clients who left Voter Registration Questionnaire _____)</u>
<u>Individual County & Site</u>	<u>(A) Registered This Month</u> Total =	<u>(B) Declined This Month</u> Total =	<u>(C) Already Registered</u> Total =	<u>(D) Other than those clients who declined (B) or indicated they were already registered (C), client did not register but staff provided or mailed voter registration application to client (includes clients who left Voter Registration Questionnaire _____)</u>
<u>Individual County & Site</u>	<u>(A) Registered This Month</u> Total =	<u>(B) Declined This Month</u> Total =	<u>(C) Already Registered</u> Total =	<u>(D) Other than those clients who declined (B) or indicated they were already registered (C), client did not register but staff provided or mailed voter registration application to client (includes clients who left Voter Registration Questionnaire _____)</u>
<u>Individual County & Site</u>	<u>(A) Registered This Month</u> Total =	<u>(B) Declined This Month</u> Total =	<u>(C) Already Registered</u> Total =	<u>(D) Other than those clients who declined (B) or indicated they were already registered (C), client did not register but staff provided or mailed voter registration application to client (includes clients who left Voter Registration Questionnaire _____)</u>
<u>Individual County & Site</u>	<u>(A) Registered This Month</u> Total =	<u>(B) Declined This Month</u> Total =	<u>(C) Already Registered</u> Total =	<u>(D) Other than those clients who declined (B) or indicated they were already registered (C), client did not register but staff provided or mailed voter registration application to client (includes clients who left Voter Registration Questionnaire _____)</u>
<u>Individual County & Site</u>	<u>(A) Registered This Month</u> Total =	<u>(B) Declined This Month</u> Total =	<u>(C) Already Registered</u> Total =	<u>(D) Other than those clients who declined (B) or indicated they were already registered (C), client did not register but staff provided or mailed voter registration application to client (includes clients who left Voter Registration Questionnaire _____)</u>

OPA Offices: Track all of the above information in CHIMES; it is not necessary to complete or send in monthly tally or transmittal forms. **Non-OPA**

Offices: 1) Email all tally sheets and the transmittal form to soselections@mt.gov.