



# 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 ("NVRA")
- Requirements of Registering to Vote
- How to assist the voter
- Handling of Voter Registration Forms
- Important Deadlines & Resources



**Frank LaRose**  
*Ohio Secretary of State*



# National Voter Registration Act

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.

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*Ohio Secretary of State*



# National Voter Registration Act

There were four main purposes:

- Establish procedures that increase the number of citizens who register to vote.
- Encourage governments to enhance participation in voting.
- Protect the integrity of the electoral process.
- Ensure accurate and current registration rolls.

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*Ohio Secretary of State*



# What does the NVRA require?

1. The NVRA's so-called "motor voter" provision requires States to allow qualified citizens to register to vote while they apply for a driver's license or state ID.
2. The NVRA mandates that States accept the Federal Registration Mail Form and allows each state to develop its own form for registration purposes.
3. The NVRA requires States to designate agencies within each state as voter registration agencies, this includes designated agencies and other agencies.



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*Ohio Secretary of State*



# Designated Agencies

## 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.



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# National Voter Registration Act

## What is an example of a designated NVRA agency?

- Any office at a state-funded university or college that provides services to students with disabilities.
- The Department of Job & Family Services, Department of Health, Department of Mental Health, Department of Developmental Disabilities.
- Opportunities for Ohioans with Disabilities, 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 paper voter registration applications.
- Assist applicants in filing out the forms, if requested.
- Accept completed forms for transmittal to the board of elections.

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*Ohio Secretary of State*





## 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.
- Inform 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**



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*Ohio Secretary of State*



# Library Responsibilities

- Directors or a designated employee act as the agency NVRA Coordinator who:
  - Serves as a liaison between the Library and the county Board of Elections (“BOE”).
  - Transmits completed Voter Registrations to the BOE 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 must 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.

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*Ohio Secretary of State*



# 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 <https://www.ohiosos.gov/elections/elections-officials/elections-officials-resources/#nvra>.
- The complete manual is available at <https://www.ohiosos.gov/globalassets/publications/election/bmvda/designatedagencymanual.pdf>.



# 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 or a designated agency for the 2022 November general election is

**October 11, 2022**

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*Ohio Secretary of State*



# 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.**

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*Ohio Secretary of State*



# 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 must be prepared to answer questions the applicant may have about the instructions printed on the voter registration form if assistance is requested.

The following instructions will help the employee answer questions and assist the applicant in filling out the voter registration form.



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*Ohio Secretary of State*



## 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?”

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*Ohio Secretary of State*





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

- Change of address applications are just as important for successful voting as are new registrations.
- 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 provisionally, and their vote may not be eligible for counting.
- 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 [VoteOhio.gov](https://VoteOhio.gov)

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*Ohio Secretary of State*



## While registering voters, staff must 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 if applicant has moved or has a name change.



# Voter Registration and Information Update Form

Please read instructions carefully. Please type or print clearly with blue or black ink. For further information, you may consult the Secretary of State's website at: [www.OhioSecretaryofState.gov](http://www.OhioSecretaryofState.gov) or call (877) 767-6446.

### 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."

Please see information on back of this form to learn how to obtain an absentee ballot.

### Registering by Mail

If you register by mail and do not provide either an Ohio driver's license number or the last four digits of your Social Security number, you must enclose with your application a copy of one of the following forms of identification:

Current and valid photo identification, a military identification, or a current (within the last 12 months) utility bill, bank statement, government check, paycheck, or government document (other than a notice of voter registration mailed by a board of elections) that shows the voter's name and current address.

### Residency Requirements

Your voting residence is the location that you consider to be a permanent, not a temporary, residence. Your voting residence is the place in which your habitation is fixed and to which, whenever you are absent, you intend to return. If you do not have a fixed place of habitation, but you are a consistent or regular inhabitant of a shelter or other location to which you intend to return, you may use that shelter or other location as your residence for purposes of registering to vote. If you have questions about your specific residency circumstances, you may contact your local board of elections for further information.

### Your Signature

In the area below the arrow in Box 14, please write your cursive, hand-written signature or make your legal mark, taking care that it does not touch the surrounding lines so when it is digitally imaged by your county board of elections it can effectively be used to identify your signature.

**WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE**



I am:  Registering as an Ohio voter  Updating my address  Updating my name

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.

3. Last Name  First Name  Middle Name or Initial  Jr., Jr. etc.

4. House Number and Street (Enter new address if changed)  Apt. or Lot #  5. City or Post Office  6. ZIP Code

7. Additional Mailing Address (if necessary)

8. County (where you live)

9. Birthdate (MM/DD/YYYY) (required)  10. Ohio Driver's License number OR Last Four Digits of Social Security number (one form of ID required to be listed or provided)  11. Phone Number (voluntary)

12. PREVIOUS ADDRESS IF UPDATING CURRENT REGISTRATION - Previous House Number and Street

Previous City or Post Office  Previous County  Previous State

13. CHANGE OF NAME ONLY Former Legal Name  Former Signature

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

Your Signature  Date (MM/DD/YYYY)

FOR BOARD USE ONLY  
SEC4D10 (rev. 4/15)

City, Village, Twp.

Ward

Precinct

School Dist.

Cong. Dist.

Senate Dist.

House Dist.

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Ohio Secretary of State



# REQUIRED

**Item 1.** Answer yes or no.

I am:  Registering as an Ohio voter  Updating my address  Updating my name

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.

Last Name	First Name	Middle Name or Initial	Jr., II, etc.
House Number and Street (Enter new address if changed)	Apt. or Lot #	City or Post Office	ZIP Code

**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.

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*Ohio Secretary of State*



# REQUIRED

**Item 3:** Enter the full legal name.

If you answered **NO** to either of the questions, do not complete this form.

3. Last Name	First Name	Middle Name or Initial	Jr., II, etc.
4. House Number and Street (Enter new address if changed)	Apt. or Lot #	5. City or Post Office	6. ZIP Code
7. Additional Mailing Address (if necessary)	8. County (where you live)	FOR BOARD USE ONLY SEC4010 (rev. 9/15) City, Village, Twp. Ward	
9. Birthdate (MM/DD/YYYY) (required)	10. Ohio Driver's License number OR Last Four Digits of Social Security number (one form of ID required to be listed or provided)	11. Phone Number (voluntary)	

**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.

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*Ohio Secretary of State*



# REQUIRED

**If you answered NO to either of the questions, do not complete this form.**

3. Last Name		First Name		Middle Name or Initial		Jr., II, etc.			
4. House Number and Street (Enter new address if changed)				Apt. or Lot #		5. City or Post Office		6. ZIP Code	
7. Additional Mailing Address (if necessary)						8. County (where you live)		FOR BOARD USE ONLY SEC4010 (rev. 4/15) City, Village, Twp. Ward	
9. Birthdate (MM/DD/YYYY) (required)		10. Ohio Driver's License number OR Last Four Digits of Social Security number (one form of ID required to be listed or provided)				11. Phone number (voluntary)			

**Item 7:** Mailing address, if different from the voter's residential address.

**Item 8:** the county where they live.

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*Ohio Secretary of State*



# REQUIRED

**Item 9:** Date of birth.

If you answered NO to either of the questions, do not complete this form.

3. Last Name	First Name	Middle Name or Initial	Jr., II, etc.
4. House Number and Street (Enter new address if changed)	Apt. or Lot #	5. City or Post Office	6. ZIP Code
7. Additional Mailing Address (if necessary)	8. County (where you live)	FOR BOARD USE ONLY SEC4010 (rev. 4/15)	
9. Birthdate (MM/DD/YYYY) (required)	10. Ohio Driver's License number OR Last Four Digits of Social Security number (one form of ID required to be listed or provided)	11. Phone Number (voluntary)	City, Village, Twp.
			Ward

**Item 10:** Valid Ohio Drivers License number OR the last 4 digits of your Social Security Number.

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*Ohio Secretary of State*





# VOLUNTARY BUT ENCOURAGED

If you answered NO to either of the questions, do not complete this form.			
3. Last Name <input type="text"/>	First Name <input type="text"/>	Middle Name or Initial <input type="text"/>	Jr., II, etc. <input type="text"/>
4. House Number and Street (Enter new address if changed) <input type="text"/>	Apt. or Lot # <input type="text"/>	5. City or Post Office <input type="text"/>	6. ZIP Code <input type="text"/>
7. Additional Mailing Address (if necessary) <input type="text"/>	8. County (where you live) <input type="text"/>	FOR BOARD USE ONLY SEC4010 (rev. 4/15)	
9. Birthdate (MM/DD/YYYY) (required) <input type="text"/>	10. Ohio Driver's License number OR Last Four Digits of Social Security number (one form of ID required to be listed or provided) <input type="text"/>	11. Phone Number (voluntary) <input type="text"/>	City, Village, Twp. <input type="text"/>
			Ward <input type="text"/>

**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.

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*Ohio Secretary of State*



## VOLUNTARY BUT ENCOURAGED

**Item 12:** If re-registering because of moving, provide previous address

12. PREVIOUS ADDRESS IF UPDATING CURRENT REGISTRATION - Previous House Number & Street		
<input type="text"/>		
Previous City or Post Office	Previous County <input type="text"/>	Previous State <input type="text" value="Ohio"/>
13. CHANGE OF NAME ONLY Former Legal Name		Former Signature
<input type="text"/>		<input type="text"/>
14. Your Signature		Date
<input type="text"/>		<input type="text"/>

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

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*Ohio Secretary of State*



# 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.

<p>14. I declare under penalty of election falsification I am a citizen of the United States, will have lived in this state for 30 days immediately preceding the next election, and will be at least 18 years of age at the time of the general election.</p>	<b>Your Signature</b>	↓	<b>Date</b>	(MM/DD/YYYY)	<input type="text"/>
<div style="border: 1px dashed black; height: 100px; width: 100%;"></div>					



# Special circumstances

- If a voter is unable to sign the form they may make an “X”
- If unable to make an “X” they can have an “Attorney in fact”.
  - An Attorney in fact is NOT the same as “power of attorney”
- **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 their 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.
- To sign for another person in need of assistance, the attorney in fact must file Form 10-F or 10-G with the board of elections.
- Attorney in fact designation forms 10F and 10G are available at <https://www.ohiosos.gov/elections/elections-officials/forms-petitions/>



# Processing Completed Voter Registration Forms

- Date stamp all forms with the date they are received.
- 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 Transmittal Form.
- Voter registration forms received on a voter registration deadline should be transmitted to the Board of Elections as soon as possible.

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*Ohio Secretary of State*



# 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 \_\_\_\_\_

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*Ohio Secretary of State*



# Boards of Election

Responsible for:

- Making arrangements with agencies to get forms.
- Accepting completed Voter Registration forms.
  - Contacting voter if there are problems with their form.
- Reporting numbers to SOS biannually for Election Assistance Commission ("EAC").
- Reporting concerns to SOS SUCH AS:
  - No date stamp for receipt
  - Late delivery
  - BMV's/addresses
  - Incomplete forms
  - Photocopies or faxes



# 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.

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*Ohio Secretary of State*





# Voter 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 8, 2022 General Election is October 11, 2022**

Please coordinate with your county board of election to arrange an additional transmittal the day after the deadline.

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*Ohio Secretary of State*



# Any currently registered voter can vote absentee

- **Via Mail** -- Complete an absentee ballot application by the Saturday before Election Day to receive an absentee ballot by mail. Return the completed ballot either personally or by mail with the appropriate postage.

OR

- **Early In-Person** -- Visit the appropriate county BOE and, with proper ID, cast a ballot at the BOE office during the early in-person voting period, beginning the day after the voter registration deadline (30 days before Election Day).

## What's the deadline to return the ballot?

Absentee ballots must be returned to the BOE by 7:30 p.m. on Election Day **OR** postmarked no later than the day before the election and received by the tenth day after Election Day.

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*Ohio Secretary of State*



# Absentee Voting 2022

- The Secretary of State's Office will mail absentee ballot applications for the November 8, 2022 General election, to every registered voter in Ohio in "active" or "confirmation" status.
- Delivery of the applications by USPS is expected to begin during the first two weeks of September 2022.

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*Ohio Secretary of State*



# Absentee Voting 2022

- 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, in the drop box located outside the board office, or by mail.
  - The voter must affix correct postage if returning by mail.



# Absentee Voting 2022

- The deadline for returning a complete absentee ballot application to the board of elections is noon on Saturday, November 5, 2022.
- Voters are encouraged to submit their absentee ballot request form seven days prior to the election to account for possible delivery delay.

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# Absentee Voting 2022

- 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.
- On October 12, 2022, a board of elections may begin mailing regular absentee ballots to voters who have submitted a complete absentee ballot request.

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*Ohio Secretary of State*



# DAY FOR DEMOCRACY

**DEFEND OUR RIGHT**

*Be a Poll Worker*



  
**Frank LaRose**  
*Ohio Secretary of State*

- ★ Get a front row seat to democracy on Election Day by staffing a polling place.
- ★ Do your part for your country, state and local community.
- ★ Earn extra spending money in the process.

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*Ohio Secretary of State*



# Want to join Ohio's poll worker ranks?

Every Election Day, thousands of Ohioans play an important role in our democracy by helping to operate polling places. Ohio's poll workers work hard to ensure their neighbors can vote with ease on Election Day, while helping to safeguard the process so all Ohioans can have confidence in the results.

**Frank LaRose**  
*Ohio Secretary of State*





# What are the requirements?

You can serve as a poll worker in Ohio if you:

- Are a U.S. citizen.
- Are at least 18 years of age and registered to vote or 17 years old and a senior in high school.
- Are a resident of the county in which you plan to serve.
- Are not running as a candidate for the election in which you are working.
- Have not been convicted of a felony.

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*Ohio Secretary of State*



# Keep in mind

- All poll workers are required to attend a training session scheduled by their county board of elections prior to the election.
- You can expect to work from about 5:30 a.m. (polls are open at 6:30 a.m.) until 8:30 p.m. (polls close at 7:30 p.m.), though working hours vary from county to county.



# Get Started

- For more information:
  - visit [OhioSOS.gov/DefendDemocracy](https://OhioSOS.gov/DefendDemocracy), or
  - contact your county board of elections (a complete directory is posted at [VoteOhio.gov](https://VoteOhio.gov)).
- Sign up to help your community run a safe, secure, and accurate election!

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*Ohio Secretary of State*



# For Assistance with NVRA, Contact:

For more information on  
NVRA in Ohio, please visit  
the Ohio Secretary of State's  
website: [www.ohiosos.gov](http://www.ohiosos.gov)



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