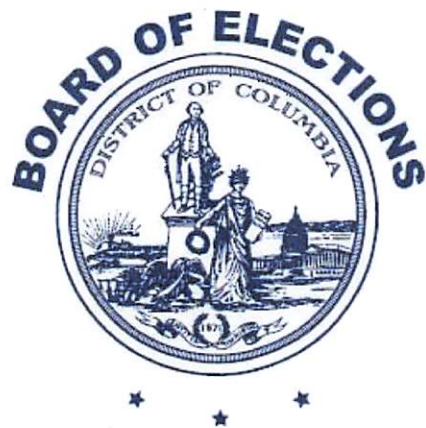


District of Columbia
BOARD OF ELECTIONS

NATIONAL VOTER REGISTRATION ACT



AGENCY MANUAL

Table of Contents

I. Introduction	2
II. Voter Registration Agencies in the District of Columbia.....	2
III. VRA Obligations Under the NVRA	4
IV. Voter Registration at VRAs, Step-by-Step	6
V. The Voter Preference Form	9
VI. The Voter Registration Application.....	10
VII. Remote Transactions.....	14
VIII. Roles and Responsibilities of DCBOE and VRA Officials	15
IX. Reporting and Accountability	16
X. Voter Registration/Voting FAQ.....	20
XI. Relevant Federal and District Law	26

I. Introduction

The purpose of this District of Columbia Board of Elections National Voter Registration Act (NVRA) Agency Manual (the Manual) is to serve as a resource and reference guide for District of Columbia agencies that have been designated as **Voter Registration Agencies (VRAs)**. Federal and District law require VRAs to offer voter registration services as part of their agency's core duties.

This Manual addresses various topics, including:

- Which District of Columbia agencies are VRAs.
- What VRAs must do to comply with District and federal law.
- What Voter Registration Services consist of.
- When Voter Registration Services must be offered.
- How Voter Registration Services must be offered.
- What voter information must be kept confidential.
- The roles and responsibilities of Board of Elections and VRA Officials.

The District of Columbia Board of Elections (DCBOE) is happy to partner with the District's VRAs to ensure that all eligible District residents who want to register to vote can easily do so. If you have any questions, please do not hesitate to contact DCBOE's Registrar of Voters at 202-727-2525.

II. Voter Registration Agencies in the District of Columbia

The National Voter Registration Act of 1993 (NVRA) is a federal voter registration law intended to:

- Provide increased opportunities for eligible citizens to register to vote.
- Increase voter participation.
- Ensure voter registries are accurate and up-to-date.

The NVRA requires the District of Columbia to designate any government agency that 1) provides public assistance; or 2) administers State-funded programs, primarily engaged in providing services to persons with disabilities, as a **Voter Registration Agency (VRA)**. A VRA is an agency that **must provide voter registration services**.

The NVRA also requires the District to designate other government offices as VRAs. These offices include public schools, public libraries, offices of city and county clerks (including marriage license bureaus), government revenue offices, and unemployment compensation offices. Also included are federal and nongovernmental offices that agree to serve as VRAs.

The section of the NVRA pertaining to VRAs (52 U.S.C. § 20506) can be found on pages 25 – 27 of this Manual, and the section of District law that covers voter registration at VRAs (D.C. Official Code § 1-1001.07(d)) can be found on pages 34 – 37.

The following District government agencies and offices are VRAs:¹

- Department of Corrections
- Department of Health
- Department of Health Care Finance
- Department of Human Services
- Department of Parks and Recreation
- Department of Youth Rehabilitation Services
- Department on Disability Services
- District of Columbia Public Library
- District of Columbia Public Schools
- Health Benefit Exchange Authority
- Department of Aging and Community Living.

¹ Other entities in the District serve as VRAs, including the Department of Motor Vehicles (DMV) and Armed Forces recruitment offices. However, this manual addresses relevant procedures for the VRAs listed above.

III. VRA Obligations Under the NVRA

A. Providing Voter Registration Services

Under the NVRA, VRAs must provide their clients with the opportunity to register to vote by offering **voter registration services**.

1. What Are Voter Registration Services?

Voter registration services include:

- **Distributing voter registration applications** (see page 12 of this Manual) and **Voter Preference Forms** (see page 8 of this Manual).
- **Providing the same level of assistance to applicants** who complete voter registration applications that would also be provided to them while completing the agency's forms, unless the applicant specifically refuses such assistance.
- **Accepting** completed voter registration applications and Voter Preference Forms.
- **Reviewing** completed voter registration applications to ensure that they contain all of the required information.
- **Sending** completed voter registration applications to DCBOE for processing no later than **10 days after receipt**. (Note: If an application is received within five days before the last day to register to vote in an election, the application must be sent to DCBOE no later than **five days after receipt**.)

2. When Must Voter Registration Services Be Provided?

VRAs must offer voter registration services **whenever** clients:

- **Apply** for assistance or services (e.g. health services) for the first time.
- **Renew or recertify** their assistance or services.
- **Change** their address with the agency.

VRAs do not need to offer registration services to clients who engage in the activities listed above if they decline to register to vote using the Voter Preference Form.

If a VRA allows clients to engage in one of the activities listed above **remotely (by phone, by mail, by email, or online)**, the VRA **must** offer voter registration services remotely.

3. Where Must Voter Registration Services Be Provided?

Voter registration services must be offered at the VRA. However, **if the VRA provides services to people with disabilities in their homes**, the VRA **must** also provide voter registration services to those individuals in their homes.

4. How Must Voter Registration Services Be Provided?

Voter registration services must be provided in a non-partisan manner that does not improperly influence applicants. While offering voter registration services, employees **must not**:

- Attempt to persuade an applicant to join or not join a particular political party.
- Display any political preference or party allegiance of one's own.
- Say or do anything that would, or might, discourage an applicant from registering to vote.
- Say or do anything that would, or might, lead an applicant to believe that registering or not registering to vote will affect their ability to receive services or benefits.

Generally, VRA employees **may encourage** clients to apply to register to vote, **but they may not discourage** clients from registering to vote. To avoid any appearance of improperly influencing clients, employees should avoid discussing politics, political news, and/or political opinions that might influence a client's decision to register to vote or to register with a political party.

To avoid the appearance of any impropriety, DCBOE encourages employees asked about specific party registration to instead call the DCBOE at 202-727-2525.

B. Maintaining The Confidentiality Of Certain Information

Federal and District law requires that certain information regarding the provision of voter registration services be kept confidential. This information includes:

- The applicant's decision to apply to register to vote, or to decline to apply to register to vote.
- The identity of the agency where the applicant registers to vote.
- The following information on voter registration applications:
 - Month and day of date of birth
 - Full or partial Social Security numbers
 - Telephone number(s)
 - Email address(es)

C. Retaining Documentation

VRAs are required to retain all Voter Preference Forms for at least 24 months.

IV. Voter Registration at VRAs, Step-by-Step

A. Hand the client the Voter Preference Form and ask, "If you are not registered to vote, would you like to register to vote today?"

B. If the client:

1. Responds that they are **already registered at their current address OR that they would not like to apply to register to vote:**

- a. The client should check the box on the Voter Preference Form that corresponds to their response.
- b. The client should print their name, sign, and date the form in the appropriate places.
- c. The employee should complete the "For Agency Use Only" section of the form.
- d. Give the client the white copy of the form.
- e. Retain the yellow copy of the form for 24 months.

2. Responds that they **would like to apply to register to vote:**

- a. Have them check the box on the Voter Preference Form that reads, "Yes, I would like to apply to register to vote or update my existing voter registration today."
- b. Ask the client if they would like help with the voter registration application.
- c. Have the client check the box that corresponds to their response.
- d. Have the client print their name, sign, and date the form in the appropriate places.
- e. The employee should complete the "For Agency Use Only" section of the form.
- f. Give the client the white copy of the form.
- g. Give the client a voter registration application;
- h. If the client asked for help with the voter registration application, provide the same level of assistance that would be provided for the completion of the agency's own forms;
- i. When the client has completed the voter registration application, **review it completely** to ensure that it contains all of the information required for voter registration, including the applicant's signature, **before they leave your office;**
- j. Date-stamp the voter registration application so that the official date of receipt by the VRA is recorded on the form.
- k. Inform the client that you will send the application to DCBOE and that, if the application is accepted, they should receive a voter registration card within three weeks. Further inform them that they should contact DCBOE if they do not receive a voter registration card within that timeframe.
- l. Transmit the voter registration application to DCBOE within the required timeframe.

3. **Declines to both register to vote and complete the Voter Preference Form:**

- a. Have the client check the box on the Voter Preference Form that reads, "No, I would not like to register to vote today".
- b. Print the client's name in the space provided on the form.

- c. Print the date in the space provided on the form.
- d. The employee should complete the "For Agency Use Only" section of the form.

V. The Voter Preference Form

The Voter Preference Form is the form applicants use to indicate whether they would like to register to vote or update their existing voter registration record. The Voter Preference Form also documents the VRA's compliance with the NVRA.

Every client who applies for, renews, or recertifies benefits or services, or who seeks to change their address at the agency where they receive services, must be asked to complete a Voter Preference Form, regardless of whether they complete a voter registration application.

Under the NVRA, the Voter Preference Form must include:

- The question, "If you are not registered to vote where you live now, would you like to apply to register to vote here today?"
- If the agency provides public assistance, the statement, "Applying to register or declining to register to vote will not affect the amount of assistance that you will be provided by this agency."
- Boxes for the applicant to check to indicate whether the client would like to register or decline to register to vote, along with the following statement: "IF YOU DO NOT CHECK EITHER BOX, YOU WILL BE CONSIDERED TO HAVE DECIDED NOT TO REGISTER TO VOTE AT THIS TIME."
- The statement, "If you would like help in filling out the voter registration application form, we will help you. The decision whether to seek or accept help is yours. You may fill out the application form in private."
- The statement, "If you believe that someone has interfered with your right to register or to decline to register to vote, your right to privacy in deciding whether to register or in applying to register to vote, or your right to choose your own political party or other political preference, you may file a complaint with the Executive Director of the District of Columbia Board of Elections, 1015 Half Street, SE, Suite 750, Washington, DC 20003 • 202-727-2525/1-866-DCVOTES (toll-free) / 711 (TTY)."

DCBOE has developed a uniform Voter Preference Form for use by the District's voter registration agencies. (see page 8 of this Manual).

If the client refuses to complete the Voter Preference Form, please document the refusal in the "FOR AGENCY USE ONLY" section of the form. Keep track of all refusals for record-keeping purposes.

The VRA's copy of the Voter Preference Form should not be sent to DCBOE (except at DCBOE's request), but must be retained by the VRA for at least 24 months.

Note: The "FOR AGENCY USE ONLY" section of the form must be completed in all instances, even if the client refuses voter registration services.

**District of Columbia Board of Elections
Voter Registration Agency Voter Preference Form**

**If you are not registered to vote where you live now, would you like to apply to register to vote here today?
(You are not eligible to register to vote if you are not a U.S. citizen or if you are not at least 16 years of age.)**

Please respond by checking **ONE** of the three numbered boxes below:

- 1.** **I am already registered at my current address.**
NOTE: If you are registered to vote where you live now and you have not changed your address, it is not necessary for you to register to vote again.
- 2.** **Yes, I would like to apply to register to vote OR update my existing voter registration.**
(The identity of the agency where you are submitting this application is confidential and will only be used for voter registration purposes.)
If you would like help completing the voter registration application form, we will help you.
The decision whether to seek or accept help is yours. You may complete the form in private, or outside of this office. If you need help with completing the form outside of this office, please contact the Board of Elections at 202.727.2525.
- I would like help with the voter registration application form.
- I do not need help with the voter registration application form.
- 3.** **No, I would not like to apply to register to vote today.** (The fact that you have declined to register to vote is confidential and will only be used for voter registration purposes.)

If you do not check any of the three boxes above, you will be considered to have decided not to register to vote at this time.

Applicant's Printed Name: _____

Applicant's Signature/Date: _____

IMPORTANT NOTICES

1. Applying to register or declining to register to vote will not affect the amount of assistance that you will be provided by this agency.
2. If you believe that someone has interfered with your right: a) to register to vote; b) to decline to register to vote; c) to privacy in deciding whether to register or in applying to register to vote, or; d) your right to choose your own political party or other political preference, you may file a complaint with the Executive Director of the District of Columbia Board of Elections, 1015 Half Street, SE, Suite 750, Washington, DC 20003 • 202.727.2525/1.866.DCVOTES (toll-free) / 711 (TTY)

FOR AGENCY USE ONLY (Check all that apply.)

1. **Client applied for:** New services/assistance Renewal or recertification of services/assistance Address change
2. **Client applied:** In person By phone At home Online/web service
3. **Client:** Submitted paper registration application. Submitted electronic registration application onsite.
 Did not submit application onsite/took application. Was sent form/application on ___/___/___(date).
4. **Client declined to register** (In this case, print the applicant's name and the date in the spaces provided and check Box 3.)

VI. The Voter Registration Application

The Voter Registration Application (see page 12 of this Manual) is the form clients use to apply to register to vote. The questions on the Voter Registration Application help DCBOE determine whether an applicant is eligible to register to vote and in which contests.

DCBOE's Voter Registration Application contains the following questions/requests for information (Note: An asterisk (*) indicates a required item.):

1. Question 1: Are you a U.S. Citizen?*

The applicant must check Yes or No. Only U.S. Citizens may vote in District elections. If the applicant checks No, they should not complete the Voter Registration Application.

2. Question 1a: Would you like information on serving as a poll worker for the next election?

DCBOE uses this information to establish a pool of potential election workers from among the District's registered voters.

3. Question 2: Reason for completing this form.

Applicants may be applying to register for the first time, or they may be updating or correcting their name, address, or party affiliation. Responding to this question lets DCBOE know whether the applicant is a current or new registrant.

4. Question 3: The applicant's full legal name.*

If necessary, the appropriate suffix (Jr., Sr., II, III, or IV) should be circled to allow DCBOE to distinguish between two (or more) people at the same address who may have the same name.

5. Question 4: The applicant's full residence address.*

This information enables DCBOE to register eligible applicants within the appropriate electoral jurisdictions (Ward and Advisory Neighborhood Commission Single Member District), which allows DCBOE to provide the voter with the appropriate ballot in the appropriate precinct and polling place. P.O. Boxes may not be used for residence addresses.

An applicant who does not have a traditional residence address, most typically a homeless applicant, may list a shelter address as their residence address. They may also provide a street corner, park, or other location. They should provide as much detail as they can about the location. For example, they may say that their residence address is "a heating grate on the northwest corner of Half and L Streets, SE." Homeless applicants should be encouraged to register in person at DCBOE whenever possible.

6. Question 5: The applicant's mailing address/email address.

An applicant who wishes to receive registration and election materials, including, potentially, absentee ballots, at an address other than their residence address may provide a different mailing address.

While applicants are not required to provide an email address, doing so will allow DCBOE to contact applicants about their application and, if necessary, share general information about voter registration and District elections. (DCBOE will keep your email address confidential.)

7. Question 6: The applicant's date of birth.*

Applicants who are at least 18 years of age may vote in all elections in which they are eligible to vote.

Applicants who are at least 17 years of age may vote in primary elections if they will be at least 18 years of age by the next general election.

Applicants who are at least 16 years of age may **pre-register** to vote. This means that they may complete and submit the Voter Registration Application, but their voter registration will not become active until they reach the age at which they may vote.

If the applicant is not at least 16 years of age, they should not complete the Voter Registration Application.

8. Question 7: Daytime phone number.

While applicants are not required to provide a telephone number, doing so will allow DCBOE to contact applicants about their applications and, if necessary, share general information about voter registration and District elections. (DCBOE will keep your telephone number confidential.)

9. Questions 8 and 8a: District DMV-issued Identification (ID) Number/Social Security Number (SSN) (last 4 digits).*

The applicant must provide their DMV-issued ID number. If they do not have a DMV-issued ID number, they should provide the last four digits of their SSN (SSN4). If the applicant does not have either a DMV-issued ID number or an SSN4, they should so indicate in section 8a on the form.

10. Question 9: Party Registration

To vote for candidates in primary elections in the District, the applicant must register with one of the District's major parties. A major party is a party that is eligible to conduct a primary election in the District. As of November 2020, there are four major parties in the District: Democratic, Republican, D.C. Statehood Green, and Libertarian.

The applicant does not have to be registered with a major party to vote in the District's general elections.

The DCBOE encourages VRA employees to instruct applicants with questions about party registration to contact DCBOE at 202-727-2525.

11. Question 10: If you need help with voting, please indicate the type of help.

This information allows DCBOE to identify and assist voters with vision, hearing, mobility, or other disabilities.

12. Question 11: What is your primary language if not English?

This information allows DCBOE to identify and assist voters who may not speak English fluently.

13. Question 12: Name and Address on Last Registration.

This information is used to identify people who may already be registered in the District or another jurisdiction, and, if applicable, to notify election officials in the other jurisdiction that the applicant has now registered to vote in the District.

14. Question 13: Voter Declaration/Signature/Date.*

In this section, the applicant swears or affirms, under penalty of perjury, that they meet all of the requirements necessary to register to vote in the District. To register to vote in the District, the applicant must:

- a. Be a U. S. Citizen.
- b. Live in the District of Columbia (An individual may not vote in an election in the District unless they have lived in the District for at least 30 days before the election in which they intend to vote.)
- c. Be at least 17 years old (As noted above, 17 year olds may register and vote in D.C. primary elections if they will be 18 on or before the next general election. A person may not vote in a D.C. general or special election until they are at least 18 years old. 16 year olds may pre-register to vote.)
- d. Not have been found by a court to be legally incompetent to vote.
- e. Not claim voting residence outside of the District of Columbia.

The applicant must **sign** the Voter Declaration in order for the application to be accepted by DCBOE.



Voter Registration Application

Use this form to register to vote, or to update your name, address, or party registration.

To vote in the District of Columbia, you must:

- Be a United States citizen
- Be a resident of the District of Columbia
- Maintain residency in the District of Columbia for at least 30 days prior to the election in which you intend to vote
- Not claim voting residence or the right to vote in another U.S. State or territory
- Be at least 17 years old*
- Not have been found by a court to be legally incompetent to vote

To vote in a primary election, you must also be registered in the party holding the primary at least 21 days prior to the election unless you are registering for the first time.

*You may vote in a primary election if you are at least 17 years old and you will be at least 18 years old by the next general election. You may vote in a general or special election if you are at least 18 years old.

Please complete all items on this form. You are not officially registered to vote until the Board of Elections has approved this application. You should receive a voter registration card in the mail within three weeks of submitting this application. If you are registering to vote in the District of Columbia for the first time and submit this application by mail or electronically, you may be required to provide identification that shows your name and current address the first time you vote in an election in the District of Columbia. Your mailed or electronically submitted application must be received by the Board by the 21st day before the next election. After that date, you can register to vote in person at 1015 Half Street SE, Suite 750. You can also register on the same day that you vote with valid proof of residence, but registering before you arrive at the polls will save you time.

If you do not receive your voter registration card, or if you have any questions, call (202) 727-2525, (866) 328-6837, or 711 (TTY), or visit www.dcboe.org

¿Necesita ayuda en su idioma? Llame al (202) 727-2525
በጽንጽዎች ለርዳታ ማግኘት ይሻሉ? በስልክ ቁጥር (202) 727-2525 ይደውሉ።
需要以您的语言帮助? 拨打Call (202) 727-2525

Avez-vous besoin d'aide dans votre langue ? Appelez le (202) 727-2525
한국어로 도움이 필요하세요? (202) 727-2525로 전화해주세요.
Cần sự trợ giúp ngôn ngữ của bạn? Hãy gọi (202) 727-2525

(Use a pen to complete this form)

VRF_Eng_09_21

1	Check one: Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No If you checked 'no', do not complete this form.		2	Reason for completing this form		Voter ID Number	
				<input type="checkbox"/> New Registration <input type="checkbox"/> Party Change		Reg. Date	
1a	Check one: Would you like information on serving as an election worker for the next election? <input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Address Change <input type="checkbox"/> Name Change		Class	
3	Last Name		First Name		Middle Name	Suffix (Jr., Sr., II, III, IV)	
4	Address Where You Live		Select one: <input type="checkbox"/> NE <input type="checkbox"/> NW <input type="checkbox"/> SE <input type="checkbox"/> SW		Apartment Number	Zip Code	
5	Address Where You Get Your Mail (if different from #4)				Zip Code	E-mail address (Optional)	
6	7	Date of Birth		Daytime Phone Number (Optional)	8	DC DMV-issued ID Number. If you do not have one, enter the last 4 digits of your Social Security Number.	
9	Party Registration - Check one box <input type="checkbox"/> Democratic Party <input type="checkbox"/> Republican Party <input type="checkbox"/> D.C. Statehood Green Party <input type="checkbox"/> Libertarian Party <input type="checkbox"/> **no party (Independent) <input type="checkbox"/> **other party (write name below)		**PLEASE NOTE: To vote in a primary election in the District of Columbia, you must be registered with the Democratic, Republican, D.C. Statehood Green or Libertarian Party.		8a	<input type="checkbox"/> I have not been issued a Driver's License Number or a Social Security Number.	
10	Optional: If you need help with voting, please indicate the type of help:				13	Read and Sign the Voter Declaration below. I swear or affirm that I meet each of the following qualifications:	
11	What is your primary language if it is not English?					<ul style="list-style-type: none"> • I am a U.S. citizen • I live in the District of Columbia at the address (#4) above • I am at least 18 years old • I have not been found by a court to be legally incompetent to vote • I do not claim voting residence or the right to vote in another U.S. state or territory 	
12	Name and Address on Last Registration:					WARNING: If you sign this statement even though you know it is untrue, you can be convicted and fined up to \$10,000 and/or jailed for up to five years.	
		(If outside D.C., include county and state)		Signature		Date	

Fold on dotted lines, seal and mail.

Notice: Voter registration information is public, with the exception of full/partial social security numbers, voter registration numbers, dates of birth, email addresses, and telephone numbers. Other information may also be held confidential as prescribed by federal and/or District law. (D.C. Official Code § 2-531 et seq.; 3 DCMR § 510.5)

VII. Remote Transactions (Transactions via Phone, Mail, Email, or Online)

The U.S. Department of Justice, which is responsible for enforcing the NVRA, provides the following guidance on remote transactions:

“The NVRA requires that voter registration opportunities be provided with respect to all application, renewal, recertification and change of address transactions regarding service and assistance with [VRAs]. Many [VRAs] routinely provide services/assistance such as application for, or renewal of, services or change-of-address notification through the internet, by telephone, or by mail. States should ensure the availability of voter-registration opportunities to individuals using such remote service/assistance opportunities from designated agencies. Thus, for all such internet transactions, states should advise of the opportunity to register to vote, and should provide some online capability to download or request a voter-registration form. For phone transactions, designated-agency personnel should advise applicants of the opportunity to register to vote and to request a voter registration form. Materials sent by mail to individuals completing phone or internet transactions (such as statements confirming a phone transaction, or renewal or change-of-address forms) should contain a voter-registration form.

In all such internet, phone, and mail transactions, individuals should be given a toll-free phone number, where possible, to call for information and instruction on how to complete the voter-registration process. Where feasible, as is done at many motor-vehicle agencies, States may consider providing for a simultaneous voter-registration opportunity through the electronic portal when individuals apply for services or assistance at a designated agency by that means. In addition, where possible, agencies may consider assisting the applicant in registering to vote by automatically filling in appropriate fields on voter-registration applications with information previously provided by the applicant in order to make the registration process easier and more efficient.

When upgrading technology related to the application/recertification/change of address process at [VRAs], States should ensure that such upgrade includes the voter registration process.

When a state contracts with a private entity to administer services in an agency that is required to offer voter registration, the ultimate responsibility for ensuring provision of voter registration services remains with the State, and the voter registration requirements under the NVRA remain the same.”

See National Voter Registration Act of 1993 (NVRA): Questions and Answers ¶ 24, <https://www.justice.gov/crt/national-voter-registration-act-1993-nvra> (last visited Sept. 17, 2021).

VIII. Roles and Responsibilities of DCBOE and VRA Officials

A. DCBOE

DCBOE's Executive Director is the official responsible for the coordination of the District's responsibilities under the NVRA. In this capacity, the Executive Director has the authority to **request that any VRA submit written reports and respond to any queries** that concern the administration and enforcement of the NVRA and related District laws. The Executive Director may also **direct that a civil action be brought** against any VRA that fails to comply with pertinent federal and District law.

DCBOE determines the eligibility of each individual who submits a voter registration application at the VRA.

B. VRA Agency Coordinator

Each VRA should designate an individual within the agency to serve as the Agency Coordinator. The Agency Coordinator manages the VRA's overall voter registration program within the agency and its departments, divisions, and programs; supervises the agency's Site Coordinators (see Subsection C below) in their NVRA-related duties; and ensures that the program is operating in accordance with the NVRA and District law.

The Agency Coordinator is responsible for:

- Monitoring NVRA-related developments and adjusting the VRA's voter registration program and procedures as necessary.
- **Compiling Site Coordinator Monthly Reporting Forms** (see page 17 of this Manual) into the **Agency Coordinator Monthly Reporting Form** (see page 18 of this Manual) for submission to the DCBOE
(Note: If the agency offers voter registration services at **MULTIPLE** sites, the Agency Coordinator must compile information about the voter registration activity at the various sites and provide it on the NVRA Agency Coordinator Monthly Reporting Form. If the agency offers voter registration services at only **ONE** site, the Agency Coordinator must only complete the NVRA Site Coordinator Monthly Reporting Form.).
- Submitting written reports and responding to queries made by DCBOE.
- Maintaining an up-to-date list of the VRA's Site Coordinators.
- Answering agency questions regarding NVRA procedures.
- Monitoring NVRA compliance (including collecting and analyzing data on the agency's NVRA activities) and overseeing any necessary corrective action plans.
- Serving as a liaison between the VRA and DCBOE.
- Ensuring that the VRA is meeting the NVRA's recordkeeping requirements.
- Ensuring that the VRA sites have adequate supplies of voter registration applications, Voter Preference Forms, and other materials necessary for voter registration.
- Ensuring that all staff, including any volunteers, are trained on NVRA duties.
- Promoting voter registration services via posters, videos, and any other useful media/materials.

C. VRA Site Coordinator

The VRA Site Coordinator is the individual responsible for administering the VRA's voter registration program at a particular site/office.

The Site Coordinator is responsible for:

- Maintaining extensive knowledge of the NVRA, including any changes thereto, and relevant procedures/practices.
- Completing **Site Coordinator Monthly Reporting Forms** (see page 17 of this Manual).
- Monitoring and communicating to staff any changes in relevant procedures/practices.
- Supervising daily voter registration activities.
- Resolving site questions and problems relating to the voter registration process.
- Tracking voter registration and declination forms.
- Forwarding completed voter registration applications to Agency Coordinator within the required time frame.

IX. Reporting and Accountability (Monthly Reporting Forms)

In accordance with D.C. Official Code § 1-1001.07(d)(12)(B)(i), and to ensure compliance with the NVRA and assess the impact of the overall voter registration program at each VRA, each VRA Site Coordinator must complete the **Site Coordinator Monthly Reporting Form** and submit it to the VRA's Agency Coordinator. The NVRA Site Coordinator Monthly Reporting Form will provide information on each VRA's monthly voter registration activity at a particular site or office.

The VRA Agency Coordinator must, in turn, compile and assemble the data submitted on each Site Coordinator Monthly Reporting Form into an **NVRA Agency Coordinator Monthly Reporting Form** that must be submitted to DCBOE at the end of each month. The NVRA Agency Coordinator Monthly Reporting Form will provide information on the amount of voter registration activity at an entire VRA over the course of a month.

The Site Coordinator Monthly Reporting Form must include the following information:

1. The number of clients served at the site during the reporting month:
This is the number of clients who applied at the site for assistance or services, or sought to renew or recertify their assistance or services, or filed a change of address.
2. The number of clients who were offered voter registration services:
This is the number of clients in #1 (above) who were asked if they would like to register to vote.
3. The number of clients who indicated that they were already registered to vote at their current address.

4. The number of clients who declined to apply to register to vote.
5. The number of clients who took voter registration applications to complete offsite.
6. The number of clients who completed applications online while onsite.
7. The number of completed paper applications transmitted to the Agency Coordinator.

**District of Columbia Board of Elections
NVRA Site Coordinator Monthly Reporting Form**

Agency: _____

Site Name/Address: _____

Site Coordinator: _____

Telephone (incl. ext.): _____ Email: _____

Report Date (MM/YY): _____

Site Coordinator Signature: _____

Instructions: Please review your report for accuracy and resolve any errors or discrepancies. Do not leave any boxes blank - if there is no value for a particular query, insert a zero (0). Please return the completed report to your Agency Coordinator by no later than the 7th of each month.

Number of clients served at the site during the reporting month	
Number of clients who were offered voter registration services	
Number of clients who indicated that they were already registered to vote at their current address	
Number of clients who declined to apply to register to vote	
Number of clients who took voter registration applications to complete offsite	
Number of clients who completed application online while onsite	
Number of completed paper applications transmitted to Agency Coordinator	

**District of Columbia Board of Elections
NVRA Agency Coordinator Monthly Reporting Form**

Agency: _____

Main Address: _____

Agency Coordinator: _____

Telephone (incl. ext.): _____ Email: _____

Report Date (MM/YY): _____

Agency Coordinator Signature: _____

Instructions: Please review your report for accuracy and resolve any errors or discrepancies. Do not leave any boxes blank - if there is no value for a particular query, insert a zero (0). Please return the completed report to DCBOE by no later than the 15th of each month.

Number of clients served at the agency during the reporting month	
Number of clients who were offered voter registration services	
Number of clients who indicated that they were already registered to vote at their current address	
Number of clients who declined to apply to register to vote	
Number of clients who took voter registration applications to complete offsite	
Number of clients who completed application online while onsite	
Number of completed paper applications transmitted to DCBOE	

X. Voter Registration/Voting FAQ

You should be prepared to answer the following FAQs about voting and voter registration. If your clients have questions that do not appear below, please have them contact DCBOE at 202.727.2525, or visit our website at www.dcboe.org.

A. Voter Registration

1. Am I already registered to vote?

You can check to see if you are registered to vote at <https://dcboe.org/Voters/Register-To-Vote/Check-Voter-Registration-Status>. Enter your first name, last name, date of birth, and zip code to determine your registration status.

2. Who is eligible to register to vote?

You are eligible to register to vote in the District of Columbia if you:

- Are a U.S. Citizen.
- Have lived in the District of Columbia for at least 30 days before the election.
- Are not registered and planning to vote in another U.S. state or territory.
- Are at least 17 and will be at least 18 by the next general election. (If you are at least 16, you can pre-register to vote.)
- Have not been found by a court to be legally incompetent to vote.

3. How do I register to vote?

You can register to vote in the following ways:

- In person – visit DCBOE (1015 Half Street SE, Suite 750 Washington, DC 20003) or a VRA.
- Online – visit <https://dcboe.org/voters/Register-To-Vote/Register-to-Vote>.
- By mail – download an application at <https://www.dcboe.org/dcboe/media/PDFFiles/VRF-English-05242021.pdf>, print and mail the complete application to 1015 Half Street SE, Suite 750 Washington, DC 20003;
- By email - download an application at <https://www.dcboe.org/dcboe/media/PDFFiles/VRF-English-05242021.pdf>, save and email the complete application to Dcregistrations@dcboe.org.
- When you vote – the District of Columbia offers Same Day Registration (Voters who provide **valid proof of residence** at the time of voting may vote a live ballot, and those who do not provide valid proof of residence may vote a special (provisional) ballot.

4. What are acceptable forms of proof of residence?

Acceptable forms of proof of residence include:

- Current and valid District of Columbia DMV-issued ID.
- Utility bill for water, gas, electricity, cable, internet, telephone, or cellular phone service (must be dated no earlier than 90 days before the election).
- Savings, checking, credit, or money market account from a bank or credit union (must be dated no earlier than 90 days before the election).
- Paycheck, stub, or earning statement that includes the employer's name, address, and telephone number (must be dated no earlier than 90 days before the election).
- Government-issued document or check from a federal or District government agency (must be dated no earlier than 90 days before the election).
- Current residential lease or rental agreement.
- Occupancy statement from a District homeless shelter (must be dated no earlier than 90 days before the election).
- Tuition or housing bill from a District of Columbia college or university issued for the current academic or housing term.

5. Is there a deadline for registering to vote or for updating my registration?

The deadline for the receipt of voter registration applications (for purposes of both registering and updating your registration) submitted **online** through the **DCBOE online web application**, or by mail is the **21st day before each election**.

Voter registration applications may be submitted in-person at the DCBOE office or at a VRA after the 21st day before each election. However, if early voting has begun, please encourage individuals to participate in same-day registration.

The deadline for currently registered voters to update their **party affiliation status** is the **21st day before a primary election**.

Same-day registration. The District offers same-day registration, so if you miss the deadline for registering to vote, you may register to vote at the same time that you vote either during the Early Voting period or on Election Day.

6. Do I need to show my identification (ID) when I register to vote or vote?

Generally, you do not need identification to register to vote or vote in the District. However, first-time voters in the District of Columbia who register online through DCBOE's web application, or by mail must provide a copy of their identification either when registering or when voting in person or by mail. Identification includes a valid photo identification or a utility bill, bank statement, paycheck, government check or other government document that shows name and address of the voter.

7. May I use my business address or a post office (PO) box number to register to vote?

No. You must use your residential address to register. You can, however, choose to receive mail at your business address or PO Box.

8. Am I required to register with a political party?

No. You are not required to register with a political party. However, you must be registered with one of the parties that are eligible to conduct a primary election in the District of Columbia (Democratic, Republican, D.C. Statehood Green, and Libertarian) if you wish to vote for candidates in a primary election.

You do not have to be registered with a political party to vote on any referenda or recall measures that may appear on a primary election ballot.

9. How do I change or update my registration?

You can update your registration in the following ways:

- In person – visit DCBOE (1015 Half Street SE, Suite 750 Washington, DC 20003) or a VRA;
- Online – visit <https://dcboe.org/voters/Register-To-Vote/Register-to-Vote> ;
- Through the DCBOE online web application;
- By mail – download an application at <https://www.dcboe.org/dcboe/media/PDFFiles/VRF-English-05242021.pdf>, print and mail the complete application to 1015 Half Street SE, Suite 750 Washington, DC 20003; or
- By email - download an application at <https://www.dcboe.org/dcboe/media/PDFFiles/VRF-English-05242021.pdf>, save and email the complete application to Dcregistrations@dcboe.org.

10. Do I ever need to re-register to vote?

Once you are registered to vote, you remain registered unless DCBOE is notified that you no longer meet the requirements for voter registration. For example, if DCBOE is notified that you have moved out of the District of Columbia, your registration will be cancelled. You will be required to re-register to vote in the District of Columbia, if you subsequently become eligible to vote again.

In addition, if you move within the District of Columbia or change your name, you should update your voter registration (See **Question #9** above.)

11. How do I cancel my voter registration?

You can cancel your voter registration by submitting signed authorization to the Registrar of Voters requesting that your name be removed from the voter registry.

B. Voting

1. When are elections held in the District?

Primary elections are held on the first Tuesday in June of each Presidential election year, and on the third Tuesday in June of every non-presidential even-numbered year.

General elections are held on the first Tuesday after the first Monday in November of each even-numbered year.

2. What is the difference between a primary election and a general election?

A primary election is an election in which registered members of a party vote to **nominate** the candidates that will represent the party in the various contests for political office in a general election. In these elections, candidates in the same party run against each other. The successful candidate is selected by members of their party.

In the District, primary elections are **closed**. This means that you may not vote for candidates in a party's primary election unless you are registered with that party.

A general election is an election in which registered voters vote to **elect** the individuals to hold the various political offices. In these elections, candidates from different parties run against each other, as well as against no-party/independent candidates. The successful candidate is elected by all registered voters, regardless of party affiliation.

3. What is a special election?

A special election is an election scheduled at other than the usual date for a specific purpose, often to fill an office that has become vacant before the incumbent has completed their term.

4. When and where can I vote in person?

You can vote **on Election Day** at the polling place that serves your residence address between 7:00 am and 8:00 pm.

You can vote **early** at Early Voting Centers between 8:30 am and 7:00 pm.

Early voting typically begins 15 days before Election Day at One Judiciary Square (441 4th Street NW) and 11 days before Election Day at ward-based satellite Early Voting Centers, and typically ends 4 days before Election Day.

5. How can I vote?

Generally, you can vote **in person** as indicated above, or you can vote **by mail**. (See **Question #9** below for special rules for military/overseas voters.)

You can request a mail ballot by:

- Completing an Absentee Ballot Request form at https://www.dcboe.org/dcboe/media/PDFFiles/Absentee-Request-Form-and-Information-10262020_b.pdf, printing it, and mailing it to the DC Board of Elections, 1015 Half Street SE, Suite 750 Washington, DC 20003. If you are unable to print, sign, and/or scan the form, save the completed form as a pdf and email it to DCabsentee@dcboe.org.
- Submitting an electronic request through the DCBOE's online web application.

6. Is there a deadline for submitting a request for a mail/absentee ballot?

DCBOE must receive absentee ballot requests from regular (non-military/overseas) voters by no later than 4:45 pm on the 15th day before the election.

DCBOE must receive absentee ballot requests from military/overseas voters by no later than 4:45 pm on the 3rd day before the election.

7. What will happen when I go to vote?

When you arrive at the polling location, you will first visit the Registration Clerk (RC) station. There, the RC will ask you to state your name and address. (In the case of a primary election, the RC will also ask you to verify your party affiliation.) You may also be asked to provide your date of birth. The RC will search for your information in the KNOWiNK Poll Pad (an electronic poll book), and if there is an exact match confirming information you provided in the Poll Pad, you will be issued a ballot ticket which you will exchange for a ballot to vote.

In certain circumstances, the RC may need to verify or update additional information for the voter before you can receive a ballot. If this is the case, the RC will give you a Special Ballot Referral Form which will provide the reason that you must provide additional information. (Most frequently, the reason you would need to provide additional information is that you need to register to vote or update your registration information.) After the RC has finished processing the voter, you will be given either a ballot ticket which you will exchange for a ballot to vote, or materials with which to vote a **provisional ballot**.

8. What is a special (provisional) ballot?

A special (or provisional) ballot is the same as a regular ballot **except** that it is used to record the vote of an individual whose eligibility to cast a ballot in an election must be verified before the ballot can be counted.

An individual who votes a provisional ballot is required to provide certain written information along with the ballot so that DCBOE may verify their eligibility to cast the ballot. If DCBOE

determines that the provisional ballot voter is eligible to vote, the provisional ballot will be counted. (Valid provisional ballots are counted even if they will not change the outcome of an election.) If DCBOE determines that the voter is not eligible to vote, the provisional ballot will be rejected.

For more information on special ballots, visit: <https://dcboe.org/Voters/How-to-Vote/Special-Ballot-Voting>.

9. How do I vote if I am a member of the uniformed services (or a spouse or dependent) or a citizen residing overseas?

Military and overseas voters can use the Federal Post Card Application (FPCA), which serves as both a voter registration application and an absentee ballot request form. The FPCA is available for download from the Department of Defense's Federal Voting Assistance Program (FVAP) at <https://www.fvap.gov/district-of-columbia>. You may email your completed FPCA to uocava@dcboe.org.

Military and overseas voters can receive and return their absentee ballot by mail, fax, or email. If it is getting close to Election Day and you have not received your absentee ballot, you can use the Federal Write-In Absentee Ballot (FWAB) as an emergency, backup ballot. FVAP provides fillable FWABs and provides assistance in using FWABs at <https://www.fvap.gov/district-of-columbia>.

10. What contests and candidates are on the ballot?

For a listing of contests and candidates on the ballot, visit the Candidates section of the DCBOE's website.

11. Can I vote for someone who is not on the ballot?

Yes. You may cast a write-in vote for a candidate other than those who have qualified to appear on the ballot in any primary, general, or special election held in the District of Columbia to nominate or elect candidates to public office.

Local party committees may or may not permit write-in votes in contests held to elect the committee's members and officials.

12. Who are the current elected officials?

For a listing of current and past elected officials, please visit [https://dcboe.org/Elections/Elected-Officials-\(Current-Past\)](https://dcboe.org/Elections/Elected-Officials-(Current-Past)).

XI. Relevant Federal and District Law

A. The National Voter Registration Act

52 U.S.C. § 20506 - Voter registration agencies

(a) Designation

(1) Each State shall designate agencies for the registration of voters in elections for Federal office.

(2) Each State shall designate as voter registration agencies—

(A) all offices in the State that provide public assistance; and

(B) all offices in the State that provide State-funded programs primarily engaged in providing services to persons with disabilities.

(3)

(A) In addition to voter registration agencies designated under paragraph (2), each State shall designate other offices within the State as voter registration agencies.

(B) Voter registration agencies designated under subparagraph (A) may include—

(i) State or local government offices such as public libraries, public schools, offices of city and county clerks (including marriage license bureaus), fishing and hunting license bureaus, government revenue offices, unemployment compensation offices, and offices not described in paragraph (2)(B) that provide services to persons with disabilities; and

(ii) Federal and nongovernmental offices, with the agreement of such offices.

(4)

(A) At each voter registration agency, the following services shall be made available:

(i) Distribution of mail voter registration application forms in accordance with paragraph (6).

(ii) Assistance to applicants in completing voter registration application forms, unless the applicant refuses such assistance.

(iii) Acceptance of completed voter registration application forms for transmittal to the appropriate State election official.

(B) If a voter registration agency designated under paragraph (2)(B) provides services to a person with a disability at the person's home, the agency shall provide the services described in subparagraph (A) at the person's home.

(5) A person who provides service described in paragraph (4) shall not—

(A) seek to influence an applicant's political preference or party registration;

(B) display any such political preference or party allegiance;

(C) make any statement to an applicant or take any action the purpose or effect of which is to discourage the applicant from registering to vote; or

(D) make any statement to an applicant or take any action the purpose or effect of which is to lead the applicant to believe that a decision to register or not to register has any bearing on the availability of services or benefits.

(6) A voter registration agency that is an office that provides service or assistance in addition to conducting voter registration shall—

(A) distribute with each application for such service or assistance, and with each recertification, renewal, or change of address form relating to such service or assistance—

(i) the mail voter registration application form described in section 20508(a)(2) of this title, including a statement that—

(I) specifies each eligibility requirement (including citizenship);

(II) contains an attestation that the applicant meets each such requirement; and

(III) requires the signature of the applicant, under penalty of perjury; or

(ii) the office's own form if it is equivalent to the form described in section 20508(a)(2) of this title, unless the applicant, in writing, declines to register to vote;

(B) provide a form that includes—

(i) the question, "If you are not registered to vote where you live now, would you like to apply to register to vote here today?";

(ii) if the agency provides public assistance, the statement, "Applying to register or declining to register to vote will not affect the amount of assistance that you will be provided by this agency.";

(iii) boxes for the applicant to check to indicate whether the applicant would like to register or declines to register to vote (failure to check either box being deemed to constitute a declination to register for purposes of subparagraph (C)), together with the statement (in close proximity to the boxes and in prominent type), "IF YOU DO NOT CHECK EITHER BOX, YOU WILL BE CONSIDERED TO HAVE DECIDED NOT TO REGISTER TO VOTE AT THIS TIME.";

(iv) the statement, "If you would like help in filling out the voter registration application form, we will help you. The decision whether to seek or accept help is yours. You may fill out the application form in private."; and

(v) the statement, "If you believe that someone has interfered with your right to register or to decline to register to vote, your right to privacy in deciding whether to register or in applying to register to vote, or your right to choose your own political party or other political preference, you may file a complaint with

_____."² the blank being filled by the name, address, and telephone number of the appropriate official to whom such a complaint should be addressed; and

(C) provide to each applicant who does not decline to register to vote the same degree of assistance with regard to the completion of the registration application form as is provided by the office with regard to the completion of its own forms, unless the applicant refuses such assistance.

(7) No information relating to a declination to register to vote in connection with an application made at an office described in paragraph (6) may be used for any purpose other than voter registration.

(b) Federal Government and private sector cooperation

All departments, agencies, and other entities of the executive branch of the Federal Government shall, to the greatest extent practicable, cooperate with the States in carrying out subsection (a), and all nongovernmental entities are encouraged to do so.

(c) Armed Forces recruitment offices

(1) Each State and the Secretary of Defense shall jointly develop and implement procedures for persons to apply to register to vote at recruitment offices of the Armed Forces of the United States.

(2) A recruitment office of the Armed Forces of the United States shall be considered to be a voter registration agency designated under subsection (a)(2) for all purposes of this chapter.

(d) Transmittal deadline

(1) Subject to paragraph (2), a completed registration application accepted at a voter registration agency shall be transmitted to the appropriate State election official not later than 10 days after the date of acceptance.

(2) If a registration application is accepted within 5 days before the last day for registration to vote in an election, the application shall be transmitted to the appropriate State election official not later than 5 days after the date of acceptance.

² In the District, you may file a complaint with the Executive Director of the District of Columbia Board of Elections, 1015 Half Street, SE, Suite 750, Washington, DC 20003 • 202.727.2525/1.866.DCVOTES (toll-free) / 711 (TTY).

The U.S. Department of Justice, which is responsible for enforcing the NVRA, provides the following guidance on voter registration at VRAs. See National Voter Registration Act of 1993 (NVRA): Questions and Answers, <http://www.justice.gov/crt/national-voter-registration-act-1993-nvra> (last visited Sept. 17, 2021).

SECTION 7 – VOTER REGISTRATION AGENCIES

1. Under Section 7 of the NVRA, which offices must offer voter-registration services?

Any office in a covered State that provides either public assistance or state-funded programs primarily engaged in providing services to persons with disabilities must offer voter-registration services. Armed Forces recruitment offices must also provide voter registration services. In addition, a State must designate other offices in the State as voter-registration agencies. (See Question 4 below for a description of these other offices).

2. What is an office that provides public assistance under Section 7?

“Public assistance” offices that must offer voter-registration services under Section 7 of the NVRA include each agency and office in a State that administers or provides services or assistance under any public assistance programs. This includes any of the following federal public assistance programs: the Supplemental Nutrition Assistance Program (SNAP, formerly the Food-Stamp Program), the Special Supplemental Nutrition Program for Women, Infants and Children (WIC), the Temporary Assistance for Needy Families (TANF) program (formerly the Aid to Families with Dependent Children or AFDC program), the Medicaid program, and the State Children’s Health Insurance Program (SCHIP). This also includes state public assistance programs.

3. What is an office that provides state-funded programs primarily engaged in providing services to persons with disabilities?

Offices that provide state-funded programs primarily engaged in providing services to persons with disabilities include offices providing vocational rehabilitation, transportation, job training, education counseling, rehabilitation, or independent-living services for persons with disabilities. Because States vary greatly in the manner in which they provide services to persons with disabilities, each State must identify the specific offices and agencies that fit this definition. In doing so, States may want to consult with offices that deal with issues related to persons with disabilities, such as the protection and advocacy offices and client assistance program offices within that State.

Section 7 also requires that if an office provides services to a person with disabilities at the person’s home, the office must provide the opportunity to register to vote at home. Offices serving persons with disabilities often offer specialized assistance in completing the agency service or benefit application forms, and Section 7 requires such offices to offer voter registration applicants the same degree of assistance in completing voter registration forms as is offered in completing the agency’s own application forms.

4. Does Section 7 require designation of other offices as voter registration agencies?

Yes. In addition to offices providing public assistance and services to persons with disabilities, States are also required by Section 7 to designate “other offices” within a State as voter-registration agencies. A State is free to determine which other agencies/offices should be designated, according to its needs and preferences, but it must make additional designations. Such other agency designations may include State or local government offices such as public libraries, public schools, State colleges, universities and community colleges, city and county clerk’s offices, marriage license offices, fishing and hunting license offices, government revenue offices, and unemployment compensation offices. Offices not otherwise covered under the NVRA that provide services to persons with disabilities may also be designated. In addition, with the agreement of such entities, States may designate, as voter-registration agencies, nongovernmental offices (such as private colleges) or Federal government offices.

5. Do armed forces recruitment offices have to provide voter-registration services?

Yes. The NVRA requires all federal Armed Forces recruitment offices in each State subject to the NVRA provide voter registration services. Visit <https://www.fvap.gov/info/contact/iva-offices> for information on voter registration at Armed Forces recruitment offices.

6. What voter-registration services must be made available?

Each office designated as a voter registration agency under Section 7 that provides services or assistance in addition to conducting voter registration must do the following:

1. Distribute voter-registration application forms.
2. Provide an “information” form that contains information on the voter-registration process (see Question 10 below for a description of the “information” form).
3. 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).
4. Accept completed voter-registration forms from applicants.
5. Transmit each completed voter-registration application to the appropriate State election official within a prescribed time frame.

7. What persons must be provided the opportunity to register to vote by Section 7 designated offices and agencies?

Designated agencies must provide the opportunity to register to vote to persons when: 1) applying for the agency’s assistance or services; 2) seeking recertification or renewal of those services; and 3) changing address for the assistance or services.

8. What does Section 7 require with regard to distribution of voter registration forms and information forms?

Each office designated under Section 7 that provides services or assistance must distribute to each applicant for services or assistance, and each applicant for recertification, renewal or change of address with respect to such services or assistance, one of the voter registration application forms described in Question 9 below. In addition, each such office also must distribute to each applicant a form, known as an information form, described in Question 10 below.

9. What types of voter-registration forms can be distributed to applicants?

Section 7 agencies must distribute one of the three voter-registration forms listed below:

1. National Mail Voter Registration Form — The agency may use this federal form, which has been developed by the U.S. Election Assistance Commission. This form is available on the EAC’s web site at <http://www.eac.gov/voters/national-mail-voter-registration-form>. In addition to containing a voter-registration application, this document lists certain state-specific voting requirements.
2. State mail voter-registration form — The agency may use its State mail voter-registration form, so long as it meets the requirements of Section 9 of the NVRA. This State form would not be as lengthy as the federal form, which contains information about voter registration in each state. Such a form should be easier for applicants to navigate and easier for agencies and election officials to process.
3. Designated agency’s own form³ — The agency also may use its own version of a voter-registration form, if it is equivalent to the federal form and has been approved by the State. This type of form may lead to more efficient voter-registration transactions at designated agencies that provide services or assistance, since it could be made a seamless part of the forms normally used by the designated agency. As an example, where agency assistance/services forms are generated by computer during the process of interviewing the applicant, the voter-registration form likewise might be generated during this same process, pre-populated with information already provided by the applicant. Or a perforated voter-registration application might be attached at the bottom of a State services form, so that it can be easily completed, detached, and transmitted to the appropriate election official.

10. What is the “information form,” and what should States put on it?⁴

Section 7 requires that designated offices provide each applicant for services or assistance an information form containing specific information concerning the individual’s opportunity to register to vote. This form, which may be part of or separate from the voter-registration form, must include the following information:

³ We strongly recommend the use of DCBOE’s voter registration form.

⁴ This is our Voter Preference Form.

1. The question, "If you are not registered to vote where you live now, would you like to apply to register to vote here today?"
2. If the agency provides public assistance, the statement, "Applying to register or declining to register to vote will not affect the amount of assistance that you will be provided by this agency."
3. Boxes for the applicant to check to indicate whether the applicant would like to register to vote or declines to register to vote, together with the statement (in close proximity to the boxes and in prominent type), "IF YOU DO NOT CHECK EITHER YOU WILL BE CONSIDERED TO HAVE DECIDED NOT TO REGISTER TO VOTE AT THIS TIME." (Failure to check either box is deemed a declination to register for purposes of receiving assistance in registration but is not deemed a written declination to receive an application)
4. The statement, "If you would like help in filling out the voter registration application form, we will help you. The decision whether to seek or accept help is yours. You may fill out the application form in private." and
5. The statement, "If you believe that someone has interfered with your right to register or to decline to register to vote, your right to privacy in deciding whether to register or in applying to register to vote, or your right to choose your own political party or other political preference, you may file a complaint with _ _ _ _ ." The blank should be filled by the name, address, and telephone number of the appropriate official to whom such a complaint should be addressed.

No information relating to a declination to register to vote may be used for any purpose other than voter registration. If the information form is separate from the voter-registration form, it is recommended that a statement regarding this non-use of declination information be included on the voter-registration form, as well as a statement that if the applicant registers to vote, information submitted will be used only for voter-registration purposes.

11. Are Section 7 agencies required to assist persons in completing a voter-registration application?

Yes. Section 7 agencies must provide to each applicant the same degree of assistance in completing the voter-registration application form as is provided by the office in completing its own agency forms, unless the applicant declines to register to vote or declines such assistance.

As an example, if it is the practice of a Section 7 agency for its employees to take time to explain to each applicant the various forms involved in the agency application, recertification or other process and answer applicant questions before the applicant completes the forms, this type of assistance must also be given at that time to such applicants with regard to the voter registration application process. Similarly, if it is agency practice to make sure that agency forms are completed and signed when submitted by an applicant, the same practice should apply to a voter registration application submitted by that applicant.

Offices serving persons with disabilities often offer specialized assistance in completing the agency service or benefit application forms. Section 7 requires such offices to offer voter registration applicants the same degree of assistance in completing voter registration forms as is offered in completing the agency's own application forms.

12. Does Section 7 put any restrictions on how office staff may interact with applicants?

Yes. Any person who provides voter-registration services at a Section 7 agency is prohibited from: 1) seeking to influence an applicant's political preference or party registration; 2) displaying any political preference or party allegiance; 3) taking any action or making any statement to an applicant to discourage the applicant from registering to vote; or 4) taking any action or making any statement that may lead the applicant to believe that a decision to register or not to register has any bearing on the availability of services or benefits.

13. Do the voter registration requirements of Section 7 of the NVRA apply to all application, renewal, recertification and change of address transactions with designated offices?

Yes. The NVRA requires that voter registration opportunities be provided with respect to all application, renewal, recertification and change of address transactions regarding service and assistance with Section 7 offices. Many Section 7 designated agencies/offices routinely provide services/assistance such as application for, or renewal of, services or change-of-address notification through the internet, by telephone, or by mail. States should ensure the availability of voter-registration opportunities to individuals using such remote service/assistance opportunities from designated agencies. Thus, for all such internet transactions, States should advise of the opportunity to register to vote, and should provide some online capability to download or request a voter-registration form. For phone transactions, designated-agency personnel should advise applicants of the opportunity to register to vote and to request a voter registration form. Materials sent by mail to individuals completing phone or internet transactions (such as statements confirming a phone transaction, or renewal or change-of-address forms) should contain a voter-registration form.

In all such internet, phone, and mail transactions, individuals should be given a toll-free phone number, where possible, to call for information and instruction on how to complete the voter-registration process. Where feasible, as is done at many motor-vehicle agencies, States may consider providing for a simultaneous voter-registration opportunity through the electronic portal when individuals apply for services or assistance at a designated agency by that means. In addition, where possible, agencies may consider assisting the applicant in registering to vote by automatically filling in appropriate fields on voter-registration applications with information previously provided by the applicant in order to make the registration process easier and more efficient.

When upgrading technology related to the application/recertification/change of address process at Section 7 agencies, States should ensure that such upgrade includes the voter registration process.

When a state contracts with a private entity to administer services in an agency that is required to offer voter registration, the ultimate responsibility for ensuring provision of voter registration services remains with the state, and the voter registration requirements under the NVRA remain the same.

14. What is a Section 7 agency required to do with completed voter registration applications accepted at its offices?

The designated agency must submit the completed voter-registration application to the appropriate State or local election official within a prescribed period of time unless the applicant desires to submit it himself or herself. The agency providing voter-registration services may not require a registrant to mail in the form himself or herself or discourage him or her in any manner from submitting the form to the agency. When an applicant submits a completed voter-registration application to an agency, the agency must transmit the form to the appropriate State or local election official within ten days. However, if the agency receives a completed voter-registration application within five days before the last day to register to vote in an election, the application must be transmitted to the appropriate State or local election official within five days.

B. D.C. Official Code § 1-1001.07(d)

(1)

(A) Any agency of the District of Columbia government that provides public assistance or that operates or funds programs primarily engaged in providing services to persons with disabilities shall be designated as a voter registration agency.

(B) In addition to the agencies named in subparagraph (A) of this paragraph, the Department of Parks and Recreation, the Department of Corrections, the Department of Youth and Rehabilitative Services, the Department of Aging and Community Living, the District of Columbia Public Library, and the District of Columbia Public Schools shall be designated as voter registration agencies; provided, that access to voter registration services at District of Columbia Public Schools shall be restricted to District of Columbia Public Schools students and employees.

(C) The Mayor may designate any other executive branch agency of the District of Columbia government as a voter registration agency by filing written notice of the designation with the Board.

(D) The District shall cooperate with the Secretary of Defense to develop and implement procedures for persons to apply to register to vote at Armed Forces recruitment offices.

(2) The agencies named in paragraphs (1)(A), (B), and (C) of this subsection shall:

(A) Distribute with each application for service or assistance, and with each recertification, renewal, or change of address form relating to the service or assistance, a voter registration application, unless the applicant, in writing, declines to register to vote;

(B) Provide assistance to applicants in completing voter registration application forms, unless the applicant refuses assistance;

(C) Provide the services described in this paragraph at the person's home, if a voter registration agency provides services to a person with a disability at the person's home;

(D) Accept completed forms and forward these forms to the Board as prescribed in this section; and

(E) Regularly promote election-related information on the voter registration agencies' social media platforms, including by providing information about how to register to vote and vote.

(3) Each voter registration agency shall, on its own application, document, or on a separate form, provide to each applicant for service or assistance, recertification or renewal, or change of address the following information:

(A) The question, "If you are not registered to vote where you live now, would you like to apply to register to vote here today?";

(B) Boxes for the applicant to check to indicate whether the applicant would like to register or decline to register to vote (failure to check either box being deemed to constitute a declination to register for purposes of subparagraph (C) of this paragraph, together with the statement (in close proximity to the boxes and in prominent type), "IF YOU DO NOT CHECK EITHER BOX, YOU WILL BE CONSIDERED TO HAVE DECIDED NOT TO REGISTER TO VOTE AT THIS TIME.";

(C) The statement, "If you would like help completing the voter registration application form, we will help you. The decision whether to seek or accept help is yours. You may complete the application form in private.";

(D) The statement, "If you believe that someone has interfered with your right to register or decline to register to vote, your right to privacy in deciding whether to register or in applying to register to vote, or your right to choose your own political party or other political preference, you may file a complaint with the chief administrative officer of the Board of Elections and Ethics [Board of Elections]."; the name, title, address, and telephone number of the chief administrative officer shall be included on the form; and

(E) If the voter registration agency provides public assistance, the statement, "Applying to register or declining to register to vote will not affect the amount of assistance that you will be provided by this agency.".

(4) No person who provides a voter registration service at a District of Columbia government agency shall:

(A) Seek to influence an applicant's political preference or party registration;

(B) Display any political preference or party allegiance;

(C) Make any statement to an applicant or take any action the purpose or effect of which is to discourage the applicant from registering to vote; or

(D) Make any statement to an applicant or take any action the purpose or effect of which is to lead the applicant to believe that a decision to register or not to register has any bearing on the availability of services or benefits.

(5) Each agency that has been designated a voter registration agency in paragraph (1) of this subsection shall provide to each applicant who does not decline to register the same degree of assistance with regard to the completion of the registration application form as provided by the office with regard to the completion of its own forms, unless the applicant refuses assistance.

(6) No information that relates to a declination to register to vote in connection with an application made at an office described in this subsection may be used for any purpose other than voter registration.

(7) No voter registration agency shall reveal whether a particular individual completed an application to register to vote except when ordered by the officer designated in paragraph (12)(A) of this subsection when a complaint has been filed pursuant to paragraph (11) of this subsection or pursuant to § 11 of the National Voter Registration Act of 1993.

(8) A completed voter registration application or change of address or name accepted at a voter registration agency shall be transmitted by the agency to the Board by not later than 10 days after its acceptance by the

agency, except that if a voter registration application is accepted at a voter registration agency office within 5 days before the deadline for voter registration in any election, the application shall be transmitted by the agency to the Board not later than 5 days after the date of acceptance.

(9) An application accepted at a voter registration agency shall be considered to have been received by the Board pursuant to subsection (e) of this section as of the date of acceptance by the voter registration agency.

(10) Notwithstanding any other provision of law, the Board shall ensure that the identity of the voter registration agency through which any particular individual is registered to vote is not disclosed to the public.

(11) An allegation of violation of the National Voter Registration Act of 1993 [42 U.S.C. § 1973gg et seq.] or of this subchapter may be made in writing, filed with the chief administrative officer of the Board and detail concisely the alleged violation.

(12)

(A) The Board shall designate its chief administrative officer as the official responsible for the coordination of the District of Columbia's responsibilities under the National Voter Registration Act of 1993 [42 U.S.C. § 1973gg et seq.] and as the official responsible for the coordination of this subchapter.

(B) The chief administrative officer designated under subparagraph (A) of this paragraph and the Board shall have the authority:

(i) To request any voter registration agency to submit in writing any reports and to answer any questions as the chief administrative officer or the Board may prescribe that relate to the administration and enforcement of the National Voter Registration Act of 1993 [42 U.S.C. § 1973gg et seq.] and of this subchapter; and

(ii) To bring a civil action in the Superior Court of the District of Columbia for declaratory or injunctive relief with respect to the failure of any voter registration agency to comply with the requirements of this subchapter.

(13) The Board may adopt regulations with respect to the coordination and administration of the National Voter Registration Act Conforming Amendment Act of 1994 and the National Voter Registration Act of 1993 [42 U.S.C. § 1973gg et seq.].

(14)

(A) Agencies, other than voter registration agencies, may be designated as application distribution agencies. These agencies shall include the District of Columbia Public Library, the Fire and Emergency Medical Services Department, the Metropolitan Police Department, and any other executive agency the Mayor designates in writing.

(B) Each application distribution agency shall request, and the Board shall provide, sufficient quantities of mail-in voter registration applications for distribution to the public.

(C) These mail-in voter registration applications shall be placed in each office or substation of the agency in an accessible location and in clear view so that citizens may easily obtain a mail-in voter registration application.

(D) Nothing in this subsection shall be deemed to require or permit employees of a mail-in voter registration application distribution agency to accept completed forms for delivery to the Board or to provide assistance in completing an application.

(15) The Board shall transmit an annual report to the Mayor and Council providing the number of voter registration applications received and the number of voter registration applications approved at each voter registration agency.