National Voter Registration Act Training for Public Libraries
A Guide to Voter Registration for Public Libraries

The purpose of this webinar is to provide information to assist libraries in developing and conducting a successful voter registration program.

This includes...

- An overview of the National Voter Registration Act of 1993
- Requirements of Registering to Vote
- How to assist the voter
- Handling of Voter Registration Forms
- Important Deadlines & Resources
Congress enacted the National Voter Registration Act of 1993 to create a variety of mechanisms to make it easier for citizens to register to vote.

There were four main purposes:
- To establish procedures that increase the number of citizens who register
- To encourage governments to enhance participation in voting
- To protect the integrity of the electoral process
- To ensure accurate and current registration rolls
What does the National Voter Registration Act of 1993 require?

• First, the NVRA’s so-called “motor voter” provision requires States to allow qualified citizens to register to vote at the same time that they apply for a driver’s license or state ID.

• Second, the NVRA mandates that States accept the Federal Registration Mail Form and allows each state to develop its own form for registration purposes.

• Third, the NVRA requires States to designate agencies within each state as voter registration agencies, this includes designated agencies and other agencies.
SOS responsibilities

- Appoint an NVRA Coordinator
- Maintain lists of Designated Agency NVRA Coordinators
- Oversee training
- Publish NVRA Designated Agency Manual
- Provide technical assistance
- Address concerns about NVRA
- Report to Election Assistance Commission
- Approve and maintain Designated Agency plans
Library responsibilities

Directors or a designated employee act as the agency NVRA Coordinator

This person:

- Serves as a liaison between the Library and the BOE
- Transmits completed Voter Registrations to the county Board of Elections weekly
- Completes transmittal form
- Addresses complaints
- Orders voter registration Supplies
- Ensures that clients are getting an opportunity to register to vote or update their current registration
- Develops and coordinates training of agency level personnel
Employee Training

Support of the NVRA Coordinator is crucial for employee commitment to proper voter registration.

Training should include:

– Overview of program goals/benefits
– Discussion of roles/responsibilities
– Voter Registration information so that they can answer customer questions or where to direct clients for more information
– Discussion of non-partisanship and how to handle party affiliation questions
– Training so that they can assist the customer in completing the Voter Registration form
NVRA Manual for Public Libraries

- Libraries must date stamp or hand write the date of receipt on all voter registration forms.
- Display the required poster available by mail or online at http://www.sos.state.oh.us/sos/elections/Voters/register/NVRA.aspx.
What types of agencies are mandatory NVRA designated agencies?

• All offices and agencies in a State that provide public assistance and all offices and agencies in a State that provide State-funded programs primarily engaged in providing services to persons with disabilities.

What is an example of a designated NVRA agency?

• Any office at a state-funded university that provides services to students with disabilities.

• The Department of Job & Family Services, Department of Health, Department of Mental Health, Department of Developmental Disabilities, Rehabilitation Services Commission, WIC
Other Agencies Required by the State to Offer Voter Registration Services

Other Agencies include:

- PUBLIC LIBRARIES
- Public Schools
- Public Vocational Schools
- County Treasurer’s offices

These locations must:

- Distribute mail-in voter registration applications
- Assist applicants in filing out the forms, if requested
- Accept completed forms for transmittal to the board of elections
Public high schools, vocational schools, public libraries and county treasurers’ offices

- These agencies must offer clients the opportunity to register to vote.
- The employee must provide a blank voter registration form to the person.
- Provide the same degree of assistance with regard to the completion of the registration application form as is provided by the office with regard to the completion of its own forms.
- Informs the applicant that the applicant may either return the form to the employee for transmittal to the county board of elections.
- Or the applicant can 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.

No Faxes Please
Who should register?

- Anyone eligible to vote and not registered.
- Anyone who has changed their name or address since last registering.

Registration ends 30 days before the election in which the individual intends to vote. The deadline for receipt of voter registrations by the Board of Elections is Oct. 9th for the 2018 November general election.
Who is Eligible to Vote?

- A Citizen of the United states
- Will be an Ohio resident for 30 days immediately before the election in which they wish to vote
- Will be at least 18 years old on or before the next general election
- Is not incarcerated (in prison or jail) for a felony conviction under the laws of this state, another state, or the United States
- Has not been declared incompetent for voting purposes by a probate judge
- Has not been permanently disenfranchised for violations of Ohio’s election laws

Miscellaneous Information
- Homeless citizens may register by describing their shelter or living space
- College students may register at home or college 30 days before an election but they cannot vote in both locations
Completing the voter registration application

Any employee of a designated agency, public high school or vocational school, public library, or a county treasurer’s office to assist with voter registration must answer questions the applicant may have 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:
If the Client Wants to Register, the Staff Should Offer Help

“If you would like help in filling out the voter registration form, we will help you. The decision whether to seek or accept help is yours. You may fill out the form in private. Would you like assistance?”
Change of address applications are just as important for successful voting as are new registrations

What happens if the voter moves and doesn’t send in a change of address?

• The voter may not receive a notice of election, the location of their new polling place, or information on how to file an absentee ballot. If they have child-care or job obligations, they may not be able to vote in person.

• The voter may go to the “wrong” polling place and vote, and their vote may not be counted.

• Even if the poll worker tells them the correct polling place, they may no longer have time to get to a new location and vote.

• Electors may now register or change their address online at WWW.Ohiosecretaryofstate.gov
While registering voters staff should not:

- 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.
Registration Tips for assisting applicants

• Use a BLACK pen. Print all information, except signature.
• Check for legibility.
• Remind client: Signature **must not** cross borders of box on Line 14.
• Check birth date. Current date is sometimes given.
• Drivers License number should have 2 letters plus 6 numbers.
• Request client’s telephone number for potential notification of problems.
• Ask again if applicant has moved or has a name change.
### Voter Registration and Information Update Form

**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.”

**I am:**
- [ ] Registering as an Ohio voter
- [ ] Updating my address
- [ ] Updating my name

**FOLD HERE**

1. Are you a U.S. citizen? [ ] Yes  [ ] No
2. Will you be at least 18 years of age on or before the next general election? [ ] Yes  [ ] No
   
   If you answered NO to either of the questions, do not complete this form.

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td>First Name</td>
</tr>
<tr>
<td>City or Post Office</td>
<td>Zip Code</td>
</tr>
<tr>
<td>Additional Room or Housing Address (if necessary)</td>
<td></td>
</tr>
<tr>
<td>County (where you live)</td>
<td></td>
</tr>
<tr>
<td>City, Village, Twp.</td>
<td></td>
</tr>
<tr>
<td>Previous City or Post Office</td>
<td>County</td>
</tr>
<tr>
<td>House Dist.</td>
<td></td>
</tr>
</tbody>
</table>

**FOR BOARD USE ONLY**
SEC410 (Rev. 6/12)

**Your Signature**
I declare under penalty of election falsification that I am a citizen of the United States, I have lived in this state for 30 days immediately preceding the next election, and I will be at least 18 years of age at the time of the general election.

**Signature**

Date: ___/___/___
**REQUIRED**

Item 1. Answer yes or no.

Item 2. Answer yes or no.

If the answer to line 1 or 2 is no, the person is not eligible to vote and should not complete the form.
REQUIRED

Item 3: Enter the full legal name

Item 4: Enter house number, street and apartment number

Item 5: Enter city or post office. (not a post office box)

Item 6: Enter the zip code.
REQUIRED

Item 7: Mailing address, if different from your residential address.

Item 8: the county where you live
REQUIRED

Item 9: Date of birth:

Item 10: Valid Ohio Drivers License number and/or the last 4 digits of your Social Security Number.
Item 11: Explain that while it is not required, the phone number will allow the Board of Elections to follow up if there are any problems.
**Item 12:** If re-registering because of moving, provide previous address.

<table>
<thead>
<tr>
<th>Previous House Number and Street</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previous City or Post Office</td>
</tr>
<tr>
<td>County</td>
</tr>
<tr>
<td>School</td>
</tr>
<tr>
<td>Cong. D</td>
</tr>
</tbody>
</table>

**Item 13:** If re-registering because of name change, provide former legal name and signature.
REQUIRED

Item 14: Signature of voter and date signed. The signature must be within the box without touching the borders. If signature is a mark, provide name and address of the witness.
Special circumstances

If a voter is unable to sign the form they may make an “X” or if unable to make an “X” they can have an “Attorney in fact”

- **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.
Within **five business** days after being accepted by the library, the signed and date stamped registration forms should be batched together with a properly completed **Voter Registration Transmittal Form**.

- Insert the total number of voter registration forms received at the agency on the appropriate line of the Transmittal Form.
- Fill out the remaining information on the Transmittal Form (e.g., agency name, county, address, date, name of person completing the form, and the phone number).
- Send the forms, together with the transmittal form, to the county Board of Elections.
Transmittal Form

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 __________________________


Boards of Election

- Responsible for:
  - Making arrangements with agencies to get forms
  - Accepting completed Voter Registration forms
    - Contacting voter if there are problems
  - Reporting numbers to SOS biannually for EAC
  - Reporting concerns to SOS
    - No date stamp for receipt
    - Late delivery
    - BMV’s/addresses
    - Incomplete forms
    - Photocopies or faxes
What is the registration deadline?

• A voter registration form must be received by a board of elections, a Bureau of Motor Vehicles office, a designated agency, public library, public high school or vocational school, county treasurer’s office or the Secretary of State’s Office at least 30 days before an election for the applicant to be eligible to vote at that election. Forms returned by mail must be postmarked not later than the 30th day before the election.

The deadline to register to vote in the November 6, 2018 General Election is October 9th, 2018.

• Please coordinate with your county board of election to arrange an additional transmittal the day after the deadline.
Any currently registered voter can vote absentee by:

- Calling the board of elections
  - Requesting an absentee ballot application form.
  - Receiving the absentee ballot via mail.
  - Sending in the completed ballot.
  - Using the appropriate postage.

OR

Visiting the board of elections
- With proper ID, voting ballot at the board of elections.

- Ballots delivered in person to the Board office must be received by the BOE no later than the close of polls on Election Day.

- Ballots returned by US. Mail will be eligible if either it is received by the Board of Elections prior to 7:30 pm on Election Day or postmarked no later than the day before the election and received by the BOE on or before the tenth day after the election.
Absenteer Voting 2018

- The Secretary of State's Office will mail absentee ballot applications, for the Nov. 6th General election, by non-forwardable mail, to
  - 1) every registered voter in Ohio in "active" status
  - 2) every registered voter in Ohio who voted in the 2016 presidential election as reflected in the Statewide Voter Registration Database
- Delivery of the applications by USPS is expected to begin during the first two weeks of September, 2018
Absentee Voting 2018

• The absentee ballot application will be pre-populated with the voter's name, current address, and the local voter ID number.

• The voter must complete the application by providing the voter's date of birth, identification, and signature before sealing the application in the reply envelope provided and submitting it to the voter's county board of elections in person or by mail, with the voter affixing a first class stamp.

• The deadline for returning a complete absentee ballot application to the board of elections by mail is noon on Saturday, November 3, 2018.
Absentee Voting 2018

- If a voter completes and returns the absentee ballot application, but instead chooses to vote in person at the voter's assigned precinct polling location on Election Day, Ohio law requires the voter to cast a provisional ballot.

- A board of elections may begin mailing regular absentee ballots to voters who have submitted a complete absentee ballot beginning October.
For more information on NVRA in Ohio please visit the Ohio Secretary of State’s website located at the following:
www.sos.state.oh.us

**For Assistance with NVRA contact:**

Pat Currie  
NVRA Coordinator,  
Ohio Secretary of State  
180 East Broad Street  
Columbus, Ohio 43215  
Phone: (614) 728-8241  
Fax: (614) 485-7693  
Email: pcurrie@ohiosecretaryofstate.gov
Safe AT HOME

Protecting the victims of domestic violence & human trafficking

JON HUSTED
Ohio Secretary of State
What is Safe at Home?

• Safe at Home is an address confidentiality program that allows victims of domestic violence, stalking, human trafficking, rape, or sexual battery to apply for a substitute address designated by the SOS to serve as the victim’s address to shield his/her actual residential, school, or work address from public records including voter registration lists. The program also serves members of a victim’s household.
The Safe at Home Program

- The Safe at Home program allows a participant to use an address designated by the Secretary of State that:
  - all Ohio governmental entities are required to accept*, when he/she provides it.
  - shields his/her confidential address from public records.

*Private entities may choose to accept it, but are not required to do so
Program’s Effectiveness

- Safe at Home will not be as effective if the person that the applicant fears knows or could know where the applicant lives. The program is most effective when the applicant has just moved or is going to move in the immediate future. Because a program participant’s confidential information may have been disclosed through a public records request prior to enrolling in Safe at Home, and enrolling in the program does not delete any information that is already in the public domain.
Two Part Program

1. Address Confidentiality Program

2. Confidential Voter Registration Record
1. Address Confidentiality Program

Individual applies through an Application Assistant and sends the completed application to Secretary of State (SOS)
Who may apply?

- An adult person, or a parent or guardian acting on behalf of a minor, incompetent, or ward may apply.

- The applicant must state that he/she fears for his/her safety, or the safety of a member of the applicant’s household, or the minor, incompetent, or ward on whose behalf the application is made because he/she is a victim of domestic violence, menacing by stalking, human trafficking, trafficking in persons, rape or sexual battery.
Who may NOT apply?

A Tier I, Tier II, or Tier III Sex Offender/Child-Victim Offender is not eligible to participate in the Safe at Home program.
How may a victim apply?

- Under the law, a victim wanting to become a participant in the Safe at Home address confidentiality program is only able to apply for the program through an Application Assistant.
Who can be an Application Assistant?

5 Requirements to be an Application Assistant:

1. Be employed by or volunteer at an agency or organization that is recognized by the SOS office that serves victims of domestic violence, menacing by stalking, human trafficking, trafficking in persons, rape, or sexual battery;

2. Have the ability and be willing to meet with potential program applicants in person.

3. Receive the required training from the SOS office;

4. Obtain the approval of his/her employer or someone authorized to act on behalf of his/her employer to perform the responsibilities of a Safe at Home Application Assistant; and

5. Receive certification from the SOS office.
SAFE AT HOME

ORGANIZATIONS

Use this list to find an application assistant at an organization near you.

Some organizations may require you to make an appointment. Please call or e-mail the organization nearest you to ensure someone will be there to visit.

ADAMS COUNTY

YWCA of Greater Cincinnati
898 Walnut St.
Cincinnati, OH 45202
infor@ywcaoin.org
www.ywcacincinnati.org
(513) 241-7090

ALLEN COUNTY

Crime Victim Services
330 N. Elizabeth St., 2nd Floor
Lima, OH 45801
victim@crimevictimservices.org
www.crimevictimservices.org
(419) 222-8666

Crossroads Crisis Center
crossroadscrisis@gmail.com
www.crossroadscrisiscenter.com
(419) 228-4357
What happens once a participant is enrolled?

1. The SOS office will certify the applicant as a participant, and provide them with a Safe at Home Participant ID Number, his/her designated address, information about how to use SOS to receive mail and Service of Process, and information about how to register and vote as a program participant.

2. On a daily basis, when the office is open, the SOS will forward each participant’s mail to their mailing address.
What happens once a participant is enrolled? (continued)

3. On a daily basis, will transmit the name, residence address, and telephone numbers of program participants to the Attorney General’s office for inclusion in the Ohio Law Enforcement Gateway (OHLEG).
   – Chiefs of Police
   – Village Marshalls
   – County Sheriffs
   – County Prosecutors
   – A designee of each of the above officials
What happens once a participant is enrolled? (continued)

- 4. If the participant has a confidential voter registration record, the SOS will send them a notice 45 days before an election with information about voting in that election.
Ohio Revised Code 111.99

• (C) No person who obtains a confidential address or telephone number from the Ohio law enforcement gateway shall knowingly disclose that confidential address or telephone number to any person, except as is necessary for a law enforcement purpose when related to the performance of official duties, or for another legitimate governmental purpose.

• (D) Whoever violates this section is guilty of a misdemeanor of the first degree.
Participant Responsibilities

• A participant may request that any state of Ohio governmental entity use his/her designated Safe at Home address, and they shall accept it.

• A participant may also request that his/her private employer, school or any other entity use the designated address, but a private entity is not required to accept it.

• Enrolling in Safe at Home does not automatically shield a participant’s personal information from public records.
  • A participant must make a request to each Ohio governmental entity they wish to use their designated address.
Confidential Voter Registration Record

Once enrolled in the Address Confidentiality Program with SOS, qualified electors may apply to their county Board of Elections for a confidential voter record.
Confidential Voter Registration Record

• Must be enrolled in Safe at Home to register to vote with a confidential voter registration record.

• Confidential voter registration form provided in participant packet.

• Confidential voters should work only with the director or deputy director of their county board of elections.
Confidential Voter Registration Record (continued)

- Confidential voters should vote only by absentee ballot by mail.
  - Casting a ballot in person will reveal the program participant’s precinct and residence address to precinct election officials and others, potentially including members of the public.

- Once in the Safe at Home program, a program participant must not sign an election petition, such as petitions for prospective candidates and state issue petitions. Due to public records law, a program participant will make his/her address public if he/she signs an election petition.
Public Records
Ohio Revised Code 149.43(A)(1)(dd)

• “The confidential name, address, and other personally identifiable information of a program participant in the address confidentiality program established under sections 111.41 to 111.47 of the Revised Code…” is not a public record.
Public Records

• Non Confidential Voter registrations are public records
• Outside organizations often use voter registration lists and publish that information on the internet
• The SAH program CANNOT redact information currently in the public domain
• Therefore the SAH works best when a person has or will be moving

JON HUSTED
Ohio Secretary of State
Contact Information

www.SafeatHomeOhio.com

safeathome@ohiosecretaryofstate.gov

614-995-2255

P.O. Box 16395
Columbus, OH 43216