

**M E M O R A N D U M**

*(This CD Memo Replaces CD#23-09)*

**DATE:** March 21, 2024

**TO:** Benefits Access Center (BAC) Directors, HIV/AIDS Services Administration (HASA) Center, Supplemental Nutrition Assistance Program (SNAP) Center Directors and Regional Managers, Office of Child Support Services (OCSS), and Home Energy Assistance Program (HEAP)

**FROM:** DSS Office of Procedures

**SUBJECT: Timely Submission of Voter Registration Forms**

The purpose of this Center Director (CD) Memorandum is to inform staff of the New York State (NYS) voter registration deadline dates for the 2024 elections and the requirement to submit voter registration forms received by the Human Resources Administration (HRA) prior to the deadlines.

In accordance with the National Voter Registration Act (NVRA), voter registration forms received by staff 10 days prior to an election must be transmitted to and received by the New York City Board of Elections by the 10th day before an election.

For the 2024 Presidential Primary Election on April 2, 2024, completed voter registration forms collected through the close of business on **Thursday, March 21, 2024**, must be mailed (postmarked) to the New York City Board of Elections no later than **Thursday, March 21, 2024**, and received by the New York City Board of Elections by **Saturday, March 23, 2024**, for the individual to be eligible to vote in the 2024 Presidential Primary Election. Any hand delivered completed voter registration forms must be received by the New York City Board of Elections no later than **Saturday, March 23, 2024**.

For the 2024 State and Local Officials Primary Election on June 25, 2024, completed voter registration forms collected through the close of business on **Thursday, June 13, 2024**, must be mailed (postmarked) to the New York City Board of Elections no later than **Thursday, June 13, 2024**, and must be received by the New York City Board of Elections by **Saturday, June 15, 2024**, for the individual to be eligible to vote in the 2024 Federal Primary Election. Any hand delivered completed voter registration forms must be received by the New York City Board of Elections no later than **Saturday, June 15, 2024**.

For the 2024 General Election, held November 5, 2024, completed voter registration forms collected through the close of business on **Thursday, October 24, 2024**, must be mailed (postmarked) to the New York City Board of Elections no later than **Thursday, October 24, 2024**, and must be received by the New York City Board of Elections by **Saturday, October 26, 2024**, for the individual to be eligible to vote in the 2024 General Election. Any hand delivered completed voter registration forms must be received by the New York City Board of Elections no later than **Saturday, October 26, 2024**.

Refer to [PD#16-15-OPE](#) for detailed information on the responsibilities related to voter registration.

*Effective Immediately*

**References:**

[GIS 24DC010](#)

**Related Item:**

[PD#16-15-OPE](#)