



OFFICE OF POLICY, PROCEDURES, AND TRAINING

James K. Whelan, Executive Deputy Commissioner

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Office of Procedures

POLICY DIRECTIVE #16-02-OPE

(This Policy Directive Replaces PD #08-28-OPE)

REVISIONS TO VOTER REGISTRATION PROCESS

<p>Date: January 21, 2016</p>	<p>Subtopic(s): Voter Registration</p>
<p>AUDIENCE</p>	<p>The instructions in this policy directive are for staff at Job Centers and Non-Cash Assistance (NCA) Supplemental Nutrition Assistance Program (SNAP) Centers. These instructions are informational for all other staff.</p>
<p>REVISIONS TO THE PRIOR DIRECTIVE</p>	<p>This policy directive has been revised to:</p> <ul style="list-style-type: none"> • Inform JOS/Workers that the contact information for the FIA National Voter Registration (NVR) Program Coordinator has been changed. • Update the address for Project Support. • Add the FIA NVR Project Coordinator. • Change program name from Food Stamp to Supplemental Nutrition Assistance Program (SNAP). • Inform staff that the Form NVRA-05 is available in Bengali. • Inform staff of the online Voter Registration form process. • Inform staff that the FIA-35 has been renamed to POST-101.
<p>POLICY</p> <p>Mail-in voter registration forms should be sent directly to the New York City Board of Elections by the applicant/participant.</p>	<p>The adult (an individual 18 years of age or older) <u>casehead</u> of every Cash Assistance (CA) and SNAP household must be offered assistance in registering to vote. This can be done by giving him/her Form NVRA-05 during application/recertification and when he/she reports a change of address. Mail-in voter registration forms should be offered to caseheads who do not wish to register to vote at the Center. They should be made available to all other adult household members upon request.</p> <p>Note: Voter registration assistance may also be offered to a 17-year-old household member who will turn 18 before the end of the year during which the CA and/or SNAP interview is held.</p>

HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 3 at the prompt followed by 1 or
send an e-mail to *FIA Call Center Fax* or fax to: (917) 639-0298

BACKGROUND

The National Voter Registration Act (NVRA) of 1993 was enacted by Congress in an attempt to increase the number of registered voters throughout the country and enhance voter turnout in elections. It requires states to offer voter registration assistance in all offices that provide state-funded assistance to the public. The act also provides that individuals can register to vote by mail using mail-in forms developed by each state and the Election Assistance Commission. Chapter 659 of the Laws of 1994 conformed State law to the requirements of the NVRA of 1993 by designating city and state agencies to offer the individuals they service the opportunity to register to vote. The New York City Human Resources Administration (HRA) is designated as a participating voter registration agency and is mandated to provide each individual with assistance and confidentiality in the completion of voter registration forms.

In order to register to vote in New York City, an individual must:

- be a United States (U.S.) citizen (this includes persons born in Guam, Puerto Rico, and the U.S. Virgin Islands);
- be at least 18 years of age before the next election (individuals under the age of 18 are ineligible to vote in any city, state, or federal election);
- have been a New York City resident for at least 30 days;
- not be serving a jail sentence or be on parole for a felony conviction;
- not have been judged mentally incompetent by a court; and
- not claim the right to vote outside of the City of New York.

REQUIRED ACTION

JOS/Workers must explicitly offer all CA and SNAP applicants/participants the opportunity to register to vote. Voter registration applications are available at application, recertification, and at any time a change of address is reported.

Applicants/participants may register to vote by using Form **NVRA-05** which is attached to all CA and NCA SNAP application/recertification forms. Form **NVRA-05** is available in English, Spanish, Chinese, Korean, and Bengali.

Revised

In addition to registering to vote, the form is used to:

- record a change in name or address since the last time the person voted; and/or
- enroll in a political party or change party affiliation.

New Information
 Online Process
 Refer to [PD #15-07-OPE](#)
 and [PD #15-30-SYS](#)

The SNAP application/Recertification are available online with the Voter Registration form **NVRA-05** attached. An applicant/participant can complete the form after it has been printed from the internet. Once he/she has completed the form, it can be returned to the Job Center or mailed directly to the NYC Board of Elections.

Job and NCA SNAP Center staff must provide the following voter registration services:

JOS/Workers must include Form **NVRA-05** in all mailings containing copies of CA and/or SNAP application and recertification forms sent to individuals who do not apply/recertify for benefits in person.

- Distribution of Form **NVRA-05** to all adult caseheads applying/recertifying for benefits or reporting a change of address in person. The JOS/Worker should instruct the participant/household member receiving the mail-in form to send it directly to his/her local Board of Elections.
- Distribution of Form **NVRA-05** to all adult caseheads applying/recertifying for benefits by mail. The JOS/Worker should request that the applicant/participant return Form **NVRA-05** to the Center along with his/her application or recertification form.

Note: JOS/Workers must keep a count of all mail-in voter registration forms sent to applicants/participants and give that information to the Voter Registration Site Coordinator.

- Applicants/participants should never be denied the opportunity to register to vote. Although a JOS/Worker should inform an applicant/participant of the voter registration criteria (on page 2 of this directive), it is ultimately the responsibility of the New York City Board of Elections to determine whether an individual is eligible to register to vote.

Providing Assistance on Completing Voter Registration Form:

Voter registration forms cannot be completed in POS, therefore, JOS/Workers must print a copy of Form **NVRA-05** and follow the steps outlined in this procedure.

A JOS/Worker providing voter registration assistance at Job and NCA SNAP Centers must:

- ask the individual, “If you are not currently registered to vote where you live now, would you like to register to vote here today?”;
- after asking the question above, make the following statements to the same individual:
 - "Applying or declining to register to vote will have no affect on the assistance that will be provided to you by this Agency"; and

The same level of assistance provided to individuals completing

CA and/or SNAP application/recertification forms must be offered to applicants/participants completing voter registration forms.

- “If you would like help in filling out the voter registration application form, I can help”.

If the applicant/participant would like to register to vote the JOS/Worker must:

- ask the individual to check the “YES” box of Form **NVRA-05**, sign (in blue or black ink only), and put the date in the upper left corner;
- check to ensure the following sections are complete and contain clearly printed information:
 - Citizenship status
 - Name (first name, middle initial, and last name)
 - Home address (address where the applicant/participant lives)
 - Mailing address (if different from home address)
 - Date of birth
 - Telephone number (if available)

Note: If the applicant/participant does not have the information to complete one of the above sections, the JOS/Worker should offer him/her a mail-in voter registration form. If the applicant/participant insists on submitting a form with missing information, the JOS/Worker must accept it and forward the form to the Voter Registration Site Coordinator if it at least contains a signature and date.

- provide the individual with a Voter Information Card (**NVRA-02**);
- inform the individual that he or she should receive a response by mail from the Board of Elections in approximately six weeks.

All signed and dated voter registration forms must be forwarded to the Voter Registration Site Coordinator on the same day they are received even if the application or recertification for benefits is deferred.

Note: If a CA and/or SNAP participant would like to register to vote, or update his/her voter registration information, but is not due for a recertification interview, offer that individual the same assistance as described above.

If the individual declines assistance in registering to vote, have him/her complete one of the following steps:

- If the individual declines assistance with registering to vote because he/she has already registered at his/her current address, ask him/her to check “Already Registered” on Form **NVRA-05**;
- If the individual declines assistance with registering to vote (for a reason other than already being registered), ask him/her to check “No” on Form **NVRA-05**; or
- If the individual wants a mail-in registration form, ask him/her to check the box that indicates a request for a mail-in registration and give him/her a mail-in voter registration form and Form **NVRA-02**. The JOS/Worker must also instruct the individual to mail the voter registration form to his/her local Board of Elections (the locations are listed on the form).

Once the individual has checked the appropriate declination box in the upper left corner of Form **NVRA-05**:

- ask him/her to sign and date the form;
 - If the individual refuses to complete any part of the form, do not attempt to coerce the individual to complete the form.
- collect the declination or blank form from the applicant/participant; and
- forward the form to the Voter Registration Site Coordinator or Designee.

Individuals referred by a community-based organization, who bring a pre-typed black and white application form, must also be offered the opportunity to register to vote. If the individual has not completed a voter registration form or does not have one, proceed as instructed above.

Job and NCA SNAP Center staff are prohibited from:

- offering advice related to political preference or party affiliation;
- displaying personal views about political preference or party affiliation;
- discouraging applicants/participants from registering to vote; and
- determining benefit eligibility based on voter registration.

Voter registration is not an eligibility requirement for determining CA or SNAP benefits.

The Role of the Voter Registration Site Coordinator

The Voter Registration Site Coordinator is a staff member designated by the Director/Manager of the Job or NCA SNAP Center who acts as a liaison between the Center and the Family Independence Administration (FIA) NVR Program Coordinator. Every Job and NCA SNAP Center should be staffed with a Voter Registration Site Coordinator and a backup coordinator. Each year the Voter Registration Site Coordinator and backup coordinator must attend a training course conducted by the NYS Board of Elections. Therefore, the Center Director/Manager should immediately notify the FIA NVR Program Coordinator anytime a new Voter Registration Site Coordinator or backup coordinator has been designated.

The Voter Registration Site Coordinator must also receive training from the FIA NVR Program Coordinator as needed.

The contact information for the FIA NVR Program Coordinator is listed below:

Revised Sarah Wong (NVR Program Coordinator)
 Telephone: (929) 221-6694
 e-mail: wongsa@hra.nyc.gov

New Information Pamela Gray (NVR Project Coordinator)
 Telephone: (929) 221-7408
 e-mail: graypa@hra.nyc.gov

Revised FIA Office of Project Support
 4 World Trade Center
 150 Greenwich Street, 36th Floor
 New York, NY 10007
 Fax: (929) 221-0761

The Voter Registration Site Coordinator is responsible for ordering voter registration materials from the New York State Board of Elections.

Each day the Voter Registration Site Coordinator must complete the following tasks:

- Collect completed voter registration forms along with all signed and dated declinations including those marked “Already Registered”;
- Attempt to resolve all problems and answer any questions that staff may have concerning the voter registration process;

- Ensure that all staff are trained to provide voter registration assistance to individuals;
- Retain a file of declinations/blanks (No/refusal to register, mail-in requests and already registered) that have been signed and dated;

Note: This file should be retained at the Center for 22 months.

- Discard all voter registration forms that have not been signed and dated; and
- Maintain an adequate supply of New York State Board of Elections voter registration materials, including posters, brochures and forms. The NYS Agency-Based Voter Registration Supply Order Form (**Attachment A**) is to be used for ordering these materials.

The order form can be sent by fax to (518) 473-8315 or by mail to:

New York State Board of Elections
 40 North Pearl Street, Suite 5
 Albany, New York 12207

The contact telephone number for the NYS Board of Elections is: (518) 474-1953

Every Tuesday (or Wednesday, if Tuesday is a holiday), the Voter Registration Site Coordinator must:

- obtain the total number of applicants and participants (recertifying or reporting a change of address) who entered the Center during the previous week;
- obtain the total number of applications received in Job Centers during the previous week using the POS Application Tracking and Aging reports;
- obtain copies of the Recertification Recap Report Form (**W-909KK**) from the Deputy Director of the Job Center, or the **E4 Report Activity** from the NCA SNAP Center Manager or Designee for the previous week;
- utilize the above-mentioned reports to add the total number of application/recertification interviews for the previous week at the Center as of the close of business on the previous Friday;
- count and separate the NYS Agency-Based Voter Registration forms into the following four categories:

Under no circumstance should

a completed Voter Registration form be held for more than 10 days.

- Completed voter registration forms;
 - NVR declinations/blanks;
 - NVR forms with the “Already Registered” box checked off;
 - NVR mail-in form requests;
- fax a cover memo (**Attachment D**) signed by the Center Director or Designee along with copies of Forms **NVRA-03**, **W-793A** and **W-909KK** or the **E4 Report** to the FIA NVR Program Coordinator;
 - complete Section I of Form **NVRA-03** (the remainder of the form is to be completed by the NYC Board of Elections);
 - report the statistics recorded on Form **NVRA-03** to the NVR Program Coordinator and the NYC Board of Elections; and
 - mail only those voter registration forms with “YES” checked in the “If you are not registered to vote where you live now, would you like to apply to register here today?” section along with the white and canary copies of Form **NVRA-03** to the NYC Board of Elections (Completed Pink copies of Form **NVRA-03** are to be kept on file at the Center). The address for the NYC Board of Elections is:

NYC Board of Elections
32 Broadway, 7th Floor
New York, NY 10004

Note: The completed Form **NVRA-03** must be submitted to the Center Director or Designee for review. The Center Director or Designee must attest to the accuracy of the number of applicants/participants seen and offered voter registration services during the week.

Monitoring by Voter Registration Site Coordinator

The Voter Registration Site Coordinator at the Job or NCA SNAP Center must survey 5 applicants/participants each week utilizing the NVRA Random Check Form (**W-793A**). This is to document whether individuals entering the Center are being provided with assistance in registering to vote. The interviews should be brief and limited to the questions listed on the survey only. Form **W-793A** must be completed every week and submitted to the FIA NVR Program Coordinator by the close of business on the following Tuesday.

Completing the Voter Registration Process

The NVR Program Coordinator must review Forms **W-793A** and **NVRA-03** against Form **W-909KK** (Job Centers) or the **E4 Report Activity** (NCA SNAP Centers) for accuracy and completeness.

Mandated Signage
Revised
See [PD #12-18-OPE](#)

Center Directors/Managers must ensure that the NYS Agency-Based Voter Registration (**POST-101**) poster is displayed prominently. They must ensure that all out-dated versions of forms and posters are removed from circulation and recycled.

PROGRAM IMPLICATIONS

Paperless Office System (POS) Implications

Voter registration forms cannot be completed in POS; therefore, JOS/Workers must be sure to print a copy of Form **NVRA-05** and provide it to applicants/participants along with the CA and/or SNAP application/recertification form.

Reminder: JOS/Workers must never scan/index voter registration forms into the electronic case record.

Supplemental Nutrition Assistance Program (SNAP) Implications

The opportunity to register to vote must be offered to all SNAP applicants/participants.

Medicaid Implications

The opportunity to register to vote must be offered to all Medicaid applicants/participants.

LIMITED ENGLISH PROFICIENT (LEP) AND HEARING IMPAIRED IMPLICATIONS

For Limited English Proficient (LEP) and hearing-impaired applicants/participants, make sure to obtain appropriate interpreter services in accordance with [PD #14-24-OPE](#) and [PD #14-18-OPE](#).

FAIR HEARING IMPLICATIONS

There are no fair hearing implications.


REFERENCES

94-LCM-104
 95-ADM-1
 98-LCM-40
 Supplemental Nutrition Assistance Program (SNAP) Source Book
 Section 3, page 12
 Supplemental Nutrition Assistance Program (SNAP) Source Book
 Section 4, page 27
 Temporary Assistance (TA) Source Book Chapter 3, Section D
 Election Law § 5-211
 9 NYCRR 6213.1
 9 NYCRR 4.43
 1994 N.Y. ALS 659; 1994 N.Y. Laws 659
 42 U.S.C. §§ 1973gg to 1973gg-10
www.vote.nyc.ny.us/register.html

RELATED ITEMS

[HRA Procedure #98-5](#)
[PD #12-18-OPE](#)
[PD #15-07-OPE](#)
[PD #15-30-SYS](#)

ATTACHMENTS

 Please use Print on Demand to obtain copies of forms.

Attachment A	NYS Agency-Based Voter Registration Supply Order Form
Attachment B	E4 Weekly Activity Report
Attachment C	Mail-In Voter Registration Form
Attachment D	Fax Cover Sheet
NVRA-02	Voter Information Card (Rev. 2/04)
NVRA-03	Agency-Based Voter Registration Transmittal Form (10/98)
NVRA-05	New York State Agency-Based Voter Registration Form (Rev. 2/15)
POST-101	NYS Agency-Based Voter Registration Poster (4/23/12)
POST-101 (S)	NYS Agency-Based Voter Registration Poster (Spanish) (4/23/12)
W-793A	NVRA Random Check Form (Rev. 7/1/08)
W-793A (S)	NVRA Random Check Form (Spanish) (Rev. 7/1/08)
W-909KK	Recertification Recap Report (Rev. 7/1/08)

NYS Agency-Based Voter Registration

Supply Order Form

Item	Quantity	
Agency Employee Guide		
Counter Tents		
Transmittal Forms		
Transmittal Envelopes	Large (10"X13")	
	Small (4 ¼"X11")	
Agency-Based Voter Registration Form (100 per pack)	Language	Quantity (order by pack)
	English	
	Spanish	
	Chinese	
	Korean	
Voter Registration Forms Mail Registration - dot coded (100 per pack)	Language	Quantity (order by pack)
	English	
	Spanish	
	Chinese	
	Korean	
Voter Card Informational Handout (100 per pack)	Language	Quantity (order by pack)
	English	
	Spanish	
	Chinese	
	Korean	
Poster	Language	Quantity
	English	
	Spanish	
	Chinese	
	Korean	

NVRA Site Code # _____

Alternate Shipping Address: _____

New York State Board of Elections
 40 Steuben Street
 Albany, New York 12207-2108
 (518) 474-1953
 Fax (518) 473-8315



June 2007

E4 Weekly Activity Report

Center: _____

Week Ending: _____

			MON	TUES	WED	THURS	FRI	SAT	TOTAL	
RECEPTION INTAKE ACTIVITY										
Reception Intake Activity		Pre-screen Activity							0	
		Telephone Activity							0	
		In Person Inquiry							0	
		FTK [RJ]							0	
		FTR [Y10]							0	
		ID Card Replacement							0	
		AFIS							0	
		TOTAL		0	0	0	0	0	0	0
APPLICATION ACTIVITY										
Reception Activity (From W123C)		Prior Appointments Scheduled							0	
		Prior Appointments Kept							0	
		Walk-Ins							0	
		Total-Already Programmed		0	0	0	0	0	0	0
Interview Activity (From W132E)		Cases Deferred							0	
	a	Cases Completed-Eligible							0	
	b	Cases Completed-Ineligible							0	
	c	Total New Applications Completed (a+b)	0	0	0	0	0	0	0	
	d	Deferred Completed-Eligible							0	
	e	Cases Completed-Ineligible							0	
	f	Total Deferrals completed (d+e)	0	0	0	0	0	0	0	
		Total Decisions Made (c+f)	0	0	0	0	0	0	0	
	Total Eligible (a+d)	0	0	0	0	0	0	0		
RECERTIFICATION ACTIVITY										
Reception Activity (From W123C)		Prior Appointments Scheduled							0	
		Prior Appointments Kept							0	
		Cases Deferred							0	
Interview Activity (From W132E)		Cases Completed-Eligible							0	
	a	Cases Completed-Ineligible							0	
	b	Cases Completed-Ineligible							0	
	c	Total New Recert Completed (a+b)	0	0	0	0	0	0	0	
	d	Deferred Completed-Eligible							0	
	e	Cases Completed-Ineligible							0	
	f	Total Deferrals Completed (d+e)	0	0	0	0	0	0	0	
		Total Decisions Made (c+f)	0	0	0	0	0	0	0	
	Total Eligible (a+d)	0	0	0	0	0	0	0		
MPU/SERVICE ACTIVITY										
Source (From W132D)		In Person							0	
		Mail							0	
		Phone							0	
		Matches							0	
		TOTAL		0	0	0	0	0	0	0
Type of Action (From W132E)		Change Action							0	
		Budget/Record Review							0	
		Application Completion Service							0	
		CBICs/ID Replacement							0	
		Reopen							0	
		WMS Inquiry							0	
		TOTAL		0	0	0	0	0	0	0
		Potential FS Claims*								0
	FS Claims packets Completed								0	
FAIR HEARING ACTIVITY										
		Conference							0	
		ATC							0	
		Resolution							0	
		Packet Prep							0	
		TOTAL		0	0	0	0	0	0	0

* Number of W140M's completed

Prepared By: _____

Date: _____

New York State Voter Registration Form

You Can Use This Form To:

- register to vote in New York State
- change your name and/or address, if there is a change since you last voted
- enroll in a political party or change your enrollment

To Register You Must:

- be a U.S. citizen
- be 18 years old by the end of this year
- not be in jail or on parole for a felony conviction
- not claim the right to vote elsewhere

Need More Registration Forms?

You can get registration forms at most state agency offices and post offices or at any county board of elections or call 1-800-FOR-VOTE.

In Order To Vote:

- you can register in person at your county board of elections
- to vote in an election, you must mail or deliver this form to your county board no later than 25 days before the election in which you want to vote
- be 18 years old by the date of the election in which you want to vote
- your eligibility to vote will be based on the date you file this form
- your county board will notify you of your eligibility

Questions?

Call your county board of elections. Find the phone number on the other side of this form.

Hearing impaired people with TDD/TTY may call the New York State Relay 711.

Visit our website - www.elections.state.ny.us

Información en español: si le interesa obtener este formulario en español, llame al 1-800-367-8683

中文資料：如果你有興趣索取本中文資料表格，請電 1 - 800 - 367-8683

한국어: 한국어 양식을 원하시면 1-800-367-8683 으로 전화하십시오.

IDENTIFICATION REQUIREMENTS

Your identity must be verified prior to election day, so that you will not have to provide identification when you vote. Your identity can be verified through your DMV number (driver's license number or non-driver ID number), or the last four digits of your social security number, as requested in Box 9 of this application.

If your identity is not verified before election day, you will be asked to provide identification when you vote for the first time. Samples of the identification you may provide include a valid photo ID, a current utility bill, bank statement, government check or some other government document that shows your name and address.

If you include a copy of any identification with this application, be sure to tape the sides of this form closed.

TO COMPLETE THIS FORM:

Box 9: If you have a current DMV number, you must provide that number. If you do not have a current DMV number, you must provide the last four digits of your social security number.

Box 10: If you have never voted before, write "None." If you can't remember when you last voted, put a question mark (?). If you voted before under a different name, put down that name. If not, write "Same."

Box 11: Check one box only. In order to vote in a party primary, you must be enrolled in one of New York's 5 constituted parties.

*Except the Independence Party, which permits non-enrolled voters to vote in their primary elections.

If you would like an application for an ABSENTEE BALLOT or would like to be an ELECTION DAY WORKER, please check the corresponding box below.

Yes, I need an application for an Absentee Ballot Please print or type in blue or black ink Yes, I would like to be an Election Day worker

1	Are you a U. S. citizen? Yes <input type="checkbox"/> No <input type="checkbox"/>	2	Will you be 18 years old on or before election day? Yes <input type="checkbox"/> No <input type="checkbox"/>	For Board use only!	
If you answered NO, do not complete this form.		If you answered NO, do not complete this form unless you will be 18 by the end of the year.			
3	Last Name	First Name	Middle Initial	Suffix	
4	Address where you live (do not give P.O. address)		Apt. No.	City/Town/Village	Zip Code County
5	Address where you get your mail (if different from above)		P.O. Box, star route, etc.	Post Office	Zip Code
6	Date of Birth	7	Sex (circle) M F	8	Home Tel. Number (optional)
10	The last year you voted	Your Address was (give house number, street, and city)		9	ID Number - Check the applicable box and provide your number <input type="checkbox"/> New York DMV number _____ If you do not have a New York DMV number, please provide: <input type="checkbox"/> Last four digits of your Social Security Number _____ <input type="checkbox"/> I do not have a New York Driver's license number or a Social Security Number
	In county/state	Under the Name (if different from your name now)			
11	Choose a party -- Check one box only <input type="checkbox"/> DEMOCRATIC PARTY <input type="checkbox"/> REPUBLICAN PARTY <input type="checkbox"/> INDEPENDENCE PARTY <input type="checkbox"/> CONSERVATIVE PARTY <input type="checkbox"/> WORKING FAMILIES PARTY <input type="checkbox"/> OTHER (write in) _____ <input type="checkbox"/> I DO NOT WISH TO ENROLL IN A PARTY		<i>Please note:</i> In order to vote in a primary election , you must be enrolled in one of these parties. *See Above		
12	AFFIDAVIT: I swear or affirm that • I am a citizen of the United States • I will have lived in the county, city or village for at least 30 days before the election. • I meet all requirements to register to vote in New York State. • This is my signature or mark on the line below. • The above information is true. I understand that if it is not true I can be convicted and fined up to \$5,000 and/or jailed for up to four years.		→ _____ (Signature or Mark in Ink)		_____ (Date)

YOUR ADDRESS:

Three horizontal lines for address input.

PUT FIRST CLASS STAMP HERE



MAIL TO:

Large rectangular box for recipient address.



SAMPLE

To mail, put the address of your County Board of Elections in the "Mail To:" box

- ALBANY**—32 North Russell Road, Albany, NY 12206 (518) 487-5060
- ALLEGANY**—6 Schuyler Street, Belmont, NY 14813-1085 (585) 268-9294
- BROOME**—Government Plaza, 44 Hawley Street, P.O. Box 1766, Binghamton, NY 13902 (607) 778-2172
- CATTARAUGUS**—302 Court St., Little Valley, NY 14755 (716) 938-9111
- CAYUGA**—10 Court Street, Auburn, NY 13021 (315) 253-1285
- CHAUTAUQUA**—7 North Erie St., Mayville, NY 14757 (716) 753-4580
- CHEMUNG**—378 South Main St., PO Box 588, Elmira, NY 14902-0588 (607) 737-5475
- CHENANGO**—5 Court St., Norwich, NY 13815 (607) 337-1760
- CLINTON**—Cnty Government Ctr., 137 Margaret St., Suite 104, Plattsburgh, NY 12901 (518) 565-4740
- COLUMBIA**—401 State Street, Hudson, NY 12534 (518) 828-3115
- CORTLAND**—County Office Bldg., 60 Central Ave., Room 102, Cortland, NY 13045-2746 (607) 753-5032
- DELAWARE**—3 Gallant Ave., Delhi, NY 13753 (607) 746-2315
- DUTCHESS**—47 Cannon St., Poughkeepsie, NY 12601 (845) 486-2473
- ERIE**—134 W. Eagle St., Buffalo, NY 14202 (716) 858-8891
- ESSEX**—7551 Court St., P.O. Box 217, Elizabethtown, NY 12932 (518) 873-3474
- FRANKLIN**—355 West Main St., Suite 161, Malone, NY 12953-1823 (518) 481-1663
- FULTON**—2714 St. Hwy 29, Ste. 1, Johnstown, NY 12095-9946 (518) 736-5526
- GENESE**—County Building #1, 15 Main St., PO Box 284, Batavia, NY 14021 (585) 344-2550
- GREENE**—P.O. Box 307, 411 Main St., 4th Floor, Catskill, NY 12414 (518) 719-3550
- HAMILTON**—Route 8, PO Box 175, Lake Pleasant, NY 12108 (518) 548-4684
- HERKIMER**—109 Mary St., Suite 1306, Herkimer, NY 13350 (315) 867-1102
- JEFFERSON**—175 Arsenal St., Watertown, NY 13601 (315) 785-3027
- LEWIS**—Court House, 7660 N. State St., Lowville, NY 13367 (315) 376-5329
- LIVINGSTON**—Cnty. Govt. Center, 8 Court Street, Room 104, Geneseo, NY 14454-1043 (585) 243-7090
- MADISON**—County Office Bldg., P.O. Box 666, Wampsville, NY 13163 (315) 366-2231
- MONROE**—39 Main St. W., Rochester, NY 14614 (585) 753-1550
- MONTGOMERY**—Old Courthouse, 9 Park Street, PO Box 1500, Fonda, NY 12068-1500 (518) 853-8180
- NASSAU**—New Adm. Bldg., 400 County Seat Drive, Mineola, NY 11501 (516) 571-2411
- NEW YORK CITY**—Executive Offices, 32 Broadway, 7th Floor, New York, NY 10004 (212) 487-5300
- NIAGARA**—111 Main St., Ste 100, Lockport, NY 14094 (716) 438-4040
- ONEIDA**—Union Station, 321 Main St., 3rd Floor, Utica, NY 13501 (315) 798-5765
- ONONDAGA**—Civic Center, 421 Montgomery St., 15th Floor, Syracuse, NY 13202 (315) 435-3312
- ONTARIO**—20 Ontario St., Canandaigua, NY 14424 (585) 396-4005
- ORANGE**—25 Court Lane, PO Box 30, Goshen, NY 10924 (845) 291-2444
- ORLEANS**—County Adm. Bldg., 14016 State Route 31, Albion, NY 14411 (585) 589-3274
- OSWEGO**—Box 9, 185 E. Seneca St., Oswego, NY 13126 (315) 349-8350
- OTSEGO**—Suite 2, 140 County Hwy. 33W, Cooperstown, NY 13326 (607) 547-4247
- PUTNAM**—1 Geneva Rd., Brewster, NY 10509 (845) 278-6970
- RENSSELAER**—Ned Pattison Government Center, 1600 Seventh Avenue, Troy, NY 12180 (518) 270-2990
- ROCKLAND**—11 New Hempstead Rd., New City, NY 10956 (845) 638-5172
- ST. LAWRENCE**—48 Court St., Canton, NY 13617 (315) 379-2202
- SARATOGA**—50 W. High St., Ballston Spa, NY 12020 (518) 885-2249
- SCHENECTADY**—388 Broadway, Suite E, Schenectady, NY 12305-2520 (518) 377-2469
- SCHOHARIE**—County Office Bldg., 284 Main St., PO Box 99, Schoharie, NY 12157 (518) 295-8388
- SCHUYLER**—County Office Bldg., 105 9th St., Unit 13, Watkins Glen, NY 14891-9972 (607) 535-8195
- SENECA**—One DiPronio Dr., Waterloo, NY 13165 (315) 539-1760
- STEUBEN**—3 E. Pulteney Sq., Bath, NY 14810 (607) 664-2260
- SUFFOLK**—PO Box 700, Yaphank Ave., Yaphank, NY 11980 (631) 852-4500
- SULLIVAN**—Gov't. Center, 100 North St., PO Box 5012, Monticello, NY 12701-5192 (845) 794-3000 ext. 5024
- TIOGA**—County Office Bldg., 56 Main St., Owego, NY 13827 (607) 687-8261
- TOMPKINS**—Court House Annex, 128 E. Buffalo St., Ithaca, NY 14850 (607) 274-5522
- ULSTER**—284 Wall St., Kingston, NY 12401 (845) 334-5470
- WARREN**—Cnty Municipal Center, 1340 St. Rte. 9, Lake George, NY 12845 (518) 761-6456
- WASHINGTON**—383 Broadway, Fort Edward, NY 12828 (518) 746-2180
- WAYNE**—157 Montezuma St. Ext., P.O. Box 636, Lyons, NY 14489-0636 (315) 946-7400
- WESTCHESTER**—25 Quarropas St., White Plains, NY 10601 (914) 995-5700
- WYOMING**—76 North Main St., Warsaw, NY 14569-1329 (585) 786-8931
- YATES**—Suite 1124, 417 Liberty Street, Penn Yan, NY 14527 (315) 536-5135

FAX COVER SHEET

To: National Voter Registration Program Coordinator

Fax: (212) 331-4279

From: _____
(Job/Supplemental Nutrition Assistance Program (SNAP) Center
Name and Number)

**National Voter Registration
Site Code:** _____

Subject: Weekly Agency-Based Voter Registration Transmittal Form (**NVRA-03**)

Total Number of Pages (Including Cover Sheet): _____
Attachments should include the NVRA-03, VI-793A, W-909KK and the E4 Report Activity.

Week Ending _____

Total Food Stamp and/or Cash Assistance Application Interviews _____

Total Food Stamp and/or Cash Assistance Recertification Interviews _____

I have reviewed the Agency-Based Voter Registration Transmittal Form **NVRA-03** and compared it against the Recertification Recap Report **W-909KK** (Job Centers) or the **E4** Report Activity (SNAP Centers) for completeness and accuracy. I have also ensured that the number of application/recertification interviews held during the week corresponds with the number of applicants/participants offered assistance with voter registration during the week.

Signature of Center Director or Designee

Date

(front)

Congratulations on taking the first step toward registering to vote!

Answers to questions you may have...

How do I know my registration has been received and approved?

You are not registered until your form is approved by the local board of elections. Once registered, your local board of elections, not the agency where you registered, will mail you a card showing your poll location, election district and whether your site is accessible to the disabled. You will be notified if the local board of elections requires more information to determine residency or if you do not qualify at this time. You should contact your local board of elections if you do not receive notification within six weeks or before the election. To obtain the number for your local board of elections or further information call 1-800-FOR-VOTE.

Is my registration permanent, and when do I need to re-register?

You need to re-register only if you move your residence address.

When are the elections and how do I find out where to vote?

Before each election in which you are eligible to vote, you will receive a notice by mail telling you the date and time of the election and your polling site location.

When are polls open?

Polls are open general election day from 6:00 a.m. to 9:00 p.m. On primary day in New York City, Nassau, Putnam, Suffolk, Westchester, Rockland, Orange and Erie counties polls are open from 6:00 a.m. to 9 p.m. In all other counties polls open from 12 noon to 9:00 p.m. on primary day.

Are there people ready to assist me at the polls?

Yes. Election Inspectors at the polling place are there to assist you and will answer any questions you may have or offer instruction upon request.

SAMPLE

How do I cast my vote at the polls?

You must sign the poll register at the inspectors' table when you enter the polling place. To cast your vote simply move the lever above or next to the name of each candidate for whom you wish to vote. Leave the lever down. You may select candidates from any line or column in which their names appear. Other than a write-in, your vote may be changed at any time before you open the curtain. Simply return the lever to the neutral position and press another lever.

What if my name does not appear in the poll book when I go to vote?

If your name does not appear in the poll book you may vote by paper ballot. To vote by affidavit, you will sign an oath on a special paper ballot envelope stating your eligibility and mark a paper ballot and seal it in the envelope. After validation of your eligibility by the board of elections your ballot will be counted.

Is my vote secret?

Yes. Your vote is secret. The number assigned to each voter by the inspectors is not traceable and is used only as a record of how many people have signed in and voted.

What shall I do if I am away on election day or if I am ill or disabled?

If you will be away from your county on election day, or unable to appear at the polls due to illness, you may vote by mail by requesting an absentee ballot application from your county board of elections up to one week prior to the election, or one day before if requested in person. If you are permanently ill or disabled you have the right to receive an absentee ballot for each subsequent election without further application. Simply contact your county board of elections and ask for an application to be placed on the permanent absentee list.

**For more information
contact your county board of elections or
call 1-800-FOR-VOTE**

Agency-Based Voter Registration Transmittal Form

SECTION I. [To be completed by agency site coordinator]

NVRA 6-digit Site Code Number

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Date of Transmittal

Applications [Number who registered to vote, changed address, name or party enrollment]

Number of voter registration APPLICATIONS contained in this transmittal

Declinations [Number received since last transmittal broken down into the following categories]

Enter the number who checked the **NO** box on the agency-based form OR left the form **BLANK**

Enter the number who checked the **ALREADY REGISTERED** box on the agency-based form

Enter the number who checked the **REQUESTED AND RECEIVED A MAIL REGISTRATION FORM** box on the agency-based form

Other Applications [Individuals who did NOT appear at your agency office]

Enter the number (if any) of voter registration forms SENT to individuals.

SECTION II. [To be completed by county board of elections]

Number of *new registrations* contained in this batch

Number of *address changes* contained in this batch

Number of *enrollment changes* contained in this batch

Number of *name changes* contained in this batch

Number of *duplicate registrations* contained in this batch

Number of *incomplete forms* contained in this batch

Number of forms *forwarded* to other county boards of elections, if any

Please use the space below to alert the NYS Board of Elections of any issues relating to this site.

QUESTIONS? - Please call the NYS Board of Elections at (518)-474-1953

NVRA-03 10/98

Please mail the WHITE and YELLOW copies of this form to your county board of elections, retain the pink copy for your records.



NYS Agency-Based Voter Registration Form

"If you are not registered to vote where you live now, would you like to apply to register here today?"

YES If you checked **YES**, please complete the **VOTER REGISTRATION APPLICATION** below

NO because I choose not to register **OR**

I am already registered at my current address **OR**

I asked for and received a mail registration form

If you do not check any box, you will be considered to have decided not to register to vote at this time.

_____/_____/_____
Signature Date

Please Print Name

Important!

Applying to register or declining to register to vote will not affect the amount of assistance that you will be provided by this agency.

If you would like help 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.

Información en español: si le interesa obtener este formulario en español, llame al 1-800-367-8683

中文資料: 若您有興趣索取中文資料表格, 請電: 1-800-367-8683

한국어: 한국어 한국어 양식을 원하시면 1-800-367-8683 으로 전화 하십시오.

যদি আপনি এই ফর্মটি ইংরেজীতে পেতে চান তাহলে 1-800-367-8683 নম্বরে ফোন করুন

Rev. 2/2015

VOTER REGISTRATION APPLICATION (instructions on back)

Yes, I need an application for an Absentee Ballot **Please print or type in blue or black ink** Yes, I would like to be an Election Day worker

1	Are you a U.S. citizen? <input type="checkbox"/> YES <input type="checkbox"/> NO <small>If you answered NO, do not complete this form</small>	2	Will you be 18 years old on or before election day? <input type="checkbox"/> YES <input type="checkbox"/> NO <small>If you answered NO, do not complete this form unless you will be 18 by the end of the year</small>	For Board Use Only		
3	Last Name _____ First Name _____ Middle Initial _____ Suffix _____					
4	Address where you live (do not give P.O. box) _____ Apt. No. _____ City/Town/Village _____ Zip Code _____ County _____					
5	Address where you get your mail (if different than above) _____ P.O. Box, Star Route, etc. _____ Post Office _____ Zip Code _____					
6	Date of Birth _____	7	Sex <input type="checkbox"/> M <input type="checkbox"/> F	8	Telephone (optional) _____ Email (optional) _____	
10	The last year you voted _____	Your address was (give house number, street and city) _____		9	ID Number (Check the applicable box and provide your number) <input type="checkbox"/> New York State DMV number _____ <input type="checkbox"/> Last four digits of your Social Security number _____ <input type="checkbox"/> I do not have a New York State DMV or Social Security number	
	In county/state _____	Under the name (if different from your name now) _____				
11	Political Party I wish to enroll in a political party <input type="checkbox"/> Democratic party <input type="checkbox"/> Independence party <input type="checkbox"/> Republican party <input type="checkbox"/> Women's Equality party <input type="checkbox"/> Conservative party <input type="checkbox"/> Reform party <input type="checkbox"/> Green party <input type="checkbox"/> Other _____ <input type="checkbox"/> Working Families party I do not wish to enroll in a political party <input type="checkbox"/> No party			12	Affidavit: I swear or affirm that <ul style="list-style-type: none">I am a citizen of the United States.I will have lived in the county, city or village for at least 30 days before the election.I will meet all requirements to register to vote in New York State.This is my signature or mark on the line below.The above information is true, I understand that if it is not true, I can be convicted and fined up to \$5,000 and/or jailed for up to four years. _____/_____/_____ Signature or Mark in ink Date	

(Optional) Register to donate your organs and tissues

Last Name		
First Name	Middle Initial	Suffix
Address		
Apt Number	City/Town/Village	Zip Code
Birth Date	Sex <input type="checkbox"/> M <input type="checkbox"/> F	
Eye Color	Height	Ft. In.

By signing below, you certify that you are:

- 18 years of age or older
- Consent to donate all of your organs and tissues for transplantation, research, or both;
- Authorizing the Board of Elections to provide your name and identifying information to DOH for enrollment in the Registry;
- And authorizing DOH to allow access to this information to federally regulated organ procurement organizations and NYS-licensed tissue and eye banks and hospitals upon your death.



_____/_____/_____
Signature Date

Qualifications for Registration

You Can Use This Form To:

- register to vote in New York State;
- change your name and/or address, if there is a change since you last voted;
- enroll in a political party or change your enrollment.

To Register You Must:

- be a U.S. citizen;
- be 18 years old by December 31 of the year in which you file this form (note: You must be 18 years old by the date of the general, primary, or other election in which you want to vote.);
- be a resident of the County, or of the City of New York at least 30 days before an election;
- not be in jail or on parole for a felony conviction; and
- not claim the right to vote elsewhere.

Important!

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:

NYS Board of Elections

40 North Pearl St, Suite 5

Albany, NY 12207-2729

Telephone: 1-800-469-6872;

TDD/TTY users contact the New York State Relay at 711;

or visit our web site - www.elections.ny.gov

Your decision to register will remain confidential and will be used only for voter registration purposes. Anyone not choosing to register to vote and/or information regarding the office to which the application was submitted will remain confidential, to be used only for voter registration purposes.

Verifying your identity

We will try to check your identity before Election Day, through the DMV number (driver's license number or non-driver ID number), or the last four digits of your social security number, which you will fill in Box 9.

If you do not have a DMV or Social Security number, you may use a valid photo ID, a current utility bill, bank statement, paycheck, government check or some other government document that shows your name and address. You may include a copy of one of those types of ID with this form.

If we are unable to verify your identity before Election Day, you will be asked for ID when you vote for the first time.

To complete this form:

It is a crime to procure a false registration or to furnish false information to the Board of Elections.

Box 9: You must make one selection. For questions refer to Verifying your identity above.

Box 10: If you have never voted before, write "None". If you can't remember when you last voted, put a question mark (?). If you voted before under a different name, put down that name. If not, write "Same".

Box 11: Check one box only. Political party enrollment is optional but that, in order to vote in a primary election of a political party, a voter must enroll in that political party, unless state party rules allow otherwise.



**This office is a
National Voter Registration Act
voter registration site.**

**We will be offering you the
opportunity to register to vote today
and each time you visit us. We will be
glad to help you fill out the form.**

**If you have questions about the NVRA,
call 1-800-4NY-NVRA.
1-800-469-6872**



**Esta oficina es un
lugar de inscripción de votantes
bajo la ley Nacional de
Inscripción de votantes (NVRA).**

**Le estamos ofreciendo la oportunidad de
inscribirse para votar, hoy y cada vez que
nos visite. Nos complacerá ayudarlo a
llenar los formularios.**

**Si tienes más preguntas acerca de NVRA,
llame al 1-800-4NY-NVRA.
1-800-469-6872**

NVRA Random Check Form National Voter Registration Act

Today's Date: _____ For Week Ending: _____ Site Code: _____

Borough: _____ Center Name: _____ Site Coordinator: _____

Use This Form to Conduct Random Check(s) of five (5) Individuals.

Explanation

Use This Form to Conduct Random Check(s) of five (5) Individuals.		Explanation
Person 1	(a) Were you offered the opportunity to register to vote today? _____ (b) Were you provided assistance in filling out the form? _____	
Person 2	(a) Were you offered the opportunity to register to vote today? _____ (b) Were you provided assistance in filling out the form? _____	
Person 3	(a) Were you offered the opportunity to register to vote today? _____ (b) Were you provided assistance in filling out the form? _____	
Person 4	(a) Were you offered the opportunity to register to vote today? _____ (b) Were you provided assistance in filling out the form? _____	
Person 5	(a) Were you offered the opportunity to register to vote today? _____ (b) Were you provided assistance in filling out the form? _____	

Formulario de Control Disperso de NVRA Ley Nacional de Registro de Votantes

Fecha de Hoy: _____ Para la Semana que Termina en: _____ Código del Local: _____

Condado: _____ Nombre del Centro: _____ Coordinador del Local: _____

Use Este Formulario para Realizar Controles Aleatorios de (5) Personas.

Explicación

Persona 1	(a) ¿Se le ofreció la oportunidad de inscribirse para votar el día de hoy? _____ (b) ¿Se le ofreció ayuda para llenar este formulario? _____	
Persona 2	(a) ¿Se le ofreció la oportunidad de inscribirse para votar el día de hoy? _____ (b) ¿Se le ofreció ayuda para llenar este formulario? _____	
Persona 3	(a) ¿Se le ofreció la oportunidad de inscribirse para votar el día de hoy? _____ (b) ¿Se le ofreció ayuda para llenar este formulario? _____	
Persona 4	(a) ¿Se le ofreció la oportunidad de inscribirse para votar el día de hoy? _____ (b) ¿Se le ofreció ayuda para llenar este formulario? _____	
Persona 5	(a) ¿Se le ofreció la oportunidad de inscribirse para votar el día de hoy? _____ (b) ¿Se le ofreció ayuda para llenar este formulario? _____	

SAMPLE

