

M E M O R A N D U M

DATE: June 14, 2023

TO: Benefits Access Center (BAC) Directors, HIV/AIDS Services Administration (HASA) Center, Supplemental Nutrition Assistance Program (SNAP) Center Directors and Regional Managers

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 2023 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 2023 State and Local Officials Primary Election on June 27, 2023, voter registration forms collected through the close of business on **Thursday, June 15, 2023**, must be mailed (postmarked) to the New York City Board of Elections no later than **Thursday, June 15, 2023**, and received by the New York City Board of Elections by June 17, 2023, for the individual to be eligible to vote in the 2023 Federal Primary Election. Any hand delivered voter registration forms must be received by the New York City Board of Elections no later than **Saturday, June 17, 2023**.

For the 2023 General Election, held November 7, 2023, voter registration forms collected through the close of business on **Thursday, October 26, 2023**, must be mailed (postmarked) to the New York City Board of Elections no later than **Thursday, October 26, 2023**, and must be received by the New York City Board of Elections by October 26, 2023, for the individual to be eligible to vote in the 2023 General Election. Any hand delivered voter registration forms must be received by the New York City Board of Elections no later than **Saturday, October 28, 2023**.

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

Effective Immediately

References:
[GIS 23DC046](#)

Related Item:
[PD#16-15-OPE](#)