

Voter Registration

for Designated Agencies, Public Libraries,
Public High Schools and Vocational Schools
and Offices of County Treasurers

an Instruction Manual

November 2015

My  vote

My Right • My Responsibility

Jon Husted

Ohio Secretary of State

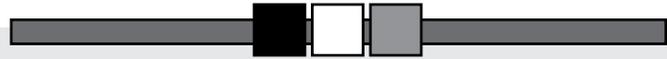




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INTRODUCTION

The Office of the Ohio Secretary of State has prepared this manual to assist you in the implementation of voter registration programs under the [*National Voter Registration Act of 1993*](#) (NVRA) and Ohio law. The manual will aid personnel who assist applicants in completing voter registration forms. It also will (1) answer questions related to voter registration and (2) outline the duties of personnel in agencies, offices, schools, and libraries designated to provide voter registration in fulfilling their duties under the NVRA.

If you have a question that is not answered in this manual, contact the board of elections in your county (please refer to the Ohio County Boards of Elections Directory located here: www.MyOhioVote.com/boards.htm), or the Office of the Secretary of State at the address or phone number listed below:

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NATIONAL VOTER REGISTRATION ACT OF 1993

[*The National Voter Registration Act of 1993*](#) (NVRA), Pub. L. 103-31, May 20, 1993, 107 Stat. 77, 52 U.S.C.A. §20501 — commonly referred to as the “motor voter law”— became effective on January 1, 1995. One purpose of this Act was to establish procedures to increase the number of eligible citizens who register to vote by mandating that voter registration opportunities be provided at certain designated agencies and other public sites designated by the Secretary of State.





Following NVRA's passage, the Ohio General Assembly incorporated the requirements of the federal law into Ohio law. Ohio's laws governing voter registration have been amended occasionally since then. Currently, state law requires the following offices and other public entities to provide, in each of its offices or locations, voter registration applications and assistance in the registration of qualified persons, in accordance with [R.C. Chapter 3503](#):

- All designated agencies, in accordance with [R.C. 3503.10](#). "Designated agency" is defined in [R.C. 3501.01\(X\)](#) to mean "an office or agency in the state that provides public assistance or that provides state-funded programs primarily engaged in providing services to persons with disabilities and that is required by the [National Voter Registration Act of 1993](#) to implement a program designed and administered by the Secretary of State for registering voters, or any other public or government office or agency that implements a program designed and administered by the Secretary of State for registering voters, including the department of job and family services, the program administered under [section 3701.132 of the Revised Code](#) by the department of health, the department of mental health, the department of developmental disabilities, the rehabilitation services commission, and any other agency the Secretary of State designates."
 - Included in this definition of "designated agency" is each office of a state assisted college or university that provides assistance to disabled students; the Women, Infants, and Children (WIC) program of the Ohio Department of Health; the Ohio Department of Mental Health; the Ohio Department of Developmental Disabilities; Opportunities for Ohioans With Disabilities; and the Ohio Department of Job & Family Services, including county offices.
- All public libraries, county treasurer's offices, and public high schools and vocational schools in accordance with [R.C. 3503.10](#).





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- All locations of the Bureau of Motor Vehicles, in accordance with [R.C. 3503.11](#).

Voter registration services also are available to qualified individuals using the services of a United States Armed Forces recruitment office.

AGENCY COORDINATOR

Appointment

Each designated agency, public library, county treasurer's office, public high school and vocational school must designate one person within that agency to serve as the agency coordinator for the voter registration program within the agency and its departments, divisions, and programs. The designated person shall be trained under a program designed by the Secretary of State. The designated person shall receive no additional compensation for performing such duties. ([R.C. 3503.10\(A\)](#))

Responsibilities

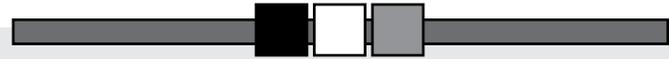
[R.C. 3503.10\(A\)](#) states that each agency coordinator "shall be responsible for administering all aspects of the voter registration program for that agency as prescribed by the Secretary of State." This includes the following duties:

- **Developing a voter registration plan.** Each agency coordinator is responsible for preparing the written plan by which the designated agency will implement its voter registration program and for the filing of the plan with the Secretary of State.

Note: If an agency changes its plan, the agency coordinator must file an amendment to the plan with the Secretary of State.

- **Serving as liaison.** The agency coordinator shall serve as the liaison between the designated agency's sites, the Secretary of State, and the county board of elections in the county where the designated agency is located. It is a decision of the particular designated agency whether

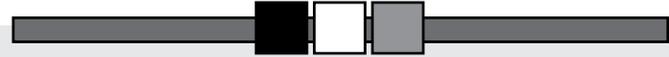




to designate one coordinator for each separate agency site or a single coordinator for all of the agency's sites.

- **Designating agency sites.** If the agency maintains multiple sites, the agency coordinator must compile and maintain a list of agency sites and employees providing voter registration opportunities. A list of sites, phone numbers, and the name of the site coordinator of each site, as may be applicable, is to be submitted to the board of elections in the county where each designated agency is located and to the Secretary of State.
- **Training.** In cooperation with the Office of the Secretary of State, the agency coordinator must develop a training program and provide training materials for their site coordinators and/or their employees who participate in the program.
- **Reporting.** Unless this duty is delegated to the site coordinator, the agency coordinator is responsible for reporting in writing to the board of elections the total number of voter registration forms transmitted from the agency. This reporting requirement is satisfied by completing the transmittal form enclosed with these materials and submitting that form along with completed voter registration forms to the board of elections in the county where the designated agency site is located. Each agency is required to submit the voter registration forms with the properly completed transmittal form to the board of elections at within five (5) days.
- **Ordering supplies.** The agency coordinator is responsible for ensuring that the agency has a sufficient supply of voter registration forms, transmittal forms, posters, voter information brochures, and other necessary materials.





SITE COORDINATOR

Appointment

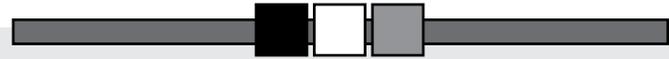
If an agency does not designate one agency coordinator for all its sites, then each site must have a Site Coordinator who is responsible for the daily administration of the voter registration program at that site. "Sites" are defined as the offices or locations within each designated agency that participate in the voter registration program.

Responsibilities

Site coordinators are responsible for the following:

- **Site employee training.** Each employee at the site must receive training on the operations of the voter registration program. It is the site coordinator's responsibility to provide training to current employees and to train new employees upon arrival. It is the site coordinator's responsibility to ensure that all employees at the agency comply with the requirements of the program.
- **Ordering supplies and displaying promotional materials.** Site coordinators are responsible for ensuring that:
 - The agency has an adequate supply of materials necessary to conduct the voter registration services program.
 - All promotional materials designated by the Secretary of State to be used in the program are prominently displayed at the site.
- **Reporting.** If delegated by the agency coordinator, each site coordinator is responsible for reporting in writing to the board of elections the total number of voter registration forms transmitted from the agency. This reporting requirement is satisfied by completing the transmittal form enclosed with these materials and submitting that form along with completed voter registration forms to the board of elections





in the county where the designated agency site is located. Each agency site is required to submit the voter registration forms with the properly completed transmittal form to the board of elections within five (5) days.

VOTER REGISTRATION CHECKLIST

A successful voter registration services program depends on creating and implementing a simple internal system that will run smoothly with little maintenance. The following checklist will help agency and site coordinators to determine if they have established a simple and effective program.

Checklist for Agency and Site Coordinators

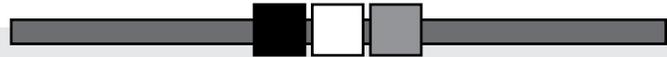
- Become familiar with all aspects of the voter registration program and how the program works at the designated agency and/or site.
- Make arrangements for initial and on-going training of personnel.
- Establish a system for program monitoring and transmitting the completed forms to the board of elections.

Note: This is best accomplished by creating a written plan.

- Gather an adequate supply of all materials needed to operate the voter registration program.

Note: This includes voter registration forms and informational materials that may be provided to clients, as well as posters and training materials for staff.



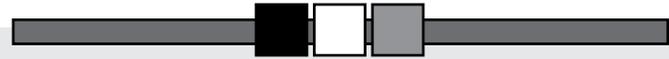


Supplies for Each Participating Site

To implement and operate a designated agency voter registration program, each site shall have the following supplies:

- **Voter registration forms.** The Secretary of State has prescribed the voter registration form mandated by [R.C. 3503.14](#). The form does not identify the designated agency which issued the form. No amendments or modifications can be made to this form. A sample of this form is included with this manual. ([Exhibit A](#))
- **Notice of rights/declination form.** Each designated agency that provides public assistance or services to persons with disabilities must provide a “notice of rights” form to each registrant. A sample of this form is included with this manual. This form may be copied by the agency. ([Exhibit B](#))
- **Transmittal form.** The transmittal form enclosed with this manual should be used by each designated agency when sending voter registration forms to a board of elections. The designated agency may reproduce the transmittal form, or the agency may design a form that captures the same information for agency reporting. However, each designated agency must use a transmittal form. ([Exhibit C](#))
- **Voter registration notification poster.** Each designated agency or public high/vocational school, library, or county treasurer’s office, site shall receive one voter registration notice prescribed and produced by the Secretary of State pursuant to [R.C. 3503.10\(I\)](#). The poster identifies the person designated to assist with voter registration, the nature of that person’s duties, and where and when that person is available for assisting in the registration of voters. The notice must be displayed in a prominent location in the office of each designated agency or entity. ([Exhibit E](#))
- **Voter Registration Instructions brochure.** This brochure is to be given to any person who requests three (3) or more voter registration forms from the agency. ([Exhibit F](#))





Procedures for ordering supplies

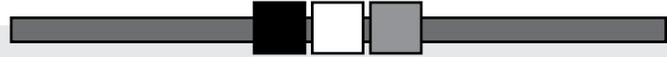
- **Each designated agency** that is required to provide voter registration opportunities as part of its agency program has been supplied with an electronic file containing the template for the voter registration form prescribed by the Secretary of State and the Voter Registration Instructions brochure, also prescribed by the Secretary of State. Each agency is responsible for printing voter registration forms as needed for agency use. Each agency and/or agency site is required to maintain a sufficient supply of voter registration materials.

Each state agency that provides public assistance and services to persons with disabilities (designated agency) will need to determine the number of clients it serves both agency-wide and per site.

- The agency coordinator will determine the number of voter registration forms and the sites where the supplies are to be sent. Therefore, it is critical for the agency coordinator to remain in constant communication with the site coordinator to assure an adequate supply of forms is maintained at all times.
 - The agency coordinator is responsible for allocating supplies, but the site coordinator must be aware of the level of supplies at the site office and contact the agency coordinator promptly when in need of additional supplies.
- **Public schools, libraries and county treasurers' offices** should contact the board of elections in their county to obtain a supply of voter registration forms.

Note: A sufficient supply of forms is particularly critical during pre-election periods. Timely ordering of supplies will ensure that the year-round voter registration program will run smoothly.





EMPLOYEE TRAINING

Any person employed by a designated agency, public high school or vocational school, public library, or office of a county treasurer may be designated to assist with voter registration. The designated agency or other public office shall provide the designated person and make available such space as may be necessary without charge to the county or state.

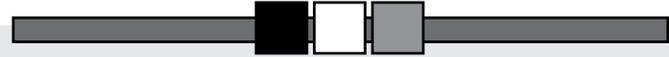
[\(R.C. 3503.10\(H\)\)](#)

For an agency-based voter registration program to be successful, all employees participating in the program must be adequately trained to provide, and assist clients with completing, voter registration forms. Training gives employees the skills and information needed to provide this assistance. Additionally, arrangements to train new employees and to educate current employees to new or updated program information should be included in the agency's program.

Training shall include all of the following:

- An overview of the program and explanation of the program's goals and benefits.
- A discussion of the roles and responsibilities of employees.
- A review of all materials used in the program.
- An education on voter registration rules and regulations, including deadlines.
- A step-by-step guide to completing the voter registration form.
- A discussion of non-partisanship and how to handle questions regarding enrollment or affiliation with a political party. Employees being trained to provide voter registration services must be instructed that they are required to maintain political neutrality and to refrain from demonstrating political preference or party allegiance.





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- Instructions that a client's decision about registering to vote shall not affect the amount of assistance, or the extent of the service, that the client will be provided by the agency.
- Instructions for program maintenance (e.g., ordering or printing supplies, program monitoring and reporting).

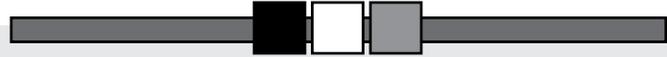
VOTER REGISTRATION PROCEDURES – INSTRUCTIONS FOR EMPLOYEES

Generally

Employees **must** do all of the following while registering persons to vote, in accordance with the NVRA:

- Provide to each individual who wishes to register to vote and who accepts assistance the same degree of assistance in completing the voter registration application as the agency provides in completing its own forms.
- Provide a voter registration application form to clients of the designated agency receiving assistance through phone, mail or e-mail contact.
- Maintain strict political neutrality and refrain from any partisan political statements.
- Transmit completed voter registration forms to the board of elections within five (5) days.
- Keep confidential any information about a voter registration application originating from or submitted to the agency or office, except for reporting the total number of registrants from the designated agency, as required by the Secretary of State.





Employees shall **NOT** do any of the following while registering persons to vote:

- Seek to influence an individual's decision to register to vote or not.
- Display or demonstrate any political preference.
- Display or demonstrate any party allegiance.
- Do anything to lead an individual to believe that registering (or not registering) to vote has a bearing on availability of services or benefits to the individual.

Designated Agencies

Step one:

The agency employee:

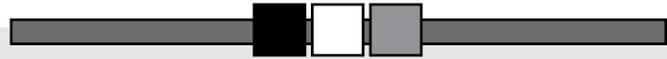
- Provides a blank voter registration application ([Exhibit A](#)) and a notice of rights/declination form ([Exhibit B](#)) to the client with each application for service or assistance, and with each application or form for recertification, renewal, or change of address.
- States to the client: "In addition to other materials, we are providing you with a voter registration application. If you are not already registered to vote, or if you are registered and want to update your registration, you may do so here."

Step two:

If the client desires to register to vote or to update his or her current registration, the employee:

- Advises the client "If you need help in filling out the form, I can assist you."
- Informs the client that the client may either return the form to the employee for transmittal to the county board of elections, **or** return it in person, via another person, or by mail to the office of a county board





of elections, the Secretary of State, a county treasurer, a designated agency, or any public library, public high school or vocational school.

Public high schools, vocational schools, public libraries and county treasurers' offices must:

- Offer eligible individuals the opportunity to register to vote.
- Upon request, provide a blank voter registration form to the person.
- Inform the individual that he/she may either (1) return his/her voter registration application to the employee for transmittal to the county board of elections, **or** (2) return his/her voter registration application in person, via another person, or by mail to the office of a county board of elections, the Secretary of State, a county treasurer, a designated agency, or any public library, public high school or vocational school.

Completing the Voter Registration Application

An employee responsible for providing voter registration services must answer questions the applicant has about the instructions printed on the voter registration form.

The following instructions will help the employee to answer questions and assist the applicant in filling out the voter registration form:

Box 1 and 2: "Citizenship and Age"

Must be answered. If the applicant answers "No" to either question, the applicant is not eligible to register to vote and may not complete the form.

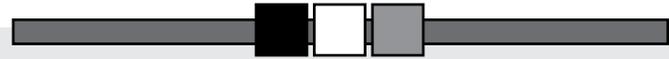
Box 3: "Last Name, First Name, Middle Name or Initial, Jr., II, etc."

Applicant must enter his or her full name. If this is a change of name, the applicant's new name must be entered in this space.

Box 4: "House Number and Street"

Applicant must enter his or her current street address, including apartment or lot number, if applicable. A homeless person may use the





address of a shelter or other location at which the applicant has been a consistent or regular inhabitant and to which the applicant has the intention of returning. A post office box or postal service address cannot be used in place of a residence street address.

Box 5: “City or Post Office”

Applicant must enter his or her city, village or post office station.

Box 6: “ZIP Code”

Applicant must enter ZIP code for his or her residence address.

Box 7: “Additional Rural or Mailing Address”

Enter any additional address information, including a mailing address if different than residence address (e.g., a post office box, etc.).

Box 8: “County Where You Live”

Applicant enters county of his or her residence.

Box 9: “Birth Date”

Applicant must enter his or her date of birth. Please be sure that the applicant does not write today’s date on this line.

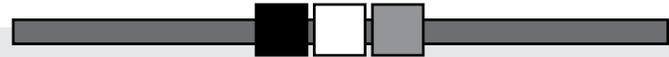
**Box 10: “Ohio Driver’s License Number or
Last Four Digits of Social Security Number”**

If the applicant has a current Ohio’s driver’s license, that number must be entered in Box 10. If the applicant does not have an Ohio driver’s license, the last four digits of the applicant’s Social Security Number must be entered. If the applicant does not have either an Ohio’s driver’s license number or Social Security Number, the applicant must enter “None” in Box 10.

Box 11: “Telephone Number”

Applicant enters telephone number. This is voluntary information, but it is helpful to the county board of elections if it needs to contact the applicant concerning his or her registration.





Box 12: “Previous Address if Updating Current Registration”

If this is a change of address update, applicant must fill in his or her previous voter registration address.

Box 13: “Change of Name Only”

If updating current registration record to reflect a name change, applicant must provide both his or her previous name and previous signature.

Box 14: “Signature”

Registration cannot be processed without the applicant's signature. The applicant must affix his or her signature or mark, taking care that it does not touch surrounding lines of type. If the applicant's signature is a mark, the person assisting the applicant completing the registration form must also include his or her name and address.

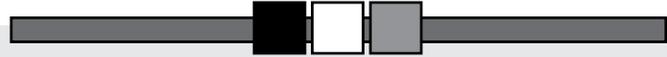
Attorney in fact: If, by reason of disability, an applicant or elector is unable to physically affix his or her signature or mark to the voter registration/change of name/change of address form, the person whom the applicant or elector has appointed his or her attorney in fact under [R.C. 3501.382](#) may sign that form on behalf of the applicant, at the direction and in the presence, of the applicant or elector.

PROCESSING COMPLETED VOTER REGISTRATION FORMS

An employee who receives a voter registration form will place it with all other voter registration forms to be transmitted to the board of elections.

Note: The applicant may choose not to return his or her completed application to the employee for transmittal to the county board of elections, but may, pursuant to [R.C. 3503.19\(B\)\(2\)\(a\)](#), deliver or mail the completed voter registration form to the office of any designated agency, public high school or vocational school, public library or county treasurer's office, county board of elections, or the Secretary of State.



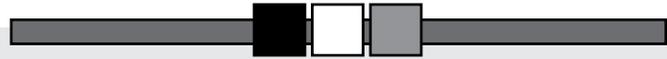


The employee who receives a voter registration application should do all of the following with it:

1. Date stamp each voter registration form (*Exhibit A*) in a manner that does not identify the agency or office. Affix the date in a blank space on the form so that the date stamp does not interfere with reading the information on the form or scanning the signature. If no date stamp is available, the date may be written on the form.
2. **Not later than five (5) days** after the date stamped on the form(s), batch together the voter registration forms with a properly completed voter registration transmittal form (*Exhibit C*):
 - Insert the total number of voter registration forms received at the agency or office on the appropriate line of the transmittal form.
 - Fill out the remaining information on the transmittal form (e.g., agency/office name, address, date, name of person completing the form, and phone number).
3. Deliver in person or mail the packet containing the transmittal form and the filled out voter registration forms to the board of elections in the county where the agency/office is located. The forms must be transmitted to the board within five (5) days of the agency/office receiving the registration form. The method of transmittal must be mutually agreed upon by the agency/office and the board of elections.

Note: Establishing a regular routine of delivering or mailing the forms to the board of elections on a given day of a week helps to provide consistency of delivery to meet the five-day submission requirement.





If an employee who has voter registration responsibilities has a question as to whether a voter registration form is completed properly, the employee must submit the voter registration form to the board of elections, as in the case of any completed voter registration form. The board of elections will determine the validity of the application and, if necessary, contact the person named on the registration form for any additional information. The employee must not destroy any voter registration form entrusted to the employee.

REGISTRATION FACTS

The following are some frequently asked questions regarding voter registration:

Q. To vote in an election in Ohio, does a person have to be registered to vote?

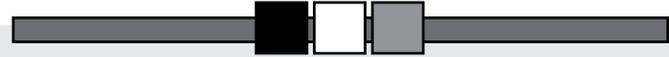
A. Yes.

Q. What are the qualifications for registration?

A. A person is qualified to register to vote in Ohio if that person meets all the following requirements:

- The person is a citizen of the United States.
- The person will be at least 18 years old on or before the day of the next general election.
- The person will be a resident of Ohio for at least 30 days immediately before the election in which the person wants to vote.
- The person is not incarcerated (in prison) for a felony conviction under the laws of this state, another state, or the United States.
- The person has not been declared incompetent for voting purposes by a probate court.
- The person has not been permanently disenfranchised for violations of the election laws.





Q. Where can I register?

A. (1) In person:

You may register in person at any of the public offices listed below:

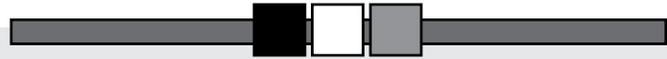
- Any county board of elections,
- Office of the Secretary of State,
- Public libraries,
- Public high schools or vocational schools,
- County treasurers' offices,
- At the office of any registrar or deputy registrar of the Bureau of Motor Vehicles, and
- State and local offices of designated agencies that provide public assistance or disability programs, including: Department of Job and Family Services, Department of Health, Department of Mental Health, Department of Developmental Disabilities, Opportunities for Ohioans With Disabilities, or each office that provides assistance to disabled students of a state-supported college or university.

2) By mail:

You may request a registration form from a board of elections or the Secretary of State's Office by mail, telephone, in person, or by having another person obtain it for you. If you have access to the Internet, you may download a voter registration application from the Secretary of State's website at www.OhioSecretaryofState.gov. If you are already registered and need to update your voter registration address, you can do so online by visiting www.MyOhioVote.com.

You may return your completed registration application in person or via another person to any of the locations listed previously. You





may return your completed voter registration by mail to the locations listed previously, with the exception of offices of the Bureau of Motor Vehicles or its deputy registrars.

Q. What is the registration deadline?

A. A voter registration form must be received 30 days before an election for the applicant to be eligible to vote at that election. If the 30th day before the election falls on a Sunday, the registration deadline is extended to the next business day that is not a legal holiday.

Q. Does an applicant declare his or her political party affiliation at the time of registration?

A. No.

Q. Does an applicant ever have to re-register to vote?

A. No, but if a voter fails to respond to an official notice from the board of elections and does not vote or update his or her voter registration at least once during a period of four years, including two federal elections, after the board of elections mails the notice, his or her voter registration may be cancelled. Additionally, if the voter moves, changes his or her name, he or she will need to update his or her voter registration.

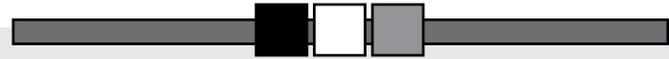
Q. What if an applicant has moved or changed his or her name?

A. A voter must notify the board of elections if there are any changes to the voter's registration information. The voter must complete and sign another voter registration form with the changes of information and submit it in the same manner as an original voter registration application or, for an address change, visit www.MyOhioVote.com and update his or her address online.

Q. How can I assist a person with a disability with registering to vote?

A. If the individual is unable to read or write and wishes to register or update an existing registration, you can read the instructions to the individual and help him or her complete the form. If the individual is





unable to sign, then pursuant to [R.C. 3503.14](#), he or she is allowed to mark an “X” in the signature box indicating the individual’s intent to register to vote or update a current voter registration. If the individual registers in this manner, the employee helping must sign the individual’s name in the signature box and then sign the employee’s own name. If an individual is unable to make a mark, the individual must indicate in some manner his or her desire to register to vote or update a current registration. The employee shall sign the individual’s name and the employee’s own name and attest that the individual desires to register or update his or her voter registration.

Attorney in fact: If, by reason of disability, an applicant or elector is unable to physically affix his or her signature or mark to the voter registration/change of name/change of address form, the person whom the applicant or elector has appointed his or her attorney in fact under [R.C. 3501.382](#) may sign that form on behalf of the applicant, at the direction and in the presence, of the applicant or elector.

Q. Who is a United States citizen?

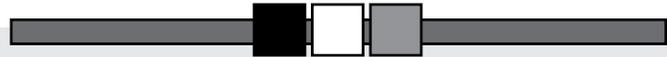
- A.** Anyone born in the United States, except a child of a foreign diplomat, is a United States citizen. For purposes of citizenship, being born in the United States includes the 50 states, District of Columbia, Puerto Rico, United States Virgin Islands, Guam, and American Samoa.

Immigrants who are granted citizenship status by the United States Citizenship and Immigration Services (USCIS), a bureau of the United States Department of Homeland Security.

There are certain circumstances when an individual automatically becomes a United States citizen, such as:

- Minor children acquire United States citizenship automatically when a parent is naturalized. (The citizenship of such children may be overlooked, because they may never have been documented as United States citizens.)

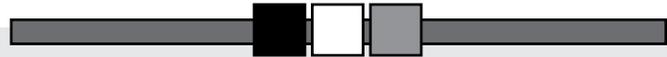




Voter Registration Instruction Manual for Designated Agencies, Public Libraries,
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- Children born outside of the United States, whose parents were United States citizens at the time of the children's birth become citizens by the operation of laws passed by Congress and are called "derivative or statutory citizens."





Voter Registration Instruction Manual for Designated Agencies, Public Libraries,
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EXHIBITS

Exhibit A: Voter Registration Form

(Voter Registration Form – Side 1)



PLACE
STAMP
HERE

|||
SECRETARY OF STATE
PO BOX 2828
COLUMBUS OH 43216-2828

HOW TO OBTAIN AN OHIO ABSENTEE BALLOT

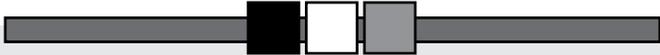
You are entitled to vote by absentee ballot in Ohio without providing a reason. Absentee ballot applications may be obtained from your county board of elections or from the Secretary of State at: www.OhioSecretaryofState.gov or by calling (877) 767-6446.

OHIO VOTER IDENTIFICATION REQUIREMENTS

Voters must bring identification to the polls in order to verify identity. Identification may include current and valid photo identification, a military identification, or a copy of a current (within the last 12 months) utility bill, bank statement, government check, paycheck, or other government document (other than a notice of voter registration mailed by a board of elections) that shows the voter's name and current address. Voters who do not provide one of these documents will still be able to vote by providing the last four digits of the voter's Social Security number and by casting a provisional ballot pursuant to R.C. 3505.181. For more information on voter identification requirements, please consult the Secretary of State's website at: www.OhioSecretaryofState.gov or call (877) 767-6446.

**WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY
OF A FELONY OF THE FIFTH DEGREE.**





Voter Registration Instruction Manual for Designated Agencies, Public Libraries,
Public High Schools and Vocational Schools and Offices of County Treasurers

(Voter Registration Form – Side 2)

=Voter Registration and Information Update Form=

Please read instructions carefully. Please type or print clearly with blue or black ink.

For further information, you may consult the Secretary of State's website at: www.OhioSecretaryofState.gov or call (877) 767-6446.

Eligibility

You are qualified to register to vote in Ohio if you meet all the following requirements:

1. You are a citizen of the United States.
2. You will be at least 18 years old on or before the day of the general election.
3. You will be a resident of Ohio for at least 30 days immediately before the election in which you want to vote.
4. You are not incarcerated (in jail or in prison) for a felony conviction.
5. You have not been declared incompetent for voting purposes by a probate court.
6. You have not been permanently disenfranchised for violations of election laws.

Use this form to register to vote or to update your current Ohio registration if you have changed your address or name.

NOTICE: This form must be *received or postmarked* by the 30th day before an election at which you intend to vote. You will be notified by your county board of elections of the location where you vote. If you do not receive a notice following timely submission of this form, please contact your county board of elections.

Numbers 1 and 2 below are required by law. You *must* answer *both* of the questions for your registration to be processed.

Registering in Person

If you have a current valid Ohio driver's license, you must provide that number on line 10. If you do not have an Ohio driver's license, you must provide the *last four digits* of your Social Security number on line 10. If you have neither, please write "None."

Please see information on back of this form to learn how to obtain an absentee ballot.

Registering by Mail

If you register by mail and do not provide either an Ohio driver's license number or the last four digits of your Social Security number, you must enclose with your application a copy of one of the following forms of identification:

Current and valid photo identification, a military identification, or a current (within the last 12 months) utility bill, bank statement, government check, paycheck, or government document (other than a notice of voter registration mailed by a board of elections) that shows the voter's name and current address.

Residency Requirements

Your voting residence is the location that you consider to be a permanent, not a temporary, residence. Your voting residence is the place in which your habitation is fixed and to which, whenever you are absent, you intend to return. If you do not have a fixed place of habitation, but you are a consistent or regular inhabitant of a shelter or other location to which you intend to return, you may use that shelter or other location as your residence for purposes of registering to vote. If you have questions about your specific residency circumstances, you may contact your local board of elections for further information.

Your Signature

In the area below the arrow in Box 14, please write your cursive, hand-written signature or make your legal mark, taking care that it does not touch the surrounding lines so when it is digitally imaged by your county board of elections it can effectively be used to identify your signature.

WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE.

FOLD HERE

I am: Registering as an Ohio voter Updating my address Updating my name

1. Are you a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	2. Will you be at least 18 years of age on or before the next general election? <input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered NO to either of the questions, do not complete this form.	

3. Last Name	First Name	Middle Name or Initial	Jr., II, etc.
--------------	------------	------------------------	---------------

4. House Number and Street (Enter new address if changed)	Apt. or Lot #	5. City or Post Office	6. ZIP Code
---	---------------	------------------------	-------------

7. Additional Mailing Address (if necessary)	8. County (where you live)
--	----------------------------

9. Birthdate (MO-DAY-YR) (required)	10. Ohio Driver's License No. OR Last Four Digits of Social Security No. (one form of ID required to be listed or provided)	11. Phone No. (voluntary)
-------------------------------------	---	---------------------------

12. PREVIOUS ADDRESS IF UPDATING CURRENT REGISTRATION - Previous House Number and Street		
Previous City or Post Office	County	State

13. CHANGE OF NAME ONLY Former Legal Name	Former Signature
--	------------------

14. I declare under penalty of election falsification I am a citizen of the United States, will have lived in this state for 30 days immediately preceding the next election, and will be at least 18 years of age at the time of the general election.	Your Signature ↓ <div style="border: 1px dashed black; height: 60px; margin-top: 10px;"></div>	Date _____ / _____ / _____ MO DAY YR
--	---	---

FOR BOARD USE ONLY SEC4010 (Rev. 4/15)
City, Village, Twp.
Ward
Precinct
School Dist.
Cong. Dist.
Senate Dist.
House Dist.





Voter Registration Instruction Manual for Designated Agencies, Public Libraries,
Public High Schools and Vocational Schools and Offices of County Treasurers

Exhibit B: Designated Agency Voter Registration Notice of Rights/ Declination Form

(Name of Agency)

A Designated Voter Registration Agency Notice of Rights/Declination Form (R.C. 3503.10)

To Our Clients (Kept by Designated Agency):

1. You have been provided with a voter registration application.
 - a. Do you want to register to vote or update your current voter registration? Yes No
 - b. **If you do not check either box, you will be considered to have decided not to register to vote at this time.**
2. 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. 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.

DETACH HERE: Given to Client

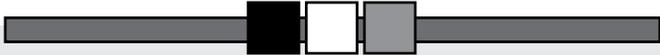
1. If you believe that someone has interfered with your right to register or decline to register to vote, your right to privacy in deciding whether to register, or in applying to register to vote, you may file a complaint with:

(name of county prosecutor)	Ohio Secretary of State
(address of county prosecutor)	180 E. Broad St., 15th floor
(address of county prosecutor)	Columbus, OH 43215
(telephone number of county prosecutor)	(614) 728-8241

2. If you have not received any verification of your voter registration from the county board of elections where you reside within 21 days from the date you registered, you may inquire about the status of your registration by contacting your county board of elections at this phone number:

_____.





Voter Registration Instruction Manual for Designated Agencies, Public Libraries,
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Exhibit C: Agency-Based Registration Voter Registration Transmittal Form

**Agency-Based Registration
Voter Registration Transmittal Form**

Agency Name _____

Agency Address
(local address) _____

Transmission Date _____

Number of Registration Forms _____

Agency Designee Signature _____

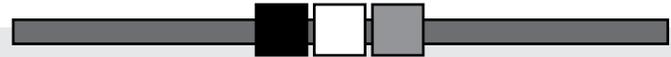
Title _____

Phone Number _____

Comments or Explanation

For Board Use Only
Duplicates





Voter Registration Instruction Manual for Designated Agencies, Public Libraries,
Public High Schools and Vocational Schools and Offices of County Treasurers

Exhibit D: Voter Registration Poster for Public Libraries, Public High Schools and Vocational Schools and Office of County Treasurers

Register to Vote or Update Your Current Ohio Voter Registration at this office



During the hours this office is open, you may:

- Obtain forms to register to vote or update your existing Ohio voter registration;
- Receive assistance in filling out and submitting an Ohio Voter Registration Form from a member of this office's staff - Just Ask!
- You may also speak with the NVRA Site Coordinator. This person is responsible for coordinating voter registration activities at this office, and may answer questions related to voter registration.

The NVRA Site Coordinator For This Office is:

The NVRA Site Coordinator's Office is Located:

The Hours The NVRA Site Coordinator is Available to Assist You Are:

Section 3503.10(I) of the Revised Code of Ohio

Jon Husted
Ohio Secretary of State



www.OhioSecretaryofState.gov
(877) SOS-OHIO (877-767-6446)

SOS2219 (10/2015)



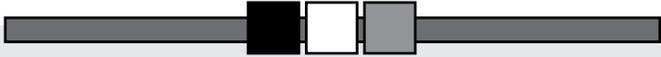


Exhibit E: Voter Registration Instructions Brochure

(Voter Registration Instructions Brochure – Side 1)

Jon Husted
Ohio Secretary of State

My Vote
My Right • My Responsibility

Voter Registrations Instructions
(Ohio Revised Code Section 3503.28)

Jon Husted
Ohio Secretary of State

Elections Division
180 E. Broad St., 15th Floor
Columbus, Ohio 43215
(614) 466-2585
Toll-Free: (877) SOS-OHIO (877-767-6446)
TTY Toll-Free: (877) TTY-OHIO (877-889-6446)
TTY: (614) 728-3295
www.MyOhioVote.com
election@OhioSecretaryofState.gov

SOS 0501 (11/2015)

My Vote
My Right • My Responsibility

Jon Husted
Ohio Secretary of State

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180 E. Broad St., 15th Floor
Columbus, Ohio 43215
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TTY: (614) 728-3295
www.MyOhioVote.com
election@OhioSecretaryofState.gov

SOS 0501 (11/2015)

Penalties

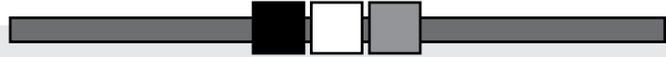
No person shall:

- Knowingly aid or abet any person to register in violation of law; 5th degree felony (R.C. 3599.11(A)).
- Knowingly destroy, or help to destroy, any completed voter registration form; 5th degree felony (R.C. 3599.11(B)(1)).
- Knowingly fail to timely return any voter registration form entrusted to him or her to a board of elections or the Secretary of State; 5th degree felony or 1st degree misdemeanor (R.C. 3599.11(B)(2)).

Under Ohio law, a 5th degree felony conviction may result in a prison sentence of six to 12 months and/or a fine of up to \$2500. A 1st degree misdemeanor conviction may result in up to six months in jail and/or a fine of up to \$1000.

For more information about registering and voting in Ohio, please access online information at www.MyOhioVote.com or call toll-free (877) SOS-OHIO (877-767-6446)





Voter Registration Instruction Manual for Designated Agencies, Public Libraries,
Public High Schools and Vocational Schools and Offices of County Treasurers

(Voter Registration Instructions Brochure – Side 2)

Voter Registration Information Eligibility

You are qualified to register to vote in Ohio if you meet all the following requirements:

1. You are a citizen of the United States.
2. You will be at least 18 years old on or before the next general election.
3. You will be a resident of Ohio for at least 30 days immediately before the election in which you want to vote.
4. You are not incarcerated (in jail or prison) for a felony conviction under the laws of Ohio, another state or the United States.
5. You have not been declared incompetent for voting purposes by a probate court.
6. You have not been permanently denied the right to vote for violations of the election laws.

You are eligible to vote in elections in your voting precinct held at least 30 days after you are registered to vote in Ohio.

Submitting Your Voter Registration Form

Returning your own form:

- You may return your completed voter registration form in person or by U.S. Mail to any of the following public offices:
- Any county board of elections;
 - The Ohio Secretary of State's office;
 - BMV or Deputy Registrars;
 - Office of designated agencies, including:
 - » The Department of Job and Family Services,

Registration Deadlines

Your properly completed voter registration form must be **postmarked or received** by the 30th day before the election in which you wish to vote. If the voter registration deadline falls on a day when offices of the Secretary of State and county board of elections are closed, the deadline is extended to the succeeding business day when the office is open.

Notice to All Voters

Voters must bring identification to the polls in order to verify identity. Identification may include current and valid photo identification, a military identification, or a copy of a current (within the last 12 months) utility bill, bank statement, government check, paycheck, or other government document (other than a notice of voter registration mailed by a board of elections) that shows the voter's name and current address. Voters who do not provide one of these documents will still be able to vote by providing the last four digits of the voter's Social Security number and by casting a provisional ballot pursuant to R.C. 3505.181.

- » The Department of Health (including the Women, Infants and Children (WIC) program),
 - » The Department of Mental Health,
 - » The Department of Developmental Disabilities,
 - » The Opportunities for Ohioans With Disabilities, or
 - » Any state-assisted college or university that provides assistance to disabled students;
 - Any county treasurer's office;
 - Any public high school or vocational school; or
 - Any public library.
- If you are updating your current Ohio voter registration and returning your completed change of name and/or address form by U.S. Mail, you must send it to your county board of elections or the Secretary of State's Office. Most registered voters in the state are also able to update their addresses online at www.MyOhioVote.com.

Returning someone else's form:

Anyone entrusted to return a completed voter registration form on behalf of another person must return the completed form to a board of elections or to the office of the Secretary of State. Forms must be returned the earlier of 1) within 10 days after the registration form is completed, or 2) by the voter registration deadline before an election if the registration form has been signed more than 24 hours before the registration deadline for the next upcoming election in the voter's precinct.

Notice from County Board of Elections

After receiving your properly completed voter registration form, your county board of elections must register you to vote and promptly notify you by mail of your precinct, polling location and the identification requirements for voting.



Jon Husted

Ohio Secretary of State



Elections Division
National Voter Registration Act

180 E. Broad Street, 15th Floor
Columbus, Ohio 43215

(614) 728-8241

Toll-free: (877) SOS-OHIO (877-767-6446)

Toll-free TTY: (877) TTY-OHIO (877-889-6446)

TTY: (614) 728-3295

Fax: (614) 485-7660

www.OhioSecretaryofState.gov
NVRA@OhioSecretaryofState.gov

SOS 2240 (11/2015)