

VOTER REGISTRATION INSTRUCTIONS (See Policy 480)



Offer at Certs/Recerts

- Give Participant Signature Form
- **Yes**=Sign form, give Voter Registration
- **No**= Sign form, no further action needed
- **Refuse to sign**=Staff check no, write refused, then initial

Offer at Walk in Address Changes

- **Yes**=Voter Registration Form 503, Client fills out, we keep tear off declination form.
- **No**=Client fills out Voter Registration Declination form 503d

Offer on Phone Call Address Changes

- If yes, ask if Mail or email
- **Yes=Offer to mail** = fill out declination tear off voter reg. Indicate mailed, staff initial.
- **Yes =Emailed** =Complete Declination form 503d, indicate emailed, staff initial
- If no to either=no further documentation needed

1. Write in date (or date stamp) on voter registration form next to barcode.
2. Review to insure completely filled out, advise client if not and let them correct it.
3. There is a form SEL 550 to exclude address from being on public record with voter registration used for example in domestic violence cases.