

written notice of the violation to the chief election official of the State involved,” before bringing a civil enforcement action. 545 F.3d at 452 (quoting 42 U.S.C. § 1973gg-9(b)(1)). The NVRA provides that, if the alleged violation is not corrected within a specified period after receipt of the notice of violation, the aggrieved person may then file suit. 42 U.S.C. § 1973gg-9(b)(2). This notice requirement was structured “in such a way that notice would provide states in violation of the Act an opportunity to attempt compliance before facing litigation.” *ACORN v. Miller*, 129 F.3d 833, 838 (6th Cir. 1997). As the *Harkless* court explained, “[r]equiring would-be plaintiffs to send notice to their chief election official about ongoing NVRA violations would hardly make sense if that official did not have the authority to remedy NVRA violations.” The Court agrees. Although, as a case from another Circuit, *Harkless* is not binding precedent, because of the dearth of case law interpreting this provision, and because the Court finds the *Harkless* court’s reasoning persuasive, it adopts its finding that a state’s chief state election official bears at least some responsibility for the state’s compliance with Section 7’s mandates.

2. Defendant Herrera’s Responsibilities under State Law

The concept that the chief election official has the ability and responsibility to ensure compliance with Section 7 is not only contained in the NVRA, but also in New Mexico law. State law grants Defendant Herrera the responsibility to “adopt and publish ... rules for the administration of a state-agency based voter registration program ... in accordance with the NVRA.” NMSA 1-4-48(A). Thus, Defendant Herrera has the obligation to prescribe the actions that the state, including HSD offices, must take to comply with Section 7. This includes specifying the manner in which voter registration applications must be offered to clients in HSD offices, and the degree of monitoring that should be undertaken to assess the state’s compliance

with Section 7. Because Defendant Herrera is responsible for issuing rules and training materials for Section 7 compliance, and, as the Court has already found, the state is not in compliance with Section 7's requirements because of the manner in which it distributes voter registration applications, Defendant Herrera bears some responsibility for any violations, and cannot receive summary judgment.

In fact, Defendant Herrera essentially admits that her office bears some responsibility for ensuring HSD offices' compliance with Section 7. In her motion for summary judgment, Defendant Herrera suggests that her "coordination" duties under section 1973gg-8:

include many of the things that she has agreed to do in settling ... Plaintiffs' Section 5 claims: (1) consulting with the State agencies directly responsible for implementing the NVRA regarding compliance issues; (2) monitoring, evaluating, and coordinating compliance; (3) providing support and guidance to the State agencies responsible for implementing the NVRA; and (4) providing materials and training regarding the requirements of the NVRA.

Def't. SOS Mot. [Doc. 111] at 7.

These admitted responsibilities demonstrate that, contrary to her argument, the Secretary does bear some responsibility for the failure of other agencies to meet their obligations under the law, and does have some authority to direct the actions of other agencies. As the creator of training materials, the Secretary is presumably responsible for ensuring that the materials correctly state the law. Further, if the Secretary had no responsibility and authority for ensuring compliance, her compliance evaluations would serve no purpose.

3. Defendant Herrera's Actions

Finally, even if the Secretary bears no responsibility for ensuring that other agencies are meeting Section 7's requirements, she still has not demonstrated, as a matter of law, that she is entitled to summary judgment. In arguing that she has met all of her obligations to such a degree

that she should be awarded summary judgment, Defendant Herrera lists four actions she or prior Secretaries of State have performed. First, her office has “assigned unique site code numbers to each individual office of each State agency tasked with voter registration pursuant to the NVRA that the SOS can use to verify voter registration efforts.” Deft. SOS Mot. at 9. However, merely assigning unique code numbers to each agency appears to be of limited utility without active monitoring of registration data or follow-up in instances where the number of registrations fell far below what would have been expected given the number of HSD clients, as alleged by Plaintiff. *See* Plaintiff’s Controverting and Separate Statement of Facts, attached as Ex. 1 to Doc. 88, at 15-20, ¶¶ 68-90. Second, the Secretary points to the regulations that her office promulgated in 1994, to help implement the NVRA. *Id.* In light of Plaintiff’s allegations regarding the failure of HSD to register voters and the apparent lack of any evaluation by the Secretary of whether HSD is performing its responsibilities, it is not clear that leaving these sixteen year old regulations in place reflects any active “coordination” on the part of the Secretary. Third, the Secretary points to training her office has provided to managers of the offices responsible for registering voters. *Id.* However, this training has apparently not been conducted since at least 2004. The Secretary contends that this lack of training is of “no significance” because “[t]he NVRA does not require the Secretary to conduct training on any particular schedule.” Deft. SOS Rep. [Doc. 121] at 6. However, in light of all of Plaintiff’s allegations, it is at least a question of fact as to whether a failure to conduct training for at least six years constitutes “coordination” sufficient to meet the NVRA’s requirements. Finally, the Secretary contends that she has met her duties because she issued manuals that provide guidance in meeting NVRA obligations to all state agencies responsible for registering voters. However,

given the Court's finding that these agencies were incorrectly interpreting the law, it is far from clear that the Secretary's provision of manuals met her responsibilities. For the foregoing reasons, Defendant Herrera's motion for summary judgment is denied.

CONCLUSION

IT IS THEREFORE ORDERED that Defendant HSD's *Motion for Summary Judgment* [Doc. 57] is DENIED, that Defendant Mary Herrera's *Motion for Summary Judgment* [Doc. 111] is DENIED, that Plaintiff's *Motion for Partial Summary Judgment* [Doc. 109] is GRANTED, that Defendant HSD's *Motion to Strike* [Doc. 91] is DENIED, and that Defendant HSD's *Motion to Extend Time* [Doc. 119] is GRANTED.



UNITED STATES DISTRICT JUDGE

Research Intern

From: Yolanda Sheffield <ysheffield@projectvote.org>
Sent: Monday, January 25, 2010 11:39 AM
To: Wayne Munster
Cc: Christi Heppard
Subject: NASED Meeting

Hello Wayne,

I hope you are doing well. I spoke to Christi on Friday and she mentioned that you would be attending the NASED meeting in Washington, DC this weekend. I and another colleague from Project Vote will be attending this conference as well.

We noticed there wasn't a panel on NVRA Section 7 compliance, and were wondering if there would be any opportunities to get information out about the issue. In particular, we think it would be extremely helpful if your implementation guide could be made available to other Secretaries of State. Is there any opportunity for that?

Yolanda Sheffield, Esq.
Director, Election Administration Program
Project Vote
(Cell) 202. 553.5415
(Office) 202.546.4173 ext 302
(Fax) 202.543.3675

This communication is confidential and may contain privileged information. If you have received this communication in error, please delete it and notify the sender immediately by email. Thank you.

Research Intern

From: Christi Heppard
Sent: Tuesday, April 06, 2010 7:25 PM
To: Teresa James
Cc: 'ysheffield@projectvote.org'
Subject: New Mexico litigation

Teresa,

It was nice seeing both of you today. I felt both of our meetings were very productive.

Would you mind sending me your brief and any other documents filed for the case in New Mexico about using a separate declination and voter registration form? We would like to better understand Project Vote's interpretation of that provision in the NVRA.

Thanks and travel safely,
Christi

Research Intern

From: Ali Cochran <acochran@projectvote.org>
Sent: Thursday, February 26, 2009 3:37 PM
To: Vicky Stecklein
Subject: [NEWSENDER] - Project Vote Meeting - Message is from an unknown sender
Categories: To Be Deleted

Good afternoon Ms. Stecklein,

My name is Ali Cochran and I'm a research associate for a national nonprofit, Project Vote. Project Vote is currently looking into the potential for a small community based voter registration program in Colorado this year. My colleague, Donald Wine, will be flying into Denver from Washington, DC to aide my assessment of this potential. Would it be possible to schedule a meeting with you to to discuss Colorado state laws and the viability of this project?

Mr. Wine will be in Denver March 16th and 17th. We are very interested in seeking your input and advice in this matter and would like to meet with you at any time on the 16th or 17th of March, if possible.

Thank you so much for your time,

Ali Cochran

Ali Cochran
acochran@projectvote.org
202.423.6188

Research Intern

From: Danny Katz <danny@copirg.org>
Sent: Wednesday, January 27, 2010 1:08 PM
To: 'Danny Katz'; Christi Heppard; 'Hillary Hall'; ysheffield@projectvote.org; 'Teresa James'; 'Brittany Havey'; bette.sellers-anderson@colorado.edu; Judd Choate
Subject: Notes and Action Items Out of Friday's meeting

Thanks again for everyone coming together on Friday. I wanted to type up my quick notes and what I have down as the action plan coming out of the meeting.

As we move forward a couple of things to keep in mind:

1. This is about both improving the efficiency and effectiveness of having CU both register students to vote as well as providing updated voter registration information to the state (including removing from the rolls older invalids).
2. There are some short term things that could be pursued right away as well as some bigger ticket items that will take more time and potentially legal action.

Action items:

In the short term, we should create a proposal to be approved by the Provost to implement a set of ideas we came up with. The best message is civic engagement. That proposal should go through UCSU and should come from UCSU. Britt will be point and myself and other student leaders can help her develop it. Timeline would be by mid-April so we can test some of the systems before summer. On the list of ideas was:

- Put a link to the SOS online voter reg page on different CU websites including the UCSU page, class schedule page etc. Talk with CU IT folks to figure out what are the most trafficked websites to target
- Have an all campus email sent out with a link in the email to the SOS voter reg page. Potential times would be most effective after significant numbers of students have changed addresses (September, maybe January). NOTE – make sure legal eyes have looked at the message
- Use a survey email or on campus focus groups to help determine where students would be most apt to fill out/update voter registration information.
- Set up computers at orientation that are linked to SOS voter registration page
- Identify a way to use UCSU student government elections in April (and other times) to link the SOS website
- Talk with IT to see if it is possible to have some kind of pop up after someone registers for classes that say "Register to Vote/Update Voter Reg info" and then links to SOS site.

Other short term items:

- We should have a conversation about potential ways CU can help the launch of the SOS online voter reg/update tool.
- SOS and Boulder Clerk will pull some stats (I think this was partly so we can measure the effectiveness of anything we do – are more students registered/regsitesred correctly, but I think I missed something in my notes)
- There was mention of an opportunity to potentially receive a grant to study the best practices. I have no specific actions written down to make this happen

Longer term – we identified two places that seemed like the best contenders for CU to collect data and transfer it to the state with the least amount of effort. That was when students registered for classes and when students get Buff cards. Both of these will require some sort of legislative action most likely and might require CU to change/add a process for collecting this. I believe the action plan is to reconvene after April 1st when the SOS site goes live and hopefully CU has implemented a few of the above practices. In the mean time, Hillary was going to gauge the interest of Rep Hullinghorst and Sen Heath.

Timeline:

- Early February – UCSU and CoPIRG create proposal for short term ideas. Send out to this group for comment
- Late February – proposal moves through CU via UCSU and arrives at Provost desk.
- Early March – Provost approves some/all of ideas and UCSU/CoPIRG work to implement them.
- Early March – either via email or meeting identify a couple of places CU can help the launch of the SOS website
- Early April – SOS website goes live, CU helps test, a set of ideas from proposal are implemented.
- Late April (before CU classes end) – reconvene to debrief how well the short term ideas are doing (if we can know that at that point). Discuss some of the longer term ideas and make some action steps.

I'm sure I missed something so feel free to send feedback my way.

Danny Katz
CoPIRG State Director
303-573-7474 ex 303
danny@copirg.org
1536 Wynkoop St. Ste. 100
Denver, CO 80202
www.copirg.org

Research Intern

From: DougRHess3@aol.com
Sent: Wednesday, May 14, 2008 12:57 PM
To: Wayne Munster; liz.mcdonough@state.co.us
Cc: electioncounsel1@projectvote.org
Subject: Notice letter on NVRA violations
Attachments: CO_NVRA_Notice_LetterDHS.pdf; CO_NVRA_Notice_LetterSOS.pdf

Wayne and Liz:

I wanted to let you know, as I mentioned to Wayne several weeks ago and to Ms. Beye when I saw her at the APHSA conference, that we are sending a notice letter to the Secretary of State and Department of Human Services regarding violations of the NVRA in public assistance agencies. The letter is going in the mail today, but I will attach copies of it to this email.

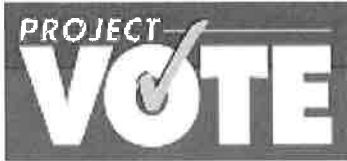
As we make clear in the letter, we feel that the work of Wayne and his staff has been exemplary. However, it is extremely clear that the Department of Human Services has yet to allocate sufficient managerial attention to this problem. This is especially troubling in an election year and given the assistance both the Office of the Secretary of State and we have offered and provided them.

In the coming weeks, I hope DHS will act on concrete steps to improve NVRA compliance with greater alacrity. I look forward to talking to you both about this in the near future.

Thank you.

-Doug Hess
NVRA Consultant
Project Vote

Wondering what's for Dinner Tonight? [Get new twists on family favorites at AOL Food.](#)



May 14, 2008

Karen L. Beye
Executive Director
Colorado Department of Human Services
1575 Sherman Street
Denver, CO 80203-1714

Dear Ms. Beye:

On behalf of the Association of Community Organizations for Reform Now (ACORN), we write to notify you that the Colorado Department of Human Services (DHS) is not in compliance with the National Voter Registration Act of 1993, 42 U.S.C. § 1973gg, *et seq.* ("NVRA"), and to urge you to take steps to bring the Department into compliance.

While we are encouraged by your Department's willingness to meet with our representatives to improve your performance in this area, we must nonetheless urge you to accelerate and deepen your efforts to comply, as the evidence indicates that compliance is still very poor in your Department. It cannot be stressed too much that the NVRA's mandates are especially meaningful and urgent in a presidential election year.

Federal law requires agencies designated by the state as "voter registration agencies" to provide certain specified voter registration services. *See* 42 U.S.C. §1973gg-5. DHS is designated a "voter registration agency" and therefore must, at a minimum, distribute mail voter registration application forms, assist applicants in completing the forms, and accept completed voter registration forms and forward them to the appropriate election official. (*See id.*, § 1973gg-5(a)(4)(A)).

The NVRA's inclusion of agencies such as DHS in its mandate stems from its core purposes: to increase the number and expand the diversity of registered voters by bringing voter registration services *to them* rather than forcing them to travel to state or county offices. Of the 900,000 unregistered adult citizens of Colorado in 2006, approximately 229,000 had household incomes below \$25,000.¹ Much of this population is served by public assistance agencies. In an average month in 2006, almost 110,000 adult citizens participated in the Food Stamp program alone in Colorado.²

As we have discussed with you and your staff before, substantial evidence demonstrates that many of Colorado's DHS office sites are failing to provide voter registration services, as is

¹ Source: Project Vote analysis of Current Population Survey data, November, 2006.

² "Characteristics of Food Stamp Households: Fiscal Year 2006," Report No. FSP-07-CHAR, U.S. Department of Agriculture, Food and Nutrition Service, September 2007. Tables B-11, B-12, and B-13.

Karen Beye
 May 14, 2008

required by the NVRA. The table below shows the number of registrations from all public assistance agencies in the state. (Consequently, it includes more registrations than came from DHS alone.) Data in the chart are from the Colorado Secretary of State and the Election Assistance Commission/Federal Election Commission, as noted.

Colorado Voter Registration Applications from Selected Sources

	1995-1996	1997-1998	1999-2000	2001-2002	2003-2004	2005-2006
Agency Reg. (FEC/EAC)	12,255	15,282	9,905	56,801*	21,123	10,222
Agency Reg. (CO SOS)	n/a	n/a	10,352	6,804	15,579	11,441

* This appears to be a typographical error in the FEC report.

Even looking at *all* public assistance agency registrations, it is clear that DHS registrations in Colorado are low, given the size of the unregistered population and the number of participants in DHS programs. Moreover, a review of county-by-county data compels the conclusion that compliance at public assistance offices varies dramatically, and inexplicably, by geography. Indeed, the data would indicate that some sites are not offering voter registration at all. Figures from the Secretary of State's office indicate zero registrations in 2006 from public assistance agencies in El Paso, Arapahoe, Weld, and Mesa Counties.

*Public Assistance Registrations by County, 2003-2006*³

County	Agency Regs. 2003	Agency Regs. 2004	Agency Regs. 2005	Agency Regs. 2006
El Paso	84	87	0	0
Denver	4,470	3,768	4,640	2,125
Arapahoe	449	27	0	0
Jefferson	348	67	23	27
Adams	768	730	625	735
Boulder	257	148	9	14
Larimer	365	136	114	287
Douglas	107	106	71	33
Weld	19	25	19	0
Pueblo	16	54	191	21
Mesa	0	0	0	0

In addition to the complete lack of registrations in some locations, the data reveal dramatic declines in registrations in several counties over these four years (e.g., Boulder, Jefferson and Denver).

Beyond the state's own statistics, surveys conducted by Colorado ACORN at DHS offices found non-compliance with the requirements of the NVRA. In November and December of 2007, representatives of Colorado ACORN made visits to offices providing WIC, TANF, and Food Stamp Services in El Paso Denver, Arapahoe, and Adams Counties. These site visits revealed

³ See Table 3 of our January 2008 report *Investigating Voting Rights in Colorado* by Jody Herman and Douglas Hess, attached.

Karen Beye
May 14, 2008

that several of the surveyed offices did not have voter registration forms available, even upon request, and did not provide them in the application materials.

More recently, after Project VOTE and ACORN staff met with representatives of your Department and the Office of the Secretary of State, DHS offices have been asked to report on registration activities to the Secretary of State. Reports to date have shown that many offices are still registering few or even no clients. The data from these reports underscore the concerns we are raising again in this letter despite having been working with your Department since December of last year to educate agencies on their responsibilities under the NVRA.

In December of 2007, and again in March of 2008, we provided your offices with suggested language for a Department directive to be sent to DHS offices regarding NVRA compliance. Thus, it is frustrating that the only communication we have seen from your office to DHS offices was extremely brief and contained an inaccuracy regarding how the NVRA is to be implemented.⁴ It is disheartening that so little improvement to date has come of our efforts after four months of discussion and correspondence, especially when the Department has stated repeatedly that it recognizes it has allowed NVRA compliance to slip.

We appreciate your dedication to the goals of the NVRA and remain available to consult with your office as it endeavors to improve its record of agency registration. We hope that more attention and resources from your Department can be brought to bear on this vital civil rights issue.

Please consider this notice as required by 42 U.S.C. § 1973gg-9(b).

Sincerely,

Brian Mellor

Brian Mellor
Senior Counsel
Project Vote
196 Adams Street
Dorchester, MA 02122
(617) 282-3666

Lisa Danetz

Lisa J. Danetz
Senior Counsel, Democracy Program
Demos, A Network for Ideas & Action
358 Chestnut Hill Avenue, #303
Brighton, MA 02135
(617) 232-5885

⁴ This brief communication from you to your Department's offices, a copy of which was emailed to Douglas Hess by Liz McDonough on January 31, 2008, informed staff that they should keep declination forms when clients decline the offer to register to vote, implicitly leaving the incorrect impression that declination forms were not to be kept in other circumstances. In general, this very brief communication with office sites lacked the sort of detail that agencies in other states provide, examples of which we provided to your staff in December and again this March.



May 14, 2008

The Honorable Mike Coffman
Secretary of State
Colorado Department of State
1700 Broadway
Denver, CO 80290

Dear Secretary Coffman:

Pursuant to 43 U.S.C. § 1973gg-9(b), The Association of Community Organizations for Reform Now (ACORN) and Project Vote hereby notify you that the Colorado Department of Human Services (DHS) is in violation of Section 7 of the National Voter Registration Act of 1993 (NVRA). The nature of the violation is set forth in a letter to DHS, a copy of which is attached.

As you are aware, we have been in communication with DHS and with your staff on this issue since December 2007. While we commend your staff for its recent exemplary efforts to bring state public assistance agencies into compliance with Section 7 of the NVRA, it is unfortunate that the response from DHS has been so meager to date. We are therefore notifying you, as the chief election officer of Colorado, of the failure of DHS to meet its responsibilities under the NVRA.

Sincerely,

Brian Mellor

Brian Mellor
Senior Counsel
Project Vote
196 Adams Street
Dorchester, MA 02122
(617) 282-3666

Lisa Danetz

Lisa J. Danetz
Senior Counsel, Democracy Program
Demos, A Network for Ideas & Action
358 Chestnut Hill Avenue, #303
Brighton, MA 02135
(617) 232-5885

Encl.

Research Intern

From: Christi Heppard
Sent: Friday, September 24, 2010 3:05 PM
To: 'Teresa James'; Ali Cochran
Cc: Lisa Doran
Subject: NVRA Agency training in Colorado

Teresa and Ali,

I hope this email finds you well. I'm not certain if you guys are interested but I thought I would let you know that in the very near future we will be offering our NVRA agency training in a new web-based format using a professional training tool, rather than a simple PowerPoint (no substantive content changes, just a new method of delivery). The new format includes interactive features, "knowledge testing", and can be accessed 24/7. If you would like a preview of the training, let me know and I would be happy to share our current draft HTML file. I expect that we will release this to our agencies sometime next week. We are very excited.

-Christi

Christi Heppard

Colorado Department of State
Elections Division - Special Projects
1700 Broadway, Suite 270
Denver, Co. 80290
303-894-2200 xtn 6340 (phone)
303-869-4861 (fax)
christi.heppard@sos.state.co.us

Research Intern

Subject: NVRA compliance meeting - WIC
Location: Colorado Secretary of State's office - 1700 Broadway, 3rd floor conference room, Denver

Start: Tue 8/4/2009 4:00 PM
End: Tue 8/4/2009 5:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Christi Heppard
Required Attendees: [Aspen Room]; Wayne Munster; pmdanilu@smtpgate.dphe.state.co.us; 'Nicole Kovite'; 'Doug Hess'; Donald Wine II [dwine@projectvote.org]; Angela Lawson

When: Tuesday, August 04, 2009 2:00 PM-3:30 PM (GMT-07:00) Mountain Time (US & Canada).
Where: Colorado Secretary of State's office - 1700 Broadway, 3rd floor conference room, Denver

~~*~*~*~*~*~*~*~*

To discuss Colorado WIC's procedures relating to NVRA.

Use this link to access a map of our location.

<http://www.mapquest.com/maps?city=Denver&state=CO&address=1700+Broadway>

Research Intern

From: Christi Heppard
Sent: Friday, October 08, 2010 6:10 PM
To: 'Teresa James'
Subject: NVRA in Colorado

Teresa,

I received your voicemail but am having trouble getting through to you on the phone (weird messages from the phone company). I'll be here until at least 5 pm Mountain, so about another hour, and would be happy to chat with you.

-Christi

Christi Heppard

Colorado Department of State

Elections Division - Special Projects

1700 Broadway, Suite 270

Denver, Co. 80290

303-894-2200 xtn 6340 (phone)

303-869-4861 (fax)

christi.heppard@sos.state.co.us

Research Intern

Subject: NVRA Online voter registration and paperless voter registration discussion group
Location: Secretary of State's Aspen Conference Room, 1700 Broadway, 3rd Floor, Denver

Start: Tue 4/6/2010 11:30 AM
End: Tue 4/6/2010 1:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Christi Heppard

Required Attendees: [Aspen Room]; Judd Choate; Wayne Munster; Lisa Doran; Hilary Rudy; Trevor Timmons; Liz McDonough; LindaCrawfis@elpasoco.com; julie.prine@denvergov.org; Lsartor@larimer.org; humphrjs@co.weld.co.us; ysheffield@projectvote.org; Pauline Burton (pauline.burton@state.co.us); kirby.stone@dss.co.adams.co.us

When: Tuesday, April 06, 2010 9:30 AM-11:30 AM (GMT-07:00) Mountain Time (US & Canada).

Where: Secretary of State's Aspen Conference Room, 1700 Broadway, 3rd Floor, Denver

Note: The GMT offset above does not reflect daylight saving time adjustments.

~~*~*~*~*~*~*~*~*

Thank you all for confirming your participation for this meeting. Please feel free to forward this invitation to others in your organization. For your convenience, I have included a MapQuest link to our location below.

http://www.mapquest.com/mq/7-Kp4G_Jmjyix*VLdK

If you have any questions, do not hesitate to contact me.

-Christi Heppard
christi.heppard@sos.state.co.us
303-860-6927



Online voter
registration opp...

Research Intern

From: Doug Hess <douglasrhess@gmail.com>
Sent: Thursday, April 22, 2010 11:53 AM
To: Christi Heppard; Teresa James
Subject: NVRA report

Hi, Christi. I see your NVRA report is now online at
<http://www.elections.colorado.gov/Default.aspx?PageMenuID=1331>

Is it ok for us to mention it and link to it?

Doug Hess
202-277-6400 (cell)

The information contained in this email is confidential and may contain proprietary information. It is meant solely for the intended recipient(s). Access to this email by anyone else is unauthorized. If you are not the intended recipient, any disclosure, copying, distribution or any action taken or omitted in reliance on this is prohibited and may be unlawful.

Research Intern

From: Lisa Doran on behalf of NVRA
Sent: Wednesday, December 09, 2009 1:22 PM
To: NVRA
Subject: NVRA Requirement Reminder

Good Morning,

There has been some correspondence between the Secretary of State's office and County Public Assistance Agencies that indicates that there may be some confusion regarding the agency's obligation relating to providing in-office applicants with NVRA required services and the central mailing by the Colorado Department of Human Services of RRR packets for renewal/recertification purposes. **Agencies are required to offer voter registration services to applicants who appear in-person to apply for services, renew/recertify, or change their address. The centralized RRR mailing sent by CDHS simply removes the requirement that local offices mail out forms to applicants who are *renewing/recertifying by mail.***

If you should have questions or concerns with regard to this or any other NVRA requirement, please contact me at your earliest convenience.

Thanks

Lisa Doran

Lisa Doran | Election Division Communication Lead | Colorado Department of State
303-894-2200 Ext 6104 | Direct E-mail: lisa.doran@sos.state.co.us | www.sos.state.co.us

Research Intern

From: Christi Heppard
Sent: Thursday, November 18, 2010 12:30 PM
To: 'Ali Cochran'
Subject: NVRA URL

<http://www.sos.state.co.us/pubs/elections/NVRA/NVRAHome.html>

Research Intern

From: Christi Heppard
Sent: Thursday, October 21, 2010 12:49 PM
To: 'Teresa James'
Subject: October 4th letter

Good morning, Teresa.

I received a letter from Project Vote dated October 4, 2010 signed by Nicole discussing DOJ's recent guidance on NVRA compliance at agencies. As you know, we have been working very closely with our agencies to ensure compliance. I'm guessing this was a general letter that may have gone to many states but if I'm mistaken about that, please do let us know. We certainly want to hear any Colorado-specific concerns that Project Vote has so that we can assess and mitigate, where necessary.

Thanks,
Christi

Christi Heppard
Colorado Department of State
Elections Division - Special Projects
1700 Broadway, Suite 270
Denver, Co. 80290
303-894-2200 xtn 6340 (phone)
303-869-4861 (fax)
christi.heppard@sos.state.co.us

Research Intern

From: Liz Mcdonough <Liz.Mcdonough@state.co.us>
Sent: Monday, June 15, 2009 7:19 PM
To: dwine@projectvote.org
Cc: Wayne Munster; bernie.buescher@state.co.us; trey.rogers@state.co.us; Karen Beye; Pauline Burton
Subject: Omission in Response
Attachments: NVRA Open records request response.doc

Mr. Dewine:

Please find attached the item by item response to your Open Records request that was inadvertently excluded from my e-mail to you on Friday. I apologize for the oversight.

Liz McDonough

Public Information Officer/Records Custodian

STATE OF COLORADO



Colorado Department of Human Services

people who help people

1575 Sherman Street
Denver, Colorado 80203-1714
Phone 303-866-5700
www.cdhs.state.co.us



Bill Ritter, Jr.
Governor

Karen L. Beye
Executive Director

June 12, 2009

Mr. Donald Wine II
Project VOTE
739 8th Street SE, Suite 202
Washington, D.C. 20003

Dear Mr. Wine:

Please accept the following in response to your Open Records request for information and documents concerning Colorado's compliance with the National Voter Registration Act. Much of our effort regarding NVRA was conducted via e-mail. The State's Office of Information Technology is currently conducting a search for e-mail records responsive to your request and we are told that we should have some information by June 18. Any located messages will be forwarded to you as soon as they are received. Please call me at 303.866.5822 or 303.748.6910 if you have questions.

Sincerely,
Liz McDonough
Public Information Officer/Records Custodian

- Records identifying the number of voter registration applications and declination cards...or quarter.*
Response: Prior to the development of the Colorado Secretary of State's on-line survey in 2008, all NVRA records were kept at the county departments and not reported to the Department of Human Services.
- The number of adults...and 2009.*
Response: The Colorado Department of Human Services transitioned to the Colorado Benefits Management System in 2004. Therefore these numbers are not available for 2003 or 2004. The following represent numbers of total applications; the department does not have a report detailing the number of re-certifications and address changes.
2005 - 195,850
2006 - 204,476
2007 - 220,906
2008 - 299,377
- Copies of policies and procedures...NVRA.*

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June 12, 2009
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Response:
1995 State Rule enclosed
2008 Agency letter enclosed

4. *Copies of all training materials...how to implement the voter registration program.*
Response: CDHS has utilized the Power Point presentation developed by the Colorado Secretary of State's Office. It is attached to the e-mail containing this document.
5. *Any additional written instructions...or corrected.*
Response: A notice was sent to the county directors via their list serve in January 2008 regarding issues of NVRA compliance; a copy of that notice cannot be located at this time. An Agency Letter issued in June 2008 is attached to the e-mail containing this document. A June 2008 memorandum to Division of Vocational Rehabilitation staff is attached to the e-mail containing this document.
6. *Copies of any current policies and procedures ...record-keeping system ...the NVRA.*
Response: Prior to the development of the on-line reporting tool by the Colorado Secretary of State's Office in early 2008, all NVRA records were maintained at the county level and DVR office level and not reported centrally.
7. *Any records that identify the people in the CDHS...January 2005 to the present.*
Response: Prior to the development of the on-line reporting tool by the Colorado Secretary of State's Office in early 2008, county department and DVR offices were not required to designate staff for the administration of the NVRA. The on-line system now designates a responsible party for each office. Mary Roberto in the CDHS Office of Self Sufficiency is the CDHS liaison to the county departments' regarding NVRA compliance efforts. A document listing individual designees in the CDHS Division of Vocational Rehabilitation is attached to the e-mail containing this document.
8. *Copies of requests for information, instruction or additional materials from any staff...the present.*
Response: No records could be located that are responsive to this request. The State Office of Information Technology is currently conducting a search for any relevant e-mail messages and any located will be forwarded to you as soon as they are received.
9. *All records of requests for information, instruction...responses to any such requests.*
Response: The department made a request by phone to the Secretary of State's Office for two NVRA posters for each county department and one for each DVR office in June 2008 and distributed them.
10. *Documents, records or data that identifies each CDHS employee trained...at the agencies.*
Response: Any training records for the county departments would be maintained at the county level. A list of the DVR employees trained to implement the NVRA (same as the designated

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contacts) is attached to the e-mail containing this document. The agenda from the March 2008 Field Administrators' Division meeting containing a brief presentation on the NVRA is attached.

11. *All records of any requests for information from the Secretary of State's Office...if available.*
Response: No documents could be located that are responsive to this request. The State Office of Information Technology is currently conducting an e-mail search and any relevant e-mails will be forwarded to you as soon as they are received.
12. *All instructions, directives or mandates from the Secretary of State's Office...or mandates.*
Response: No documents could be located that are responsive to this request. The State Office of Information Technology is currently conducting an e-mail search and any relevant e-mails will be forwarded to you as soon as they are received.
13. *All documents that relate to the number of voter registration applications printed...requests.*
Response: County departments order these forms directly from the Secretary of State's Office and the state department does not maintain those records. Documents responsive to your requests concerning DVR offices are attached to the e-mail containing this document.
14. *All documents that relate to the number of voter registration applications printed...requests.*
Response: Employees of the county departments are in Colorado are county employees and the state department does not maintain those records. DVR records responsive to this request are attached in the e-mail containing this document.
15. *Copies of any reviews, reports, evaluations or audits...since January, 2003.*
Response: No reviews, reports, evaluations or audits that are responsive to this request could be located.
16. *Current copies of applications for...NVRA.*
Response: The current agency-based application is attached to the e-mail containing this document.

Research Intern

From: Christi Heppard on behalf of NVRA
Sent: Tuesday, March 30, 2010 11:21 AM
To: Trevor Timmons; Liz McDonough; 'LindaCrawfis@elpasoco.com'; 'Julie Prine'; 'Lsartor@larimer.org'; 'humphrjs@co.weld.co.us'; 'ysheffield@projectvote.org'; Pauline Burton (pauline.burton@state.co.us); 'kirby.stone@dss.co.adams.co.us'
Cc: Judd Choate; Wayne Munster; Lisa Doran; Hilary Rudy
Subject: Online/Paperless Voter Registration Meeting

All,

This is just a reminder that we will be meeting on April 6, 2010 at 9:30 a.m. at the Secretary of State's office to discuss the feasibility of online and paperless voter registration at local agency offices. For those attending the meeting in-person, we will be in the Aspen Conference Room on the 3rd floor. Map link below.

<http://www.mapquest.com/mq/7-109y>

We understand that not everyone can attend in-person. To use the conference line, dial 1-866-539-1119 and use code *3655950*.

We look forward to seeing you next week. If you have any questions, please feel free to contact me.

Regards,

Christi Heppard
Colorado Department of State
Elections Division - Special Projects
1700 Broadway, Suite 270
Denver, Co. 80290
303-894-2200 xtn 6340 (phone)
303-869-4861 (fax)
christi.heppard@sos.state.co.us

Research Intern

From: Teresa James <tjames@projectvote.org>
Sent: Thursday, September 02, 2010 1:46 PM
To: Christi Heppard
Cc: Amy Busefink; Ali Cochran
Subject: Online Registration

Christi,

As we discussed, Project Vote is working on a program to bring Colorado's online registration to more voters, especially those who may not have ready access to the internet. We have run into a technical problem and would like to know if a testing environment with sample names could be made available for us to test our system. Ali Cochran will be heading the project in Colorado and Amy Busefink is managing the project overall.

Here is Amy and Ali's contact information.

Amy Busefink
Field Director
abusefink@projectvote.org
Office-727.823.3123
Cell-202.903.1728

Alice Cochran
Field Manager
Project Vote
737½ 8th St. SE
Washington, DC 20003-2802
(Office) 202.546.4173 x305
(Fax) 202.543.3675

Thank you for your offer to connect to the people who may be able to help.

Teresa

Teresa James
Election Counsel
Project Vote
202-553-4344
tjames@projectvote.org

The information contained in this electronic mail transmission may contain information that is privileged or otherwise confidential. If you have received this electronic mail transmission in error, please delete it from your system without copying or forwarding it, and notify the sender of the error.

Research Intern

From: Teresa James <tjames@projectvote.org>
Sent: Friday, April 02, 2010 12:28 PM
To: Christi Heppard
Cc: Yolanda Sheffield; Doug Hess
Subject: Online Voter Registration: Case Studies in Arizona and Washington

http://www.pewcenteronthestates.org/report_detail.aspx?id=58215

I thought you might be interested in this Pew Electionline article on online registration.

Teresa James
Election Counsel
Project Vote
202-553-4344
tjames@projectvote.org

The information contained in this electronic mail transmission may contain information that is privileged or otherwise confidential. If you have received this electronic mail transmission in error, please delete it from your system without copying or forwarding it, and notify the sender of the error.

Research Intern

From: Christi Heppard
Sent: Tuesday, February 09, 2010 2:54 PM
To: 'don.cassata@dss.co.adams.co.us'; 'codhs.fcs-sls@acs-inc.com';
'BarbaraDrake@elpasoco.com'; 'catherine.salazar@state.co.us';
'len.stewart@mesacounty.us'; 'griegoja@co.weld.co.us'; Liz McDonough; Pauline Burton
(pauline.burton@state.co.us)
Cc: 'Yolanda Sheffield'; 'Teresa James'; Judd Choate; Lisa Doran; Wayne Munster; Keri Ashley
Subject: Online voter registration opportunities

All,

As you know, the Colorado Department of State continually seeks methods to expand opportunities for voter registration while being mindful of the impact on local offices who comply with the National Voter Registration Act (NVRA). In 2009, legislation was enacted to allow this office to develop an online voter registration (OLVR) system that can be used from any location with internet access. We would like to explore the possibility of integrating OLVR at local DHS offices; we believe this system will reduce the workload on your busy staff members.

To this end, we would like to schedule a meeting with our office, the Colorado Department of Human Services, a select number of local DHS offices, and Project Vote to brainstorm about the opportunities and challenges that OLVR presents, with the ultimate goal of creating a pilot project with volunteer DHS offices. Our initial idea is that pilot counties could place a computer and possibly a printer in the office waiting area. Clients could then apply to register to vote, update their existing voter information, and/or request a ballot while they wait for their appointment. The amount of time needed to complete the paper application when clients meet with agency staff would be reduced.

There are many challenges to be addressed if the project is to be successful including real-world impacts, funding, logistics, and other items. We welcome your expertise and hope that you will join us in this conversation.

A meeting regarding OLVR opportunities at DHS offices is tentatively being scheduled for April 6, 2010. Please let me know by Friday, February 5, 2010, if you are interested in participating. The meeting will likely be held in the metro area with a call in option.

We believe OLVR could be a powerful tool for the citizens of Colorado who apply for public assistance and to each of the local offices that provide voter registration under the NVRA.

Looking forward to your response,

Christi Heppard
Colorado Department of State
Elections Division - Special Projects
1700 Broadway, Suite 270
Denver, Co. 80290
303-894-2200 xtn 6340 (phone)
303-869-4861 (fax)
christi.heppard@sos.state.co.us

Research Intern

From: Liz McDonough <Liz.McDonough@state.co.us>
Sent: Friday, June 12, 2009 5:44 PM
To: dwine@projectvote.org
Cc: Karen Beye; Krista Dann; Pauline Burton
Subject: Open records request
Attachments: NVRA State Rule.doc; NVRA agency letter.pdf; NVRA Colorado cmh.ppt; NVRA Reporters.doc; NVRA Staff Memo.doc; NVRA agency based registration form.pdf

Good afternoon:

I have attached an item by item response to your Open Records request received in the Colorado Department of Human Services Executive Director's Office on June 1, 2009. Where possible, responsive documents are attached to this e-mail. Please e-mail or call me at 303.866.5822 or 303.748.6910 if you have questions. Thank you.

Liz McDonough

Public Information Officer/Records Custodian

3.110.2 RIGHT AND OPPORTUNITY TO REGISTER TO VOTE

3.110.21 Right to Register [Eff. 1/1/95]

An applicant of public assistance shall be provided the opportunity to register to vote.

3.110.22 Voter Registration Application [Rev. eff. 8/1/05]

The county department shall provide applicants of public assistance the prescribed voter registration application.

3.110.23 County Responsibility [Rev. eff. 8/1/05]

The county department shall not:

- A. Seek to influence the applicant's political preference or party registration;
- B. Display any political preference or party allegiance;
- C. Make any statement to an applicant or take any action, the purpose or effect of which is to discourage the applicant from registering to vote; and/or,
- D. Make any statement to an applicant or take any action, the purpose or effect of which is to lead the applicant to believe that a decision to register or not to register has any bearing on the availability of services or benefits.

3.110.3 CONFIDENTIALITY OF VOTER REGISTRATION RECORDS

3.110.31 Confidentiality [Rev. eff. 8/1/05]

The county department shall ensure the confidentiality of applicants' and recipients' information regarding registering or declining to register to vote.

An application to register to vote completed at the agency is not to be used for any purpose other than voter registration.

3.110.32 Record Maintenance [Rev. eff. 8/1/05]

Records concerning registration or declination to register to vote shall be maintained for two years by the county department. These records shall not be a part of the public assistance case record and are not subject to subpoena.

3.110.4 TRANSMITTAL OF VOTER REGISTRATION APPLICATIONS

3.110.41 [Rev. eff. 8/1/05]

A completed voter registration application shall be transmitted to the county clerk and recorder for the county in which the county department is located not later than ten (10) days after the date the county department receives the registration application; except that, if a registration application is accepted within five (5) days before the last day for registration to vote in an election, the application shall be transmitted to the county clerk and recorder for the county not later than five (5) days after the date of acceptance.

COLORADO DEPARTMENT OF HUMAN SERVICES 1575 SHERMAN ST., DENVER, COLORADO 80203-1714 AGENCY LETTER	NUMBER: TCW-08-04-P
	CROSS REFERENCE NUMBER:
DIVISION OR OFFICE: Self-Sufficiency	DATE: June 10, 2008
PROGRAM AREA: TANF/Colorado Works - TCW	DIVISION DIRECTOR: <i>Kevin R. Richards</i>
TITLE: National Voter Registration Act Requirements for Colorado TYPE: P – Procedure	MANAGER: <i>Pauline Burton</i>

Purpose:

The purpose of this Agency Letter is to provide consistent policies and directives that will assist agency staff in complying with the National Voter Registration Act (NVRA) and state laws implementing the NVRA. It focuses on required procedures for providing voter registration applications and declinations, transmitting applications promptly to election authorities, and record-keeping and reporting.

Background:

The National Voter Registration Act (NVRA) is a federal civil rights law that requires public assistance agencies to offer voter registration services to all persons applying for benefits, recertifying or renewing their eligibility, or whenever a client changes an address. Colorado law requires agency sites to comply with the NVRA.

In many locations, our clients eligible to vote may not be properly registered (including clients who may have changed addresses since they were last registered). Agency employees are to provide clients the same assistance with voter registration applications as they would with any other agency form. In addition, agency sites are required to transmit completed voter registration applications to election authorities promptly and on a regular basis and to submit voter registration statistics to the Secretary of State's office.

This memo (1) directs site managers and NVRA coordinators on the procedural details of complying with this important civil rights law, (2) explains how agency staff can obtain more voter registration applications and (3) identifies whom to contact with additional questions.

Procedure or Information: a sample county procedure is attached

A. NVRA Site Coordinator

1. Each site must have an NVRA Coordinator. Currently, all local directors have been assigned this responsibility.
2. If any site wishes to assign someone other than the director, the agency must inform via email both Mary Roberto at the Department of Human Services and Christi Heppard at the Office of the Secretary of State of the name and contact information for the assigned Coordinator.

Mary E. Roberto	mary.roberto@state.co.us
Christi Heppard	christi.heppard@sos.state.co.us
3. Contacts at the Department and the Office of the Secretary of State should be informed of the identity and contact information for the site NVRA Coordinator when there is any change in the position.

B. NVRA Site Coordinator Responsibilities

1. Coordinators must ensure the following materials are on hand in sufficient quantities and in the proper languages:
 - a. Voter Registration Applications. These application include the declination form, a receipt for the applicant and contact information for Colorado's County Clerk and Recorders.
 - b. Posters informing the public that voter registration services are available. Posters must be in the appropriate languages and visible to the public. Posters may be acquired from Mary Roberto at the Department of Human Services.
2. Coordinators will train existing staff of their responsibilities under the NVRA, and as new staff is added, will provide NVRA training as part of their orientation. See specific instructions in Parts C, D and E of this memo.
3. Coordinators will report data twice monthly on NVRA compliance and performance through a simple web-based system the Office of the Secretary of State has developed for this purpose. Coordinators will receive an email from the Office of the Secretary of State to access the reporting survey.
4. Coordinators will transmit completed voter registration applications to the appropriate county clerk and recorder no later than 10 days after date of acceptance, except that if an application is accepted within the five days before the last day for registration to vote in an election, the application must be transmitted no later than five days after acceptance. See the attached list of election clerks to which you send your forms.

C. Client Interactions

1. Who Must Receive Voter Registration Services: Voter registration applications and declination forms must be provided by staff to all clients or applicants with each of the following:
 - a. Applications for Benefits,
 - b. Renewal or Recertification for Benefits, and
 - c. Change of Address or Name.
2. Out-of-office Transactions: If clients pick up forms for the any of the above to take home, or request them to be sent in the mail, the declination form *and* voter registration application must be included in what is given or mailed to the clients.

Note carefully: The above requirement includes persons who contact the office via phone, mail, or Internet to register a change of address. A declination form *and* voter registration application must be mailed to the client when requests for such changes are made remotely. This is important because a change of address will often require the voter's registration to be updated.

D. Waiting Room Procedures

Offering voter registration in the waiting rooms is an excellent way to reach a wider public and relieve clients of additional paperwork to worry about when meeting with staff. Staff members that receive clients simply provide them with voter registration applications and ink pens.

Note carefully: When forms are filled out in the waiting rooms, staff must still review the declination forms with clients and provide assistance with the voter registration application as they would with any other agency form. The waiting room voter registration procedures simply increase the likelihood that the required review of the declination form and assistance with voter registration will go smoothly and quickly.

E. Completion of Forms

Voter Registration Application: Staff shall instruct the applicant to fill out all required information on the voter registration application.

- *Declination Form:* This is the portion of the application form on which persons indicate whether or not they would like to register to vote (see attached samples in English and Spanish). All persons seeking to apply for, renew or recertify their benefits, or to register a change of address or name, must be asked to fill out a declination form, whether or not they also fill out a voter registration application. Clients should check a box and then sign and date the form. If, for whatever reason, they refuse to do so, staff should initial the form and date it. Declination forms, even if left blank by the client, should be kept in the clients files. Federal law requires that these forms are to be kept for at least twenty-four months.
- *Voter's Receipt:* After the application is completed, staff will fill out the voter's receipt located on the second page of the form. This receipt should be retained by the applicant as proof of registration.

Assistance with Forms: Agencies offering voter registration must offer the same degree of assistance, including bilingual assistance when necessary, to individuals completing a voter registration form as they offer to individuals completing the agency's own forms, unless the applicant refuses such assistance. This should include reviewing voter registration applications to assure they are filled out completely. In some counties, language assistance is required when applicants need it.

Staff must not display any political preference or partisan affiliation nor seek to influence the political preference or party affiliation of any person registering to vote. Staff must not make any statements that would discourage an individual from registering to vote, nor any statements suggesting that the decision to register or not to register has any bearing on the availability of benefits or services offered by the agency.

F. Contact Information for Assistance or Materials

For answers to questions about voter registration rules and procedures, call the appropriate county clerk and recorder or the Elections Division of the Office of the Secretary of State.

To order more voter registration applications, please send an email to Angela Lawson at the Office of the Secretary of State. Emails should be sent to a.lawson@sos.state.co.us.

Effective Date:

June 1, 2008

Supersedes:

N/A

Contact Person:

Mary E. Roberto

Telephone:

303.866.2641

Attachment

Sample County Procedure

Attachment to NVRA Agency Letter

FOOD & ENERGY ASSISTANCE	DESK OPERATION:	
TITLE:	All Support Staff Desk	
MOTOR VOTER REGISTRATION	DATE: 1-2000	PAGE: 1 of 2
	EFFECTIVE: 3-1-08	REVISION: 3-1-08
MANUAL REFERENCE: ----- National Voter Registration Act of 1993 Volume 3.110.2		

PURPOSE: This procedure is to be followed to maintain compliance with the National Voter Registration Act of 1993 and Volume 3.110.2. Public Assistance clients must have the opportunity to register to vote at Adams County Social Services offices.

SUPPORT STAFF: Voter Registration applications will be attached to all intake applications (Part I), recertification applications, and informational packets and will be available in every support cubical for use. Voter Registration applications will also be attached to applications for assistance that are mailed. Spanish Voter Registration applications will be available and attached to all Spanish Intake, recertification and Informational packets.

SUPPORT STAFF: Will review the Voter Registration application with all clients coming through the front offices for intakes applications and face-to-face recertification's.

Review the application for completeness, signature and ID information. If a client elects to register to vote or wishes to change their address give the client their receipt from the front page of the voter registration application.

At the end of the client visit the voter registration applications will be collected (including declines) and routed daily to each office support supervisor.

ASC Support Supervisor: Will route all Voter Registration applications to HSB support supervisor weekly. ASC Supervisor will track both the elects to vote and declines and report to the section manager monthly.

FOOD & ENERGY ASSISTANCE	DESK OPERATION:	
TITLE:	All Support Staff Desk	
MOTOR VOTER REGISTRATION	DATE: 1-2000	PAGE: 2 of 2
	EFFECTIVE: 3-1-08	REVISION: 3-1-08

MANUAL REFERENCE:
National Voter Registration Act of 1993
Volume 3.110.2

HSB Support Supervisor:
(Coordinator)

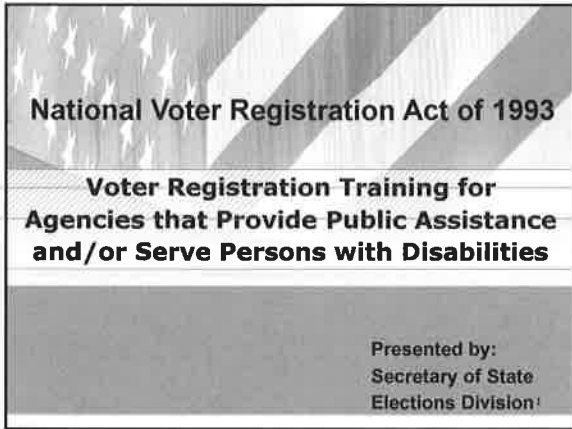
Collect both offices' registration applications and report statistical information to the Secretary of State (SOS) twice a month. The supervisor will use the on-line reporting tool to completed the necessary information and submit to the state by the 5th and 20th of each month. The same statistical information will be shared with the section manager each month.

The elects to vote or change of address registrations will be sent every Friday to the County Clerk Office at:

Adams County Clerk & Recorder Office
1865 W 121st Ave, Suite 600
Westminster, CO 80231-2327

The declines will be sent monthly to the basement file room for storage and then destroyed after 24 months.

If coordinator changes notify the SOS within 10 days to ensure contact is being made with correct person.



National Voter Registration Act of 1993

Voter Registration Training for Agencies that Provide Public Assistance and/or Serve Persons with Disabilities

Presented by:
Secretary of State
Elections Division

Overview of the National Voter Registration Act (NVRA)

2

Why NVRA?

The National Voter Registration Act Of 1993

Congress enacted the National Voter Registration Act of 1993 (also known as the "NVRA" and the "Motor Voter Act"), 42 U.S.C. 1973gg 5(a), (b), to enhance voting opportunities for every American and to remove the vestiges of discrimination which have historically resulted in lower voter registration rates of minorities and persons with disabilities.

3

Provisions Of NVRA

The NVRA requires states to provide:

"Motor Voter" Registration (voter registration simultaneous with motor vehicle driver's license application or renewal)

4

Provisions Of NVRA

Agency-based Voter Registration-

Voter registration opportunities must be offered at each agency that:

- ❖ Provides public assistance (including food stamps, Medicare and Medicaid, WIC, and Colorado Works/unemployment assistance)
- ❖ Provides state-funded programs primarily for persons with disabilities
- ❖ Recruits for the armed forces

Other federal, state, local government, or nongovernment offices may choose to provide voter registration services

5

Provisions Of NVRA

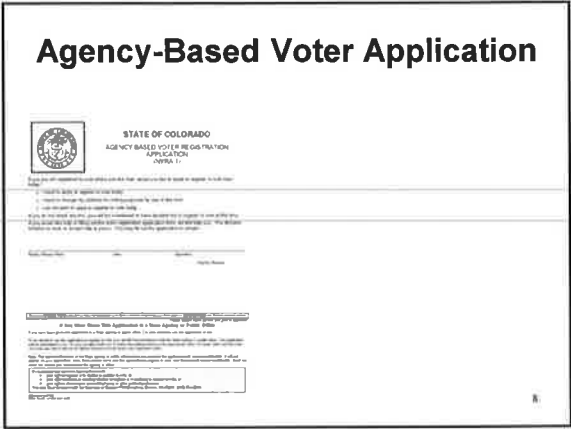
Voter registration must be offered

- ❖ Upon initial request for services
- ❖ At service renewal, and
- ❖ Upon an address change

Applicants must be provided with a voter registration form, including a declination section, and, must be offered assistance in completing the forms . Each agency is required to transmit forms to the appropriate county clerk.

6

Staff Interaction and NVRA Compliance



- ## Agency-Based Voter Application
- The Agency Voter Registration Application includes:
1. Declination Form- Federal requirement
 - ❖ Documents the interaction
 - ❖ Must be retained for 24 months
 2. A Voter Registration Application
 - ❖ Portion of the form completed by the client and sent to a county elections office
 3. Information about registering to vote
 4. A receipt for the applicant
 - ❖ May be used as a verification when voting

- ## Agency-Based Voter Application
- ### The Declination Form
- ❖ A declination form is used when a client chooses not to register to vote
 - ❖ The declination form is found on the front page of the voter registration application
 - ❖ If a client chooses not to register to vote:
 - The client should check the appropriate box, then sign and date the form
 - The agency should retain the declination form
 - The total number of declinations is reported to the Secretary of State (more information regarding reporting is found later in this presentation)

- ## Interacting with the Client
- "If you are not registered to vote where you live now, would you like to register here today?"
That is the question!!
- If client answers YES:
- ❖ Client completes and signs the voter registration application
 - ✓ Provider detaches declination and retains for 24 months
 - ❖ Privately or client may request help from the provider
 - ❖ On-site or the client may take the form home
 - ✓ If they take it home, detach the declination from the card
 - ✓ Remind them to read the application carefully because ID requirements apply

- ## Completing the Declination
- If client answers NO or does not fill out the voter registration application:
- ❖ Assume the client chooses not to register and retain declination on file for 24 months.

ID Requirements

Pursuant to federal and state law, applicants must provide one of the following when registering to vote:

- ❖ A Colorado Driver's License number or Identification card number. If the client has a Colorado Driver's License or Identification number they must provide that number. If the client attests that they have neither they must provide:
- ❖ At least the last four digits of their Social Security number (can only be used if the client attests that they do not have a Colorado Driver's License or Identification number).

13

ID Requirements

If an individual has neither a Colorado Driver's License/ID nor a Social Security number and is registering by mail and it is their first time registering in Colorado, they must include a copy of a valid form of identification.

If the applicant fails to include an ID number or a copy of ID, the applicant will be registered to vote but will have an associated tag on their record indicating that the applicant is ID deficient.

ID deficient voters must provide ID with their mail-in ballot if they vote by mail.

14

ID Requirements

Examples of acceptable ID (copies):

- ❖ Current Colorado driver's license or ID card
- ❖ Passport
- ❖ Government employee ID card or pay stub
- ❖ Utility bill
- ❖ A bank statement
- ❖ Medicaid or Medicare card
- ❖ Certified copy of a birth certificate
- ❖ Naturalization documents
- ❖ Student ID card issued from a Colorado college or university
- ❖ Other government document

15

Completing the Voter Registration Application

Qualifications:

Persons may register if they can answer **YES** to these three questions:

1. Are you a resident of Colorado?
2. Are you a US citizen?
3. Are you at least 18 years old or will you be 18 before Election Day?

16

Completing the Voter Registration Application

Personal Information:

Name: Full name required

Home Address: This must be the address of residence

- ❖ Include apartment number or space number.
- ❖ No business addresses.
- ❖ If homeless, the client must provide a physical location.

Mailing Address: Must be provided only if different than residence address.

17

Completing the Voter Registration Application

Political Party:

Check one (1) only: Optional*

- ❖ If the client does not want to affiliate with any party, they are not required to do so and may select "unaffiliated"

*Major political parties require a person to be registered as a member of their party in order to vote for their candidates in the Primary Election.

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Completing the Voter Registration Application

Sign and Date the Form:

- ❖ Complete other applicable information.
- ❖ Unsigned forms are rejected.
- ❖ A client who cannot sign must make a mark. The provider may then witness the signature in the appropriate box.
- ❖ Power of attorney CANNOT be used for voter registration.

19

Processing Completed VR Applications

Provider should review each application to ensure that it is complete.

Information that Provider reviews for is:

- ❖ Elector has answered Yes or No to the following questions:
 1. Are you a citizen of the United States of America?
 2. Will you be 18 years of age on or before election day?
- ❖ Name of elector
- ❖ Residence Address
- ❖ Date of Birth
- ❖ Elector has completed ID section
- ❖ Elector has signed the registration application

20

Voter Registration Verification

How does a client know if their registration was accepted?

Notification of disposition of application should be sent within 10 business days of receipt of application by county clerk.

Client can also call the county elections office to confirm their voter registration was accepted.

21

CRS § 1-2-506 Violations and Prohibitions

Employees who offer persons an opportunity to register to vote shall not:

- Influence an applicant's political preference or party registration.
- Display any political preference or party allegiance.
- Discourage an applicant to register.

22

Agency Contact Responsibilities

23

The NVRA Connection

Information Sent by the Secretary of State

- ❖ The SOS will send information and updates to the State Agencies, as needed, for distribution to local offices
- ❖ An email reminder for reporting will be sent to all appropriate agencies
- ❖ Information sent may include election dates and registration cutoff dates

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Processing Completed VR Applications

If unsure, forward the completed application using normal procedures to the county clerk's office. Do **NOT** destroy any cards that have been completed or that indicate in any way that the individual attempted to register to vote.

Each person must be provided the same degree of assistance as is provided to complete agency forms, unless the person refuses such assistance.

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Processing Completed VR Applications

1. Separate the completed voter registration applications from the declinations.
2. The Agency must keep the declination in their files for 24 months, DO NOT mail them to SOS or the county clerk.
3. Declination forms should be tallied as to how many persons wished to register, how many wished to change their address, and how many declined registration. These numbers will be reported to the Secretary of State.

26

Processing Completed VR Applications

4. Send completed voter registration applications to the county clerk in which the agency is located within 10 calendar days of receipt.

Exception: If you are within 5 days of the last day to register to vote, applications must be submitted to the county no later than 5 days of receipt.

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Agency Voter Registration Reporting

How does an agency report voter registration activity?

The Secretary of State has developed an online reporting tool/survey that each agency will complete on a regular basis.

- ❖The survey is emailed to the contact person of every agency on file with the SOS
- ❖The contact person completes the survey
- ❖SOS and/or state agency contacts local agencies that do not respond
- ❖SOS compiles information and reports to the EAC and other interested parties

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Agency Voter Registration Reporting

Voter Registration Report Form:

- Report should be completed every two weeks. The Secretary of State will send an email notification to each agency contact.
- Mail or deliver completed voter registration forms to the county clerks in a timely fashion

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Agency Voter Registration Reporting

SOS must report statewide monthly voter registration totals to the EAC using the Agency Voter Registration Reporting Forms returned from the agencies.

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Agency NVRA Contact Information

Each agency will notify the State Agency Coordinator in writing:

- ❖ The name of the local NVRA contact person.
- ❖ The email address of the local NVRA contact person.
- ❖ The location of each agency registration site.

Changes in agency site address or site coordinator MUST be reported to the Elections Division promptly.

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Non-Compliance Consequences

Agencies that fail to comply with NVRA face the following:

- ❖ Investigation by the Secretary of State;
- ❖ Investigation and/or litigation by the U.S. Department of Justice;
- ❖ Litigation by individuals and clients; and
- ❖ Litigation by concerned national interest groups

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Voting Registration Supplies

Additional blank agency voter registration forms, agency voter registration reporting forms and special envelopes may be obtained through regular agency channels.

Forms may be ordered directly from the Secretary of State's office (via email to a.jawson@sos.state.co.us) or through your local county clerk.

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Additional Information

6 Points To Remember

1. NVRA requires agencies to provide clients the opportunity to register to vote with each application, renewal, recertification or notification of address or name change.
2. Review the completed voter registration form for accuracy and legibility.
3. Date stamp the completed form.
4. Detach and retain the completed declination form for 24 months.
5. Submit the voter registration application to county elections within 10 days of receipt (unless within 5 days of deadline).
6. Report to the Secretary of State the number of voter registration applications and declinations submitted to the agency.

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Additional Information

Elections Questions and Answers:

www.elections.colorado.gov

Voter Information: www.govotecolorado.com

County Elections Offices:

www.elections.colorado.gov

NVRA E-mail Address:

elections@sos.state.co.us

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DVR - NVRA Reporters – 3/13/08

DVR Employee	DVR Office	E-Mail Address
Barth, Dana	Lamar	Dana.Barth@state.co.us
Basagoitia, Sharon	Montrose	Sharon.Basagoitia@state.co.us
Bevirt, Mary	Boulder	Mary.Bevirt@state.co.us
Carbone, Monica	Aurora	Monica.Carbone@state.co.us
Davis, Kay	Colorado Springs	Kay.Davis@state.co.us
Esparza, Lilia	Northglenn	Lilia.Esparza@state.co.us
Gard, Verna	Grand Junction	Verna.Gard@state.co.us
Hinojos, Velisha	Longmont	Velisha.Hinojos@state.co.us
Kettleson, Dianne	Fort Collins	Dianne.Kettelson@state.co.us
Maddux, Amanda	Steamboat Springs & Craig	Amanda.Maddux@state.co.us
Madrid, Hazel	Alamosa	Hazel.Madrid@state.co.us
Marion, Gale	Frisco	Gail.Marion@state.co.us
Massey, Jan	Greeley	Janice.Massey@state.co.us
Myers, Lilian	Edwards	Lilian.Myers@state.co.us
Parsons, Paige	Greenwood Village	Paige.Parsons@state.co.us
Salazar, Cheryl	Pueblo	Cheryl.Salazar@state.co.us
Stang, Amy	Limon & Sterling	Amy.Stang@state.co.us
Steffen, Robin	Glenwood Springs	Robin.Steffen@state.co.us
Vigil, Jessie	Golden	Jessie.Vigil@state.co.us
Weskamp, Janna	Denver Metro	Janna.Weskamp@state.co.us



MEMORANDUM

TO: All Rehabilitation Offices & DVR Staff

FROM: Ken Schmidt, Ed.D., Administrator of Field Services

SUBJECT: Voter Registration in Offices

DATE: January 24, 2008

As you may be aware, the National Voter Registration Act of 1993 (NVRA) requires public assistance agencies such as the Division of Vocational Rehabilitation (DVR) to offer voter registration to individuals who visit our offices. The purpose of this requirement is to enhance registration opportunities for populations who are traditionally least registered to vote.

As has been our practice in the past, each DVR office should be offering to every individual who visits the office the opportunity to register to vote. Your offices will be provided with a supply of "Agency-Based Voter Registration Applications" within a few weeks. These forms will be available in English and in Spanish.

Individuals visiting DVR offices should be asked if they are interested in becoming a registered voter or updating their voter registration information. DVR staff should be very careful to be objective and reflect no partisan preference during these exchanges. The "Agency-Based Voter Registration Application" should be used to document the person's registration as well as his/her declination of the opportunity to become registered. Please review the form carefully as it provides necessary guidance on appropriate completion.



STATE OF COLORADO

AGENCY-BASED VOTER REGISTRATION APPLICATION (NVRA-1)

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

- I want to apply to register to vote today.
- I want to change my address for voting purposes by use of this form.
- I do not want to apply to register to vote today.
- I am currently registered to vote and do not wish to update my information.

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

If you would like help in filling out the voter registration application form, we will help you. The decision whether to seek or accept help is your's. You may fill out the application in private.

Name (Please Print)

Date

Signature

(Agency Record)

----- ✂ ----- Detach Here ----- ✂ ----- Detach Here ----- ✂ -----

Please detach lower portion and give to applicant

If You Were Given This Application in a State Agency or Public Office

If you have been given this application in a State agency or public office, it is your choice to use the application or not.

If you decide to use this application to register to vote, you can fill it out and leave it with the State agency or public office. The application will be submitted for you. Or, you can take it with you to mail to the address listed on the appropriate office of County Clerk and Recorder. You may also take it with you to deliver in person to your local voter registration office.

Note: The name and location of the State agency or public office where you received the application will remain confidential. It will not appear on your application. Also, if you decide not to use this application to register to vote, that decision will remain confidential. It will not affect the service you receive from the agency or office.

If you believe that someone has interfered with

- your right to register or to decline to register to vote, or
- 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 the Secretary of State at 1700 Broadway, Denver, CO 80290 (303) 894-2200.

Identification Number Requirement

Your completed voter registration form must contain your State of Colorado Driver's License Number or your Dept. of Revenue Identification Number. If you do not have a Colorado Driver's License or Dept. of Revenue Identification Number, then you must provide the last four digits of your Social Security Number.

If you do not have a Driver's License Number, a Dept. of Revenue Identification Number, or a Social Security Number, you must check the appropriate boxes indicating that you do not have identification. You will be assigned a unique identifying number.

First Time Voters Who Register BY MAIL

If you are registering to vote for the first time in the state of Colorado and are mailing this registration application, please submit a copy (**NOT the original**) of an approved form of identification with the mail-in registration form. If an address appears on an approved form of identification listed below, the address must be in Colorado.

- Valid Colorado driver's license
- Valid Colorado Dept. of Revenue identification card
- Valid U.S. passport
- Valid govt. employee ID card with photograph
- Valid pilot's license issued by FAA or other U.S. agency
- Valid U.S. Military Identification card with photograph
- Copy of govt. document that shows voter's name and address
- Valid Medicare or Medicaid card
- Certified copy of U.S. birth certificate
- Certified documentation of naturalization
- Valid student identification card with a photograph issued by an institution of higher education in Colorado

Send this form to your County Clerk and Recorder (see addresses on back side of this form).
Do not include original documents with this application.

First Time Voters Who Register IN PERSON

If you are registering to vote for the first time in the state of Colorado and are presenting this registration application in person to the County Clerk and Recorder's Office, you will need to show one of the following forms of identification when you submit this registration form

- Your valid Colorado driver's license number
- Valid Colorado Dept of Revenue identification number
- The last four digits of your Social Security number

The approved forms of identification must show that your address is in the State of Colorado

For questions on registering to vote, please check the Secretary of State's website at www.sos.state.co.us or call your County Clerk and Recorder's office.

✂-----Detach Here-----✂	✂-----Detach Here-----✂
<p>By completing and signing this Voter Registration Application form, you are affirming that:</p> <ul style="list-style-type: none"> • You intend to claim your present address as your sole legal place of residence and, in so doing, you abandon claim to any other legal residence; • You are aware that if you are a resident of this State for voting purposes, you are also a resident of this State for motor vehicle registration and operation purposes and for income tax purposes; • You are aware that you cannot legally vote in more than one place in any election; and • You are aware that a violation of the self-affirmation signed above is a criminal act under the laws of this State and will subject you to the penalties provided by law. 	<p>VOTER'S RECEIPT-IMPORTANT Detach and keep this receipt to verify your voter registration application.</p> <p>Name _____</p> <p>Address _____ _____</p> <p>Date of Birth _____ Date Application Signed _____</p> <p>Place or Office of Voter Registration _____</p>

Colorado – Combination Voter Registration & Mail-In Ballot Application

Instructions:

- PRINT clearly using black ink
- READ the important information on the reverse side
- SIGN and mail, fax, or email this form as a PDF to your County Clerk

For County Clerk and Recorder Use Only

VOTER INFORMATION: Required fields must be completed.

Are you a citizen of the United States? (Required) <input type="checkbox"/> YES <input type="checkbox"/> NO If you checked "NO" to this question, DO NOT COMPLETE THIS FORM.			Will you be 18 years of age on or before Election Day? (Required) <input type="checkbox"/> YES <input type="checkbox"/> NO If you checked "NO" to this question, DO NOT COMPLETE THIS FORM.		
Last Name (Required)		First Name (Required)	Middle Name	Suffix (Jr., III)	Previous Name of Applicant (If Applicable)
Colorado Legal Residence Street Address (Required – No P.O. Boxes)		Apt/Unit #	City/Town (Required)	Zip (Required)	County
Mailing Address or P.O. Box (Required if different from address above)		Apt/Unit #	City/Town (Required)	State (Required)	Zip (Required)
Date of Birth (Required) MM / DD / YYYY	Gender (Required) <input type="checkbox"/> Male <input type="checkbox"/> Female	Telephone Number (Including Area Code)	Party Affiliation – Select Only One (Required to vote in that party's Primary Election)		
			<input type="checkbox"/> Democratic	<input type="checkbox"/> Republican	<input type="checkbox"/> American Constitution
			<input type="checkbox"/> Green	<input type="checkbox"/> Libertarian	<input type="checkbox"/> Unity
				<input type="checkbox"/> Unaffiliated	

**IDENTIFICATION (Required)
DO NOT LEAVE THIS SECTION BLANK**

Pursuant to Federal Law, your completed voter registration form must contain your State of Colorado Driver's License Number or your Dept. of Revenue Identification Number. If you do not have a Driver's License or Dept. of Revenue Identification Number, then you must provide the last four digits of your Social Security Number. If you do not have a Driver's License Number, a Dept. of Revenue Identification Number, or a Social Security Number, you must check the appropriate boxes. A unique identifying number will be assigned to you by the State and you will still be registered to vote.
NOTE: If the identification section is left blank and you do not check the boxes indicating you do not have identification, you will not be registered to vote.

_____ OR _____
 Colorado Driver's License Number Department of Revenue ID Number
 I do not have a Colorado Driver's License or Dept. of Revenue Identification Number.
 OR
 If you do not have a Colorado Driver's License, or a Department of Revenue Identification Number, then provide at least the last four digits of your Social Security Number.

 Social Security Number
 I do not have a Social Security Number.

PREVIOUS RESIDENCE: Complete only if you are registered to vote at a different legal residential address.

OLD Residential Street Address (No PO Boxes)			On what date did you, or will you, begin living at your new address?	
City/Town	State	Zip	MM / DD / YYYY	

PERMANENT MAIL-IN BALLOT LIST: Place a (✓) in the box to be added or removed from the list. (Optional)

<input type="checkbox"/> Add my name to the list	<i>Address to mail your Permanent Mail-In Ballot(s) to - If different than your mailing or residential address</i>				
<input type="checkbox"/> Remove my name from the list	Street Address	Apt/Unit #	City/Town	State	Zip Code

CURRENT YEAR MAIL-IN BALLOT LIST: Place a (✓) in the box to request a Mail-In Ballot for that election. (Optional)

<input type="checkbox"/> August Primary Election Only	<i>Address to mail your August Primary Election Ballot(s) to - If different than your mailing or residential address</i>				
<input type="checkbox"/> November Election Only	<i>Address to mail your November Election Ballot(s) to - If different than your mailing or residential address</i>				
	Street Address	Apt/Unit #	City/Town	State	Zip Code

READ, SIGN AND DATE:

By completing and signing this Voter Registration Application, you are affirming the following information:
 (a) You intend to claim the present address as your sole legal place of residence and, in so doing, abandon claim to any other legal residence. (b) You are aware that, if you are a resident of this state for voting purposes, you are also a resident of this state for motor vehicle registration and operation purposes and for income tax purposes. (c) You cannot legally vote in more than one place in any election. (d) You are aware that a violation of the self-affirmation, of which you are about to make, is a criminal act under the laws of this state and you will be subject to the penalties provided by law.

WARNING: It is a crime to swear or affirm falsely as to your qualifications to register to vote.

Self-Affirmation: I do solemnly affirm that I am a citizen of the United States and that on the date of the next election I shall have attained the age of eighteen years and shall have resided in the state of Colorado at least 30 days and in my present precinct at least 30 days before the election. I further affirm that the present address I listed herein is my sole legal place of residence and that I claim no other place as my legal residence.

Under Colorado law, your Mail-In Ballot Application must contain your printed name, signature, residence address, mailing address if you wish to receive the ballot by mail, and date of birth. If you do not provide all of this information, you may not receive a Mail-In Ballot according to the rules established by the Secretary of State, C.R.S. 1-8-104

Signature or Mark (Required)

Witness Signature (Optional)

The Mail-In Ballot Application must be personally signed by the applicant; or, in case of the applicant's inability to sign, the applicant's mark must be witnessed by another person.

<p style="font-size: 2em; font-weight: bold; text-align: center;">X</p> <p>Signature (Required) _____ Date (Required) _____</p> <p style="text-align: center;"><input type="checkbox"/> Yes, I want to be an Election Judge (Optional)</p>	<p style="font-size: 2em; font-weight: bold; text-align: center;">X</p> <p>Witness Signature (Optional) _____ Date _____</p>
--	--

FIRST TIME VOTERS WHO REGISTER BY MAIL

Colorado law requires identification at the polls and for first time voters who vote by Mail-In Ballot. Types of approved ID may be found on the Secretary of State's website at <http://www.sos.state.co.us>. You may also speak to a Secretary of State Election Division representative at (303) 894 - 2200 or you may contact your County Clerk and Recorder's office for information.

COUNTY CLERK AND RECORDER CONTACT INFORMATION

ADAMS 1865 W. 121 st Ave., Suite 600 Westminster, CO 80234-2327 (303) 920-7850	CROWLEY 631 Main St., Suite 102 Ordway, CO 81063 (719) 267-5225	GUNNISON 221 N. Wisconsin St., Suite C Gunnison, CO 81230-2433 (970) 641-1516	MESA Box 20000 Grand Junction, CO 81502-5009 (970) 244-1662	RIO BLANCO Box 1067 Meeker, CO 81641-1067 (970) 878-9460
ALAMOSA Box 630 Alamosa, CO 81101-0630 (719) 589-6681	CUSTER Box 150 Westcliffe, CO 81252-0150 (719) 783-2441	HINSDALE Box 9 Lake City, CO 81235-0009 (970) 944-2228	MINERAL Box 70 Creede, CO 81130-0070 (719) 658-2440	RIO GRANDE Box 160 Del Norte, CO 81132-0160 (719) 657-3334
ARAPAHOE 5334 S. Prince St. Littleton, CO 80166-0211 (303) 795-4511	DELTA 501 Palmer, Suite 211 Delta, CO 81416-1764 (970) 874-2150	HUERFANO 401 Main St., Suite 204 Walsenburg, CO 81089-2085 (719) 738-2380	MOFFAT 221 W. Victory Way, Suite 200 Craig, CO 81625-2716 (970) 824-9120	ROUTT Box 773599 Steamboat Springs, CO 80477 (970) 870-5558
ARCHULETA Box 2589 Pagosa Springs, CO 81147-2589 (970) 264-8350	DENVER 3888 East Mexico Avenue Denver, CO 80210-3813 (720) 913-8683	JACKSON Box 337 Walden, CO 80480-0337 (970) 723-4334	MONTEZUMA 109 W. Main, Room 108 Cortez, CO 81321-3189 (970) 565-3728	SAGUACHE Box 176 Saguache, CO 81149-0176 (719) 655-2512
BACA 741 Main Springfield, CO 81073-1548 (719) 523-4372	DOLORES Box 58 Dove Creek, CO 81324-0058 (970) 677-2381	JEFFERSON 100 Jefferson County Pkwy, Ste 2560 Golden, CO 80419-2560 (303) 271-8111	MONTROSE Box 1289 Montrose, CO 81402-1289 (970) 249-3362	SAN JUAN Box 466 Silverton, CO 81433-0466 (970) 387-5671
BENT Box 350 Las Animas, CO 81054-0350 (719) 456-2009	DOUGLAS P. O. Box 1360 Castle Rock, CO 80104-1360 (303) 660-7444	KIOWA Box 37 Eads, CO 81036-0037 (719) 438-5421	MORGAN Box 1399 Fort Morgan, CO 80701-1399 (970) 542-3521	SAN MIGUEL Box 548 Telluride, CO 81435-0548 (970) 728-3954
BOULDER 1750 33rd St., Suite 200 Boulder, CO 80301-2546 (303) 413-7740	EAGLE Box 537 Eagle, CO 81631-0537 (970) 328-8715	KIT CARSON Box 249 Burlington, CO 80807-0249 (719) 346-8638	OTERO Box 511 La Junta, CO 81050-0511 (719) 383-3024	SEDGWICK 315 Cedar St., Suite 220 Julesburg, CO 80737-0050 (970) 474-3346
BROOMFIELD One DesCombes Dr. Broomfield, CO 80020-2495 (303) 464-5857	ELBERT Box 37 Kiowa, CO 80117-0037 (303) 621-3116	LAKE Box 917 Leadville, CO 80461-0917 (719) 486-1410	OURAY Box C Ouray, CO 81427-0615 (970) 325-4961	SUMMIT Box 1538 Breckenridge, CO 80424-1538 (970) 453-3479
CHAFFEE Box 699 Salida, CO 81201-0699 (719) 639-4004	EL PASO Box 2007 Colorado Springs, CO 80901-2007 (719) 575-8683	LA PLATA 1060 E. 2 nd Ave. #134 Durango, CO 81301 (970) 382-6296	PARK Box 220 Fairplay, CO 80440-0220 (719) 836-4333	TELLER Box 1010 Cripple Creek, CO 80813-1010 (719) 689-2951
CHEYENNE Box 567 Cheyenne Wells, CO 80810-0567 (719) 767-5685	FREMONT 615 Macon Ave., Suite 102 Canon City, CO 81212-3381 (719) 276-7330	LARIMER Box 1547 Fort Collins, CO 80522-1547 (970) 498-7820	PHILLIPS 221 S. InterOcean Ave. Holyoke, CO 80734-1521 (970) 854-3131	WASHINGTON Box L Akron, CO 80720-0380 (970) 345-6565
CLEAR CREEK Box 2000 Georgetown, CO 80444-2000 (303) 679-2339	GARFIELD 109 8th Street, Suite 200 Glenwood Springs, CO 81601-3303 (970) 945-2377	LAS ANIMAS Box 115 Trinidad, CO 81082-0115 (719) 846-3314	PITKIN 530 E. Main St., Suite 101 Aspen, CO 81611-1948 (970) 920-5180	WELD Box 459 Greeley, CO 80632-0459 (970) 304-6525
CONEJOS Box 127 Conejos, CO 81129-0127 (719) 376-5422	GILPIN Box 429 Central City, CO 80427-0429 (303) 582-5321	LINCOLN Box 67 Hugo, CO 80821-0067 (719) 743-2444	PROWERS 301 S. Main St., Suite 210 Lamar, CO 81052-2868 (719) 336-8011	YUMA 310 Ash St., Suite F Wray, CO 80758-1850 (970) 332-5809
COSTILLA Box 308 San Luis, CO 81152-0308 (719) 672-3301	GRAND P. O. Box 120 Hot Sulphur Springs, CO 80451 (970) 725-3347	LOGAN 315 Main St., Suite 3 Sterling, CO 80751-4357 (970) 522-1544	PUEBLO Box 878 Pueblo, CO 81002-0878 (719) 583-6620	



Hearing Impaired persons may call the state TDD number at (303) 869-4867.

Para información en español, por favor llame por telefono al secretario y registrador del conado correspondiente.

TO REGISTER TO VOTE

- You Must:
- Be a U.S. Citizen.
 - Register to vote no later than 29 days before the election.
 - Be 18 years old on or before the date of the election in which you want to vote.
 - Reside in Colorado and at your present address at least 30 days before the election.
 - Complete the fields marked "Required" on the application, including your complete address with apartment or unit number.

PERMANENT MAIL-IN BALLOT INFORMATION

After the County Clerk & Recorder receives your completed application or letter to receive a Permanent Mail-In Ballot, your name will be placed on a list to receive a Mail-In Ballot for each applicable election. Your name will remain on this list until you request that your name be removed, your Mail-In Ballot is returned as "Undeliverable," or your voter registration record is marked "Inactive."

ELECTION OFFENSES

Colorado law provides penalties for submitting a false voter registration application and for submitting false information as to the voter's qualifications or place of present residence, as well as other election related offenses. See C.R.S. 1-2-228, 1-13-104, 1-13-106 and 1-13-201 et seq. The penalties provided are set forth in the Colorado Criminal Code, C.R.S. 18-1-101 et seq.

IMPORTANT INFORMATION

You should receive an official information card from your County Clerk and Recorder approximately 20 days from receipt of your registration form at your clerk and recorder's office. The information card will confirm your registration form has been received and processed by the County Election Department. If you do not receive the information card, please call your County Clerk and Recorder for verification that your application was received.

Research Intern

From: Yolanda Sheffield <ysheffield@projectvote.org>
Sent: Thursday, April 01, 2010 4:22 PM
To: Christi Heppard
Subject: Paperless Meeting on Tuesday

Hey Christi,

I am putting together an agenda for the meeting on the 6th and it just occurred to me that you are probably creating an agenda as well. In your opinion, what is the best way to coordinate our efforts?

I could send you a draft tomorrow and maybe tweak it if it is repetitive of some of the things you are outlining.

Yolanda Sheffield, Esq.
Director, Election Administration Program
Project Vote
(Cell) 202. 553.5415
(Office) 202.546.4173 ext 302
(Fax) 202.543.3675

This communication is confidential and may contain privileged information. If you have received this communication in error, please delete it and notify the sender immediately by email. Thank you.

Research Intern

From: Yolanda Sheffield <ysheffield@projectvote.org>
Sent: Thursday, February 04, 2010 11:47 AM
To: Christi Heppard
Cc: 'Teresa James'
Subject: Paperless Registration at Public Assistance Agencies

Hello Christi,

I hope you enjoyed your vacation and have gotten a chance to get settled in.

I thought the meeting with the University of Boulder was very productive and that a meeting with the Director of Human Services to discuss paperless voter registration may equally be beneficial. Project Vote would be interested in coming to Denver in March or April to discuss the possibility of paperless registration at public assistance agencies. We think the increase in efficiency, decrease in cost, and overall improvement of compliance with the NVRA would be of interest to the state.

Would the Secretary of State's office be available to discuss the idea in March or April? Also, we think it would be helpful if the Director of Human Services or someone from the office would be available to discuss as well. Do you think it would be better if Project Vote or your office reached out to them?

Yolanda Sheffield, Esq.
Director, Election Administration Program
Project Vote
(Cell) 202. 553.5415
(Office) 202.546.4173 ext 302
(Fax) 202.543.3675

This communication is confidential and may contain privileged information. If you have received this communication in error, please delete it and notify the sender immediately by email. Thank you.

Research Intern

From: Doug Hess <douglasrhess@gmail.com>
Sent: Tuesday, September 01, 2009 8:21 PM
To: Christi Heppard
Cc: Nicole Kovite; Teresa James
Subject: paperless registration in Colorado

Hi, Christi.

We're still very excited here about being involved with CO's effort to develop paperless voter registration systems. A few requests:

1. Is there a working group or task force that you've formed, or contemplated forming, with the agencies to develop the paperless system? If so, we'd love to be on that task force to help better understand it and assist with making sure the systems developed do not contravene the NVRA. We might be able to come out there for some meetings if it would be of help.
2. We are thinking of putting together a conference call this fall, and maybe even organizing for this winter a small in-person conference, with state election officials and agency officials interested in developing paperless voter registration systems in human services agencies and at DMVs. Would you all be interested in participating in such a call?
3. Regarding the redesign for the central mailing to DHS clients, we'd be interested in using that as an opportunity to test the response rates based on the design and we may be able to help with some of the costs and expertise involved in such testing or experiments (assuming the ability to track responses to the letters). Would the state be interested in participating in such experiments? It might work best, for tracking responses to treatment and controls, to do this with the lists for one county, but details can be worked out later. You all may have ideas for what questions about the mailing you want to experiment with, or we or other researchers we work with might have ideas as well. Would you all be interested in this? The results might, like the paperless voter registration system, be useful nationally.

Let us know what you think about these ideas and thanks for updating me on the status of the materials regarding the the on-line registration system. Let us know if there's any materials you do not want us to share with other states as we talk about these systems. Is there much communication between the states that have or are builing web-based voter registration systems?

Thanks!

Doug Hess
Research Consultant, Project Vote
202-277-6400 (cell)
202-546-4173 ext.307 (office)

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Research Intern

From: Christi Heppard
Sent: Thursday, January 06, 2011 5:28 PM
To: Nicole Kovite Zeitler
Subject: PEAK update

Nicole,

Just wanted to send you a quick email before I go to my next meeting. Our team met with the folks at CDHS about the PEAK system. We can touch base next week (I'm offsite tomorrow) and I can fill you in but the short version is that it looks like voter registration will definitely be included in PEAK's launch, currently expected to be released sometime this spring. I'm not positive but I believe we may be the first state to have online services applications and true online voter registration. We'll be able to track activity, as well.

-Christi

Christi Heppard
Colorado Department of State
Elections Division - Special Projects
1700 Broadway, Suite 270
Denver, Co. 80290
303-894-2200 xtn 6340 (phone)
303-869-4861 (fax)
christi.heppard@sos.state.co.us

Research Intern

From: Nicole Kovite Zeitler <Nkovite@projectvote.org>
Sent: Tuesday, December 21, 2010 12:47 PM
To: Christi Heppard
Subject: PEAK-NVRA Follow Up

Christi:

I am writing to follow up on the conversations we had a few weeks ago about PEAK. Did you get a chance to meet with Dara and Steve? Is there a plan and a timeline?

I would love to hear the update. Feel free to call or email,

Nicole

Nicole Kovite Zeitler
Director, Public Agency Voter Registration Program
Project Vote
737 ½ 8th Street SE
Washington, DC 20003
Tel (202) 546-4173 Ext. 303
Fax (202) 543-3675
www.projectvote.org



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Research Intern

From: Nicole Kovite <nkovite@projectvote.org>
Sent: Wednesday, December 31, 2008 1:14 PM
To: Angela Lawson
Cc: Doug Hess
Subject: Please add:

Hi Angela:

I am a new employee with Project Vote. Could you please add me to the distribution list for the regular Agency Statistical Report and Survey Summary?

Thanks!

Nicole Kovite
Director, NVRA Implementation Project
Project Vote - www.projectvote.org
202.271.5101(Cell)

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Consider the environment before printing this e-mail.

Research Intern

From: Judd Choate
Sent: Tuesday, May 18, 2010 11:42 AM
To: 'tjames@projectvote.org'
Subject: Power Point?

Hi Teresa. You mentioned you might be emailing me your powerpoint presentation. Should I be worried that I haven't received it yet?

If you bring it in on a flash drive (which is fine), we will need to have our IT department check it for viruses first before using it.

Thanks, Judd

Research Intern

From: Christi Heppard
Sent: Thursday, July 30, 2009 2:22 PM
To: 'Nicole Kovite'; 'Donald Wine II'; 'Doug Hess'
Cc: Wayne Munster; Angela Lawson
Subject: PowerPoint for Colorado meeting
Attachments: WinZip Compressed Attachments.zip; About WinZip Compressed Attachments.txt

Nicole,

We have a couple of things for you. First, attached you will find our draft presentation for the "all county" meeting on Wednesday morning; we welcome your comments and suggestions.

Second, Angela Lawson has scanned copies of the reporting summaries for the last few reporting periods so that you can easily see which counties did not report. Unfortunately, Survey Monkey does not provide us the ability to download this into a spreadsheet but you *can* see agencies with a zero in the response count area. The zero indicates that they failed to complete the survey for that period. You might note that some agencies have a "2" in the response count – this simply indicates that the agency went back and modified an original entry, presumably to correct a typo or other error that was made on initial entry. I believe that you have the ability to track these going forward since the pages are included in the summary report that Angela sends out. Also, due to limitations on our scanner, we had to break the files into pages of ten, which is why there are three documents attached.

If you need anything else, please let us know.











Thanks,
Christi

Christi Heppard
Colorado Department of State
Elections Division - Special Projects
1700 Broadway, Suite 270
Denver, Co. 80290
303-894-2200 xtn 6340 (phone)
303-869-4861 (fax)
christi.heppard@sos.state.co.us






NVRA Agency Reporting Form June 1-15

2. Agency Name			Response Percent	Response Count
DVR Lamar	<input type="checkbox"/>		1.7%	1
DVR Montrose			0.0%	0
DVR Boulder	<input type="checkbox"/>		1.7%	1
DVR Aurora			0.0%	0
DVR Colorado Springs	<input type="checkbox"/>		1.7%	1
DVR Northglenn	<input type="checkbox"/>		1.7%	1
DVR Grand Junction	<input type="checkbox"/>		1.7%	1
DVR Longmont			0.0%	0
DVR Fort Collins	<input type="checkbox"/>		1.7%	1
DVR Steamboat Springs & Craig	<input checked="" type="checkbox"/>		3.3%	2
DVR Alamosa			0.0%	0
DVR Frisco	<input type="checkbox"/>		1.7%	1
DVR Greeley	<input type="checkbox"/>		1.7%	1
DVR Edwards			0.0%	0
DVR Greenwood Village			0.0%	0
DVR Pueblo	<input type="checkbox"/>		1.7%	1
DVR Limon & Sterling	<input type="checkbox"/>		1.7%	1
DVR Glenwood Springs	<input type="checkbox"/>		1.7%	1
DVR Golden			0.0%	0
DVR Denver Metro	<input type="checkbox"/>		1.7%	1
Adams County Department of Social Services	<input type="checkbox"/>		1.7%	1
Alamosa County Department of Social Services	<input type="checkbox"/>		1.7%	1

Arapahoe County Department of Human Services	1	1.7%	1
Archuleta County Department of Social Services	1	1.7%	1
Baca County Department of Social Services	0	0.0%	0
Bent County Department of Social Services	1	1.7%	1
Boulder County Department of Social Services	1	1.7%	1
Broomfield County Department of Health and Human Services	1	1.7%	1
Chaffee County Department of Social Services	1	1.7%	1
Cheyenne County Department of Social Services	0	0.0%	0
Clear Creek County Department of Human Services	1	1.7%	1
Conejos County Department of Social Services	0	0.0%	0
Costilla County Department of Social Services	0	0.0%	0
Crowley County Department of Social Services	1	1.7%	1
Custer County Department of Human Services	1	1.7%	1
Delta County Department of Social Services	0	0.0%	0
Denver County Department of Human Services	1	1.7%	1
Dolores County Department of Social Services	0	0.0%	0
Douglas County Department of Health and Human Services	1	1.7%	1
Eagle County Department of Health & Human Services	1	1.7%	1

Elbert County Department of Social Services		0.0%	0
El Paso County Department of Human Services		3.3%	2
Fremont County Department of Social Services		0.0%	0
Garfield County Department of Human Services		1.7%	1
Gilpin County Department of Human Services		1.7%	1
Grand County Department of Social Services		1.7%	1
Gunnison County Department of Social Services		1.7%	1
Hinsdale County Department of Social Services		1.7%	1
Huerfano County Department Of Social Services		3.3%	2
Jackson County Department of Social Services		0.0%	0
Jefferson County Division of Human Resources		1.7%	1
Kiowa County Department of Social Services		0.0%	0
Kit Carson County Health & Human Services		0.0%	0
Lake County Department of Human Services		0.0%	0
La Plata County Department of Social Services		1.7%	1
Larimer County Department of Human Services		1.7%	1
Las Animas County Department of Human Services		0.0%	0

Lincoln County Department of Social Services	1	1.7%	1
Logan County Department of Social Services	1	1.7%	1
Mesa County Department of Human Services	1	1.7%	1
Moffat County Department of Social Services	1	1.7%	1
Montezuma County Department of Social Services	1	1.7%	1
Montrose County Department of Health and Human Services	0	0.0%	0
Morgan County Department of Human Services	1	1.7%	1
Otero County Department of Social Services	1	1.7%	1
Ouray County Department of Social Services	0	0.0%	0
Park County Department of Social Services	0	0.0%	0
Phillips County Department of Social Services	1	1.7%	1
Pitkin County Department of Social Services	1	1.7%	1
Prowers County Department of Social Services	1	1.7%	1
Pueblo County Department of Social Services	1	1.7%	1
Rio Blanco County Department of Social Services	1	1.7%	1
Rio Grande/Mineral County Department of Social Services	1	1.7%	1
Routt County Department of Social Services	1	1.7%	1
Saguache County Department of Social Services	1	1.7%	1

San Juan County Department of Social Services		0.0%	0
San Miguel County Department of Social Services		0.0%	0
Sedgwick County Department of Human Services		0.0%	0
Summit County Department of Social Services		1.7%	1
Teller County Department of Social Services		1.7%	1
Washington County Department of Human Services		0.0%	0
Weld County Department of Social Services		1.7%	1
Weld-Fort Lupton Department of Social Services		1.7%	1
Yuma County Department of Social Services		1.7%	1
		answered question	60
		skipped question	0

3. Name of person completing form.		Response Count
		60
		answered question
		60
		skipped question
		0

NVRA Agency Reporting Form June 16-30

2. Agency Name		Response Percent	Response Count
DVR Lamar	<input type="checkbox"/>	1.6%	1
DVR Montrose		0.0%	0
DVR Boulder	<input type="checkbox"/>	1.6%	1
DVR Aurora	<input type="checkbox"/>	1.6%	1
DVR Colorado Springs	<input type="checkbox"/>	1.6%	1
DVR Northglenn	<input type="checkbox"/>	1.6%	1
DVR Grand Junction	<input type="checkbox"/>	1.6%	1
DVR Longmont		0.0%	0
DVR Fort Collins	<input type="checkbox"/>	1.6%	1
DVR Steamboat Springs & Craig	<input checked="" type="checkbox"/>	3.2%	2
DVR Alamosa		0.0%	0
DVR Frisco	<input type="checkbox"/>	1.6%	1
DVR Greeley	<input type="checkbox"/>	1.6%	1
DVR Edwards		0.0%	0
DVR Greenwood Village		0.0%	0
DVR Pueblo	<input type="checkbox"/>	1.6%	1
DVR Limon & Sterling		0.0%	0
DVR Glenwood Springs	<input type="checkbox"/>	1.6%	1
DVR Golden		0.0%	0
DVR Denver Metro	<input type="checkbox"/>	1.6%	1
Adams County Department of Social Services	<input type="checkbox"/>	1.6%	1
Alamosa County Department of Social Services	<input type="checkbox"/>	1.6%	1

Arapahoe County Department of Human Services	1	1.6%	1
Archuleta County Department of Social Services		0.0%	0
Baca County Department of Social Services	1	1.6%	1
Bent County Department of Social Services	1	1.6%	1
Boulder County Department of Social Services	1	1.6%	1
Broomfield County Department of Health and Human Services	1	1.6%	1
Chaffee County Department of Social Services		0.0%	0
Cheyenne County Department of Social Services	2	3.2%	2
Clear Creek County Department of Human Services		0.0%	0
Conejos County Department of Social Services		0.0%	0
Costilla County Department of Social Services		0.0%	0
Crowley County Department of Social Services	1	1.6%	1
Custer County Department of Human Services	1	1.6%	1
Delta County Department of Social Services	1	1.6%	1
Denver County Department of Human Services	1	1.6%	1
Dolores County Department of Social Services		0.0%	0
Douglas County Department of Health and Human Services	1	1.6%	1
Eagle County Department of Health & Human Services	1	1.6%	1

Elbert County Department of Social Services		0.0%	0
El Paso County Department of Human Services	1	1.6%	1
Fremont County Department of Social Services	1	1.6%	1
Garfield County Department of Human Services	1	1.6%	1
Gilpin County Department of Human Services	1	1.6%	1
Grand County Department of Social Services	1	1.6%	1
Gunnison County Department of Social Services	1	1.6%	1
Hinsdale County Department of Social Services	1	1.6%	1
Huerfano County Department Of Social Services	1	1.6%	1
Jackson County Department of Social Services		0.0%	0
Jefferson County Division of Human Resources	1	1.6%	1
Kiowa County Department of Social Services		0.0%	0
Kit Carson County Health & Human Services		0.0%	0
Lake County Department of Human Services		0.0%	0
La Plata County Department of Social Services	1	1.6%	1
Larimer County Department of Human Services	1	1.6%	1
Las Animas County Department of Human Services		0.0%	0

Lincoln County Department of Social Services	1	1.8%	1
Logan County Department of Social Services	1	1.6%	1
Mesa County Department of Human Services	1	1.6%	1
Moffat County Department of Social Services	1	1.6%	1
Montezuma County Department of Social Services	1	1.6%	1
Montrose County Department of Health and Human Services	1	1.6%	1
Morgan County Department of Human Services	1	1.6%	1
Otero County Department of Social Services	1	1.6%	1
Ouray County Department of Social Services	0	0.0%	0
Park County Department of Social Services	0	0.0%	0
Phillips County Department of Social Services	1	1.6%	1
Pitkin County Department of Social Services	1	1.6%	1
Prowers County Department of Social Services	1	1.6%	1
Pueblo County Department of Social Services	1	1.6%	1
Rio Blanco County Department of Social Services	1	1.6%	1
Rio Grande/Mineral County Department of Social Services	1	1.6%	1
Routt County Department of Social Services	1	1.6%	1
Saguache County Department of Social Services	1	1.6%	1

San Juan County Department of Social Services		0.0%	0
San Miguel County Department of Social Services		0.0%	0
Sedgwick County Department of Human Services		0.0%	0
Summit County Department of Social Services	<input type="checkbox"/>	1.6%	1
Teller County Department of Social Services	<input type="checkbox"/>	1.6%	1
Washington County Department of Human Services	<input type="checkbox"/>	1.6%	1
Weld County Department of Social Services	<input type="checkbox"/>	1.6%	1
Weld-Fort Lupton Department of Social Services	<input type="checkbox"/>	1.6%	1
Yuma County Department of Social Services	<input type="checkbox"/>	1.6%	1
		answered question	62
		skipped question	0

3. Name of person completing form.		
		Response Count
		62
		answered question
		62
		skipped question
		0

NVRA Agency Reporting Form May 1-15

2. Agency Name			Response Percent	Response Count
DVR Lamar	<input checked="" type="checkbox"/>		1.7%	1
DVR Montrose	<input type="checkbox"/>		0.0%	0
DVR Boulder	<input type="checkbox"/>		0.0%	0
DVR Aurora	<input checked="" type="checkbox"/>		1.7%	1
DVR Colorado Springs	<input checked="" type="checkbox"/>		1.7%	1
DVR Northglenn	<input checked="" type="checkbox"/>		1.7%	1
DVR Grand Junction	<input checked="" type="checkbox"/>		1.7%	1
DVR Longmont	<input type="checkbox"/>		0.0%	0
DVR Fort Collins	<input checked="" type="checkbox"/>		1.7%	1
DVR Steamboat Springs & Craig	<input checked="" type="checkbox"/>		1.7%	1
DVR Alamosa	<input type="checkbox"/>		0.0%	0
DVR Frisco	<input checked="" type="checkbox"/>		1.7%	1
DVR Greeley	<input checked="" type="checkbox"/>		1.7%	1
DVR Edwards	<input type="checkbox"/>		0.0%	0
DVR Greenwood Village	<input type="checkbox"/>		0.0%	0
DVR Pueblo	<input checked="" type="checkbox"/>		1.7%	1
DVR Limon & Sterling	<input type="checkbox"/>		0.0%	0
DVR Glenwood Springs	<input checked="" type="checkbox"/>		1.7%	1
DVR Golden	<input type="checkbox"/>		0.0%	0
DVR Denver Metro	<input checked="" type="checkbox"/>		1.7%	1
Adams County Department of Social Services	<input checked="" type="checkbox"/>		1.7%	1
Alamosa County Department of Social Services	<input type="checkbox"/>		0.0%	0

Arapahoe County Department of Human Services	<input type="checkbox"/>	1.7%	1
Archuleta County Department of Social Services		0.0%	0
Baca County Department of Social Services	<input type="checkbox"/>	1.7%	1
Bent County Department of Social Services	<input type="checkbox"/>	1.7%	1
Boulder County Department of Social Services	<input type="checkbox"/>	1.7%	1
Broomfield County Department of Health and Human Services	<input type="checkbox"/>	1.7%	1
Chaffee County Department of Social Services	<input type="checkbox"/>	1.7%	1
Cheyenne County Department of Social Services		0.0%	0
Clear Creek County Department of Human Services	<input type="checkbox"/>	1.7%	1
Conejos County Department of Social Services	<input type="checkbox"/>	1.7%	1
Costilla County Department of Social Services		0.0%	0
Crowley County Department of Social Services	<input type="checkbox"/>	1.7%	1
Custer County Department of Human Services	<input type="checkbox"/>	1.7%	1
Delta County Department of Social Services	<input type="checkbox"/>	1.7%	1
Denver County Department of Human Services	<input type="checkbox"/>	1.7%	1
Dolores County Department of Social Services		0.0%	0
Douglas County Department of Health and Human Services		0.0%	0
Eagle County Department of Health & Human Services	<input type="checkbox"/>	1.7%	1

Elbert County Department of Social Services	1	1.7%
El Paso County Department of Human Services	1	1.7%
Fremont County Department of Social Services	1	1.7%
Garfield County Department of Human Services	1	1.7%
Gilpin County Department of Human Services	1	1.7%
Grand County Department of Social Services	1	1.7%
Gunnison County Department of Social Services	1	1.7%
Hinsdale County Department of Social Services	1	1.7%
Huerfano County Department Of Social Services	1	1.7%
Jackson County Department of Social Services	0	0.0%
Jefferson County Divlison of Human Resources	1	1.7%
Kiowa County Department of Social Services	0	0.0%
Kit Carson County Health & Human Services	0	0.0%
Lake County Department of Human Services	0	0.0%
La Plata County Department of Social Services	1	1.7%
Larimer County Department of Human Services	1	1.7%
Las Animas County Department of Human Services	0	0.0%

Lincoln County Department of Social Services	<input type="checkbox"/>	1.7%	1
Logan County Department of Social Services	<input type="checkbox"/>	1.7%	1
Mesa County Department of Human Services	<input type="checkbox"/>	1.7%	1
Moffat County Department of Social Services	<input type="checkbox"/>	1.7%	1
Montezuma County Department of Social Services	<input type="checkbox"/>	1.7%	1
Montrose County Department of Health and Human Services	<input type="checkbox"/>	1.7%	1
Morgan County Department of Human Services	<input type="checkbox"/>	1.7%	1
Otero County Department of Social Services	<input type="checkbox"/>	1.7%	1
Ouray County Department of Social Services		0.0%	0
Park County Department of Social Services		0.0%	0
Phillips County Department of Social Services	<input type="checkbox"/>	1.7%	1
Pitkin County Department of Social Services	<input type="checkbox"/>	1.7%	1
Prowers County Department of Social Services	<input type="checkbox"/>	1.7%	1
Pueblo County Department of Social Services	<input type="checkbox"/>	1.7%	1
Rio Blanco County Department of Social Services	<input type="checkbox"/>	1.7%	1
Rio Grande/Mineral County Department of Social Services	<input type="checkbox"/>	1.7%	1
Routt County Department of Social Services	<input type="checkbox"/>	1.7%	1
Saguache County Department of Social Services	<input type="checkbox"/>	1.7%	1

San Juan County Department of Social Services	0.0%	0
San Miguel County Department of Social Services	0.0%	0
Sedgwick County Department of Human Services	0.0%	0
Summit County Department of Social Services <input type="checkbox"/>	1.7%	1
Teller County Department of Social Services <input type="checkbox"/>	1.7%	1
Washington County Department of Human Services	0.0%	0
Weld County Department of Social Services <input type="checkbox"/>	1.7%	1
Weld-Fort Lupton Department of Social Services <input type="checkbox"/>	1.7%	1
Yuma County Department of Social Services <input type="checkbox"/>	1.7%	1
	answered question	59
	skipped question	0

3. Name of person completing form.		Response Count
		59
	answered question	59
	skipped question	0

NVRA Agency Reporting Form May 16-31

2: Agency Name			Response Percent	Response Count
DVR Lamar	<input checked="" type="checkbox"/>		1.7%	1
DVR Montrose			0.0%	0
DVR Boulder	<input checked="" type="checkbox"/>		1.7%	1
DVR Aurora	<input checked="" type="checkbox"/>		1.7%	1
DVR Colorado Springs	<input checked="" type="checkbox"/>		1.7%	1
DVR Northglenn	<input checked="" type="checkbox"/>		1.7%	1
DVR Grand Junction	<input checked="" type="checkbox"/>		1.7%	1
DVR Longmont			0.0%	0
DVR Fort Collins	<input checked="" type="checkbox"/>		1.7%	1
DVR Steamboat Springs & Craig	<input checked="" type="checkbox"/>		3.3%	2
DVR Alamosa			0.0%	0
DVR Frisco	<input checked="" type="checkbox"/>		1.7%	1
DVR Greeley	<input checked="" type="checkbox"/>		1.7%	1
DVR Edwards			0.0%	0
DVR Greenwood Village			0.0%	0
DVR Pueblo	<input checked="" type="checkbox"/>		1.7%	1
DVR Limon & Sterling			0.0%	0
DVR Glenwood Springs			0.0%	0
DVR Golden			0.0%	0
DVR Denver Metro	<input checked="" type="checkbox"/>		1.7%	1
Adams County Department of Social Services	<input checked="" type="checkbox"/>		1.7%	1
Alamosa County Department of Social Services	<input checked="" type="checkbox"/>		1.7%	1

Arapahoe County Department of Human Services	1	1.7%	1
Archuleta County Department of Social Services		0.0%	0
Baca County Department of Social Services	1	1.7%	1
Bent County Department of Social Services	1	1.7%	1
Boulder County Department of Social Services	1	1.7%	1
Broomfield County Department of Health and Human Services	1	1.7%	1
Chaffee County Department of Social Services	1	1.7%	1
Cheyenne County Department of Social Services	1	1.7%	1
Clear Creek County Department of Human Services	1	1.7%	1
Conejos County Department of Social Services		0.0%	0
Costilla County Department of Social Services		0.0%	0
Crowley County Department of Social Services	1	1.7%	1
Custer County Department of Human Services		0.0%	0
Delta County Department of Social Services	1	1.7%	1
Denver County Department of Human Services	1	1.7%	1
Dolores County Department of Social Services		0.0%	0
Douglas County Department of Health and Human Services	1	1.7%	1
Eagle County Department of Health & Human Services	1	1.7%	1

Elbert County Department of Social Services		0.0%	0
El Paso County Department of Human Services	1	1.7%	1
Fremont County Department of Social Services	1	1.7%	1
Garfield County Department of Human Services	1	1.7%	1
Gilpin County Department of Human Services	1	1.7%	1
Grand County Department of Social Services	1	1.7%	1
Gunnison County Department of Social Services	1	1.7%	1
Hinsdale County Department of Social Services	2	3.3%	2
Huerfano County Department Of Social Services		0.0%	0
Jackson County Department of Social Services		0.0%	0
Jefferson County Division of Human Resources	1	1.7%	1
Kiowa County Department of Social Services		0.0%	0
Kit Carson County Health & Human Services		0.0%	0
Lake County Department of Human Services		0.0%	0
La Plata County Department of Social Services	1	1.7%	1
Larimer County Department of Human Services	1	1.7%	1
Las Animas County Department of Human Services		0.0%	0

Lincoln County Department of Social Services	1	1.7%	1
Logan County Department of Social Services	1	1.7%	1
Mesa County Department of Human Services	1	1.7%	1
Moffat County Department of Social Services	1	1.7%	1
Montezuma County Department of Social Services	1	1.7%	1
Montrose County Department of Health and Human Services	1	1.7%	1
Morgan County Department of Human Services	1	1.7%	1
Otero County Department of Social Services	1	1.7%	1
Ouray County Department of Social Services	0	0.0%	0
Park County Department of Social Services	0	0.0%	0
Phillips County Department of Social Services	1	1.7%	1
Pitkin County Department of Social Services	1	1.7%	1
Prowers County Department of Social Services	0	0.0%	0
Pueblo County Department of Social Services	2	3.3%	2
Rio Blanco County Department of Social Services	1	1.7%	1
Rio Grande/Mineral County Department of Social Services	1	1.7%	1
Routt County Department of Social Services	1	1.7%	1
Saguache County Department of Social Services	1	1.7%	1

San Juan County Department of Social Services		0.0%	0
San Miguel County Department of Social Services		0.0%	0
Sedgwick County Department of Human Services		0.0%	0
Summit County Department of Social Services	<input type="checkbox"/>	1.7%	1
Teller County Department of Social Services	<input type="checkbox"/>	1.7%	1
Washington County Department of Human Services		0.0%	0
Weld County Department of Social Services	<input type="checkbox"/>	1.7%	1
Weld-Fort Lupton Department of Social Services	<input type="checkbox"/>	1.7%	1
Yuma County Department of Social Services	<input type="checkbox"/>	1.7%	1
		answered question	60
		skipped question	0

3. Name of person completing form.		Response Count
		60
	answered question	60
	skipped question	0

**STATE OF
COLORADO**
Department of State
1700 Broadway
Suite 250
Denver, CO 80290



Bernie Buescher
Secretary of State

J. Wayne Munster
Acting Director, Elections
Division

NVRA SECTION 7 COMPLIANCE FOR PUBLIC ASSISTANCE AGENCIES

MEETING AGENDA

WEDNESDAY, AUGUST 5, 2009

9:00 A.M – 11:00 A.M.

ASPEN CONFERENCE ROOM
1700 BROADWAY, 3RD FLOOR
DENVER CO 80290

1. **Welcome and Introductions** – Secretary of State's Office
2. **Overview of NVRA requirements** – Secretary of State's Office
3. **Available Tools and Future Goals** – Secretary of State's Office
4. **Presentation by Project Vote**
5. **Questions and Answer Session**

Main Number (303) 894-2200
Administration (303) 860-6900
Fax (303) 869-4860

TDD (303) 869-4867
Web Site www.sos.state.co.us
E-mail public.elections@sos.state.co.us

NVRA Agency Reporting Form July 1-15 2009

2. Agency Name			Response Percent	Response Count
DVR Lamar	<input type="checkbox"/>		1.6%	1
DVR Montrose			0.0%	0
DVR Boulder	<input type="checkbox"/>		1.6%	1
DVR Aurora	<input type="checkbox"/>		1.6%	1
DVR Colorado Springs	<input type="checkbox"/>		1.6%	1
DVR Northglenn	<input type="checkbox"/>		1.6%	1
DVR Grand Junction	<input type="checkbox"/>		1.6%	1
DVR Longmont			0.0%	0
DVR Fort Collins	<input type="checkbox"/>		1.6%	1
DVR Steamboat Springs & Craig	<input checked="" type="checkbox"/>		3.2%	2
DVR Alamosa			0.0%	0
DVR Frisco	<input type="checkbox"/>		1.6%	1
DVR Greeley	<input type="checkbox"/>		1.6%	1
DVR Edwards			0.0%	0
DVR Greenwood Village			0.0%	0
DVR Pueblo	<input type="checkbox"/>		1.6%	1
DVR Limon & Sterling	<input type="checkbox"/>		1.6%	1
DVR Glenwood Springs			0.0%	0
DVR Golden			0.0%	0
DVR Denver Metro	<input type="checkbox"/>		1.6%	1
Adams County Department of Social Services	<input type="checkbox"/>		1.6%	1
Alamosa County Department of Social Services	<input type="checkbox"/>		1.6%	1

Arapahoe County Department of Human Services	1	1.6%	1
Archuleta County Department of Social Services		0.0%	0
Baca County Department of Social Services	1	1.6%	1
Bent County Department of Social Services	2	3.2%	2
Boulder County Department of Social Services		0.0%	0
Broomfield County Department of Health and Human Services	1	1.6%	1
Chaffee County Department of Social Services	1	1.6%	1
Cheyenne County Department of Social Services	1	1.6%	1
Clear Creek County Department of Human Services	1	1.6%	1
Conejos County Department of Social Services	1	1.6%	1
Costilla County Department of Social Services		0.0%	0
Crowley County Department of Social Services	1	1.6%	1
Custer County Department of Human Services	1	1.6%	1
Delta County Department of Social Services	1	1.6%	1
Denver County Department of Human Services		0.0%	0
Dolores County Department of Social Services		0.0%	0
Douglas County Department of Health and Human Services	1	1.6%	1
Eagle County Department of Health & Human Services	1	1.6%	1


Elbert County Department of Social Services		0.0%	0
El Paso County Department of Human Services	█	1.6%	1
Fremont County Department of Social Services	█	1.6%	1
Garfield County Department of Human Services	█	1.6%	1
Gilpin County Department of Human Services	█	1.6%	1
Grand County Department of Social Services	█	1.6%	1
Gunnison County Department of Social Services	█	1.6%	1
Hinsdale County Department of Social Services	█	1.6%	1
Huerfano County Department Of Social Services	█	1.6%	1
Jackson County Department of Social Services		0.0%	0
Jefferson County Division of Human Resources	█	1.6%	1
Kiowa County Department of Social Services		0.0%	0
Kit Carson County Health & Human Services		0.0%	0
Lake County Department of Human Services		0.0%	0
La Plata County Department of Social Services	█	1.6%	1
Larimer County Department of Human Services	█	1.6%	1
Las Animas County Department of Human Services		0.0%	0

Lincoln County Department of Social Services	1	1.6%	1
Logan County Department of Social Services	1	1.6%	1
Mesa County Department of Human Services	1	1.6%	1
Moffat County Department of Social Services	1	1.6%	1
Montezuma County Department of Social Services	1	1.6%	1
Montrose County Department of Health and Human Services	1	1.6%	1
Morgan County Department of Human Services	1	1.6%	1
Otero County Department of Social Services	1	1.6%	1
Ouray County Department of Social Services	1	1.6%	1
Park County Department of Social Services	1	1.6%	1
Phillips County Department of Social Services	1	1.6%	1
Pitkin County Department of Social Services	0	0.0%	0
Prowers County Department of Social Services	1	1.6%	1
Pueblo County Department of Social Services	1	1.6%	1
Rio Blanco County Department of Social Services	1	1.6%	1
Rio Grande/Mineral County Department of Social Services	1	1.6%	1
Routt County Department of Social Services	1	1.6%	1
Saguache County Department of Social Services	1	1.6%	1

San Juan County Department of Social Services		0.0%	0
San Miguel County Department of Social Services	1	1.6%	1
Sedgwick County Department of Human Services		0.0%	0
Summit County Department of Social Services	1	1.6%	1
Teller County Department of Social Services	1	1.6%	1
Washington County Department of Human Services		0.0%	0
Weld County Department of Social Services	1	1.6%	1
Weld-Fort Lupton Department of Social Services		0.0%	0
Yuma County Department of Social Services	1	1.6%	1
		<i>answered question</i>	63
		<i>skipped question</i>	0

3. Name of person completing form.		Response Count
		63
		<i>answered question</i>
		63
		<i>skipped question</i>
		0

Colorado Secretary of State
 NVRA Agency-Based Voter Registration - Aug. 5, 2009
 Denver, CO



Voter Registration for Agencies that Provide Public Assistance and/or Serve Persons with Disabilities

National Voter Registration Act of 1993
 Christi Heppard

What is NVRA?

The National Voter Registration Act Of 1993
 Congress enacted the National Voter Registration Act of 1993 (also known as the "NVRA" and the "Motor Voter Act"), 42 U.S.C. 1973gg 5(a), (b), to enhance voting opportunities for every American and to remove the vestiges of discrimination which have historically resulted in lower voter registration rates of minorities and persons with disabilities.

National Voter Registration Act of 1993

The NVRA requires states to provide:
 "Motor Voter" Registration (voter registration simultaneous with motor vehicle driver's license application or renewal)

National Voter Registration Act of 1993

Agency-based Voter Registration-

- Voter registration opportunities must be offered at each agency that:
 - Provides public assistance (including food stamps, Medicare and Medicaid, WIC, and Colorado Works/unemployment assistance)
 - Provides state-funded programs primarily for persons with disabilities
 - Armed Forces recruitment offices
- Other federal, state, local government, or nongovernment offices may choose to provide voter registration services

National Voter Registration Act of 1993

- Voter registration must be offered
 - Upon initial request for services
 - At service renewal, and
 - Upon an address change
- Agencies can order forms online through the SOS

National Voter Registration Act of 1993

**CRS §1-2-506
Violations and Prohibitions**

- Agency staff who offer persons an opportunity to register to vote shall not:
 - Influence an applicant's political preference or party registration.
 - Display any political preference or party allegiance.
 - Discourage an applicant to register.

National Voter Registration Act of 1993

The NVRA Connection

- Information Sent by the Secretary of State to Agencies includes:
 - updates to the State Agencies, as needed, for distribution to local offices
 - email reminders for reporting
 - election dates and registration cutoff dates
 - Links for reporting statistics

National Voter Registration Act of 1993

Processing Completed VR Applications

- Each person must be provided the same degree of assistance as is provided to complete agency forms, unless the person refuses such assistance.
- If the agency receives an incomplete form, they must forward it to the county clerk.

National Voter Registration Act of 1993

Processing Completed VR Applications

- The agency must keep the declination in their office for 24 months.
- Declination forms should be tallied by agency as to how many persons wished to register, how many wished to change their address, and how many declined registration.

National Voter Registration Act of 1993

Processing Completed VR Applications

- Completed voter registration applications sent to the county clerk within 10 calendar days of receipt.
 - Exception: Within 5 days of the last day to register to vote, applications must be submitted to the county no later than 5 days of receipt.

National Voter Registration Act of 1993

Agency Voter Registration Reporting

- How does an agency report voter registration activity?
 - The Secretary of State has developed an online reporting tool/survey that each agency will complete on a regular basis.
 - The survey is emailed to the contact person of every agency on file with the SOS
 - The contact person completes the survey twice monthly
 - SOS and/or state agency contacts local agencies that do not respond
 - SOS compiles information and reports to the EAC and other interested parties

National Voter Registration Act of 1993

7/27/2011

Compliance Progress

- Project Vote inquiry December 2007
- SOS developed
 - PowerPoint for Training
 - Survey Monkey reporting
 - posters
 - hosted several trainings
 - Webpage for agency use
- Worked with county clerks to ensure proper coding in forms
- Continued outreach to agencies

National Voter Registration Act of 1993

• Available Tools and Information

- Webpage for agency use
 - FAQs
 - PowerPoint for training
 - Laws and Rules
 - Posters
 - Online form ordering
- First Annual Report on compliance
- Agency Implementation guide nearing completion

National Voter Registration Act of 1993

• Future Goals

- Best Practices and Recommendations
- Web-based training for agency staff
- Online voter registration and tracking
- Annual review of compliance
- Improvements to content and efficiencies for the reporting tool
- Establishing community partnerships to bring awareness to voter registration opportunities

National Voter Registration Act of 1993

Questions?

National Voter Registration Act of 1993

Research Intern

Subject: Pre-meeting Conference Call relating to the Colorado WIC voter registration program
Location: Conference call
Start: Fri 7/31/2009 11:00 AM
End: Fri 7/31/2009 11:30 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Christi Heppard
Required Attendees: Angela Lawson; *3655950* Conference Call; PATRICIA DANILUK; 'Nicole Kovite'; Donald Wine II [dwine@projectvote.org]; 'Doug Hess'; Wayne Munster

When: Friday, July 31, 2009 9:00 AM-9:30 AM (GMT-07:00) Mountain Time (US & Canada).
 Where: Conference call

~~*~*~*~*~*~*~*~*

All,

This meeting is to discuss various topics relating to Colorado WIC's NVRA agency-based voter registration procedures. Topics of discussion include:

- Understanding various codes on the monthly statistical reports
- Instructions and materials provided to WIC staff
- What voter registration form is used
- What is included on the application for WIC services
- Policies relating to voter registration

If we are able to resolve all outstanding questions, we may wish to consider cancelling the in-person meeting currently scheduled for August 4. Please feel free to invite others, as needed.

Conference call instructions

Dial 1-866-539-1119

Room number: ***3655950*** (you must use the * key before and after entering the room number)

Research Intern

Subject: Project Vote Conference Call
Location: Conference Call (Judd's office if onsite)

Start: Tue 2/22/2011 3:00 PM
End: Tue 2/22/2011 4:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Christi Heppard
Required Attendees: Judd Choate; *3655950* Conference Call; Nicole Kovite
Optional Attendees: Lisa Doran; Paris Nelson

When: Tuesday, February 22, 2011 1:00 PM-2:00 PM (GMT-07:00) Mountain Time (US & Canada).
Where: Conference Call (Judd's office if onsite)

Note: The GMT offset above does not reflect daylight saving time adjustments.

~~*~*~*~*~*~*~*~*

Conference Call Info
1-866-539-1119
Conference Room *3655950*

To discuss PEAK implementation. Call requested by Nicole at Project Vote.

Research Intern

Subject: Project Vote Conference Call
Location: Conference Call (Judd's office if onsite)

Start: Wed 2/23/2011 3:00 PM
End: Wed 2/23/2011 4:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Christi Heppard
Required Attendees: Judd Choate; *3655950* Conference Call; Nicole Kovite
Optional Attendees: Lisa Doran; Paris Nelson

When: Wednesday, February 23, 2011 1:00 PM-2:00 PM (GMT-07:00) Mountain Time (US & Canada).
Where: Conference Call (Judd's office if onsite)

Note: The GMT offset above does not reflect daylight saving time adjustments.

~~*~*~*~*~*~*~*~*

Conference Call Info
1-866-539-1119
Conference Room *3655950*

To discuss PEAK implementation. Call requested by Nicole at Project Vote.

Research Intern

From: Teresa James <tjames@projectvote.org>
Sent: Thursday, May 06, 2010 1:19 PM
To: Christi Heppard
Cc: Ali Cochran; Doug Hess
Subject: Project Vote visits to DHS offices

Christi,

We have set an appointment to meet with Nancy Lanning at El Paso DHS on Wednesday, May 12, 2010. The NVRA coordinator, Linda Crawfis, will be here in Ohio that week as it turns out.

Will you be able to join us at that meeting?

I have not been able to make contact with the Denver, Adams, and Boulder offices yet, but will continue to call.

Teresa

Teresa James
Election Counsel
Project Vote
202-553-4344
tjames@projectvote.org

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Research Intern

From: Erin Ferns <eferns@projectvote.org>
Sent: Friday, April 30, 2010 8:37 PM
To: Public Elections
Subject: Public Access Portals

Hi,

I am writing on behalf of Project Vote regarding public access to voter registration and polling places online.

In 2005, our staff was in contact with then HAVA director, Drew Durham about the development of a secure Web site that allowed a voter to check registration status and polling place location. It was also projected to feature polling place accessibility to disabled voters. From what I can tell, a public access portal of this degree has yet to be developed.

As I am updating our 2005 report on public access portals, I would love to hear from state officials what they think about public access portals, public reception, cost, and why Colorado's plan, in particular, was never fully realized (or is it still in progress?).

I look forward to hearing from you.

Best,

Erin

Erin Ferns
Communications Manager
Project Vote
202-427-6353
eferns@projectvote.org

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Research Intern

From: Yolanda Sheffield <ysheffield@projectvote.org>
Sent: Wednesday, August 05, 2009 10:02 AM
To: Christi Heppard
Cc: nkovite@projectvote.org
Subject: PV ppt
Attachments: Colorado 2009 NVRA Presentation 8 5 09 - FINAL.pptx

Christi:

Here is our ppt. Please confirm you can open/it is readable.

We will see you shortly.

Yolanda Sheffield, Esq.
Director, Election Administration Program
Project Vote
(Cell) 202. 553.5415
(Office) 202.546.4173 ext 302
(Fax) 202.543.3675

This communication is confidential and may contain privileged information. If you have received this communication in error, please delete it and notify the sender immediately by email. Thank you.

Implementing the National Voter Registration Act

PROJECT VOTE

Nicole Kovile,
Director, Public Agency Voter Registration Project

Yolanda Sheffield,
Director, Election Administration Program

Donald Wine II,
Election Counsel

Voter Registration Opportunities that must be Offered at Each Agency Under the NVRA:

Each Agency Must:

- 1) distribute a mail voter registration application form and declination form with each application for service or assistance, and with each recertification, renewal, or change of address form relating to such service or assistance;
- 2) assist applicants in completing voter registration application forms unless the applicant refuses such assistance; and
- 3) accept completed voter registration application forms for transmittal to the appropriate state election official no later than 10 days after the date of acceptance or 5 days before the last day for registration to vote in an election.

42 U.S.C. § 1973gg-5(a)(4)(A)

What about remote transactions?

The NVRA still applies.

"Distribution" means either physically handing the voter registration application and voter notice forms to the client in the case of an on-site transaction, or mailing or electronically transmitting the forms in the case of a remote, off-site transaction.

See CDHS NVRA Agency Letter, § C(2), June 10, 2008

The Law Requires States to Report

The NVRA requires the U.S. Election Assistance Commission ("EAC") to submit a biennial report to Congress on the impact of the NVRA on the administration of federal elections for the previous two-year period

42 U.S.C. § 1973gg-7

What Should Colorado Agencies be Doing...

Each Agency Must:

- 1) Distribute the state agency voter registration form ("yellow form") with each application for benefits, recertification/renewal request and change form;
- 2) Assist clients in completing voter registration applications;
- 3) Collect completed voter registration application forms from clients and transmit those forms to the appropriate state election official in a timely manner;
- 4) Retain declination forms for 24 months;
- 5) Report accurate data regularly to Secretary of State via "Survey Monkey."

What Should Colorado Agencies be Doing (cont.)

- 6) Attach the yellow agency voter registration application to each benefits packet (application; recertification; change form);
- 7) Mail yellow forms with recertification documents and any other paperwork distributed for remote transactions;
- 8) Track number of applications; recertifications; change of address (in-person and remote);
- 9) Track responses to declination forms;

What is Colorado Doing?

Project Vote Assessment of NVRA Compliance in Colorado

- Surveyed 7 counties in March 2009
- Analyzed SOS Online VR Survey Monkey data April-June 2009

Denver County

PV Survey

- At **1200 Federal**, none of the clients surveyed reported having received a voter registration application or declination form.
- At the **Tremont Pl.** office, the Project Vote surveyor asked an office worker if the VR application could be submitted with the benefits application. The worker responded, "nope, you've gotta mail it."
- At the **Peoria Street** office, a Project Vote surveyor was told by a front desk employee that VR applications are not normally given with each benefits application.

SOS Online Survey

- NVRA performance rate in Denver County (completed VR apps / total offers) is half the rate in El Paso and Adams Counties.
- Numbers of total declination forms for reporting periods ranged from 400-1000.

El Paso County

PV Survey

- None of the people surveyed at the **N. Spruce Street** office reported having been offered any information on voter registration.
- When a Project Vote Surveyor asked a staff person for a VR application, the worker replied: "[w]e don't have them here, you'll probably have to go to the library if you want to register to vote."
- When a Project Vote surveyor asked if she could register to vote when she filled out a benefits application, the worker replied, "[o]h no, that's something different."

SOS Online Survey

- Previous months had low total number of declination forms.
- June performance rate is consistent with Adams County.

Larimer County

PV Survey

- In Larimer, there were voter registration apps within the benefits packets.

SOS Online Survey

- Had 455 total declination forms for June 2009.

Boulder County

PV Survey

- Everyone surveyed at the office on **N. Broadway** had been asked by a caseworker if they wanted to register and were provided a VR application.
- Stacks of blank VR applications were readily available and provided in the benefits packet.

SOS Online Survey

- Very low total declinations for one of the most populous counties.

Adams County

PV Survey

- Most people surveyed said they were asked whether they wanted to register to vote and remembered being given a declination form and VR application.
- Yellow VR application attached to each benefits application. Extra VR applications readily available.

SOS Online Survey

- Consistent performance rate across months.

Jefferson County

PV Survey

- At the DHS office on **Jefferson County Pkwy** in Golden, clients reported having received voter registration applications.
- A worker, upon giving surveyor an application, told surveyor to "remember to bring it back so we can turn [it] in... for you."

SOS Online Survey

- Total number of completed declination forms have been inconsistent (April 1-15 was several times higher than for other periods)

Arapahoe County

PV Survey

- N/A – did not survey Arapahoe County

SOS Online Survey

- Arapahoe combines remote transactions with in-person transactions, while other counties report only in-person transactions.
- As a result, Arapahoe reports reflect a large number of completed declination forms and blank forms compared to rest of state.

Division of Vocational Rehab

PV Survey

- N/A – did not survey DVR offices

SOS Online Survey

- DVR reports are not clear as to how many covered transactions occur at each office.
- As a result, performance rate is unknown.

The conclusion is....

- Several problems with reporting by counties
- Several instances of staff being uninformed on procedure for distributing VR apps
- Inconsistent numbers in several counties
- Some counties don't report at all

Best Practices to Ensure Compliance: Reporting

- Regular and accurate data reporting via "Survey Monkey" will reveal NVRA performance rates across the state, highlighting progress and any inconsistencies.
- Adding survey questions to track number of persons visiting DHS offices will help better highlight progress.
- On-time reporting will ensure the Secretary of State has accurate, up-to-date data to show DHS's compliance under the NVRA.

Colorado Secretary of State
NVRA Annual Reporting Form March 1-31
 1. County Name: _____
 2. Agency Name: _____
 3. Name of person completing form: _____
 4. Agency Address:
 Street Address: _____
 City/Town: _____
 County: _____
 State: _____

5. Name of Director:
 Agency Name: _____
 Signature of Director: _____
 6. The questions presented in this survey have changed. Please tally the number of clients that declined each box on the declaration form.
 7. Please send any comments here on the numbers, national office.
 [Comments Box]

Best Practices to Ensure Compliance: Online Reporting

Currently, the online statistical report collects:

- Number of "yes" responses
- Number of "update registration" responses
- Number of "no responses"
- Number of "already registered" responses
- Number of "blank" responses
- Number of completed VR applications transmitted

Best Practices to Ensure Compliance: Online Reporting

Suggested additions:

- Number of clients seen in the office for NVRA covered transactions
 - Initial applications
 - Recertifications/renewals
 - Change of address
- How many "yellow forms" were mailed?
 - Initial applications
 - Recertifications/renewals
 - Change of address

Best Practices to Ensure Compliance: Reporting

Reception Log/Voter Registration Log:
 Staff can easily track office traffic data by keeping a Reception Log of the numbers of people who visit the office for these purposes:

- apply for benefits,
- complete recertification/renewal,
- report changes of address, and
- register to vote only.

The Reception Log should be reconciled with the numbers of responses to declination questions (Voter Registration Log), weekly. Numbers of declination responses (including "blanks") should equal the total number of covered transactions.

Staff should note any discrepancies between the two logs and report to the local NVRA Site Coordinator.

Best Practices to Ensure Compliance: Provide Training and Support

- DHS must interact frequently with election officials to ensure training and support is provided to all personnel engaging in NVRA-covered transactions
- Employee training should occur frequently with refresher training annually
- NVRA Coordinator should be trained to train employees
- Employee training should occur before contact with clients

Best Practices to Ensure Compliance: Other Measures

- Ensure 2 months supply of VR forms on hand
- Employee and office evaluation process should include NVRA compliance
- Staff should perform quick review of completed voter registration application form to ensure all required fields are filled out (equal assistance.)
- System for random, in-person spot checks of offices
- Short video/PSA in waiting room
- Make NVRA compliance part of the office culture

Need for the NVRA Remains High

- Nationwide, low-income registration rate was only 65% (compared to 85% for upper-income) in 2008
- 11 million unregistered low-income citizens in 2008 nationwide (140,000+ in Colorado alone)
- People with disabilities have lower registration rates as well: only 68% are registered
- When registered, people vote: 90% of people registered in 2008 voted

Low Income Adult Citizens Unregistered
2006



Examples of Success: Missouri

Voter Registration Applications from Public Assistance Agencies in Missouri:

Before Implementation of Best Practice Procedures:
7,500 per year.

After Implementation of Best Practice Procedures:
10,000 – 12,000 per month

Examples of Success: Tennessee

Tennessee tripled the number of applications agencies collected after a consent decree with the Justice Department in 2003

Compliance still works: TN's agencies collected nearly 159,000 voter applications during 2007-2008

"I think one of the things that we have learned from this process is that we had assumed that the agency voter registration was on autopilot and that we assumed that these agencies were doing the jobs that they were expected to do.

"We have learned from that that we need to continuously stay focused on the activities of these Section 7 agencies. Requiring them to report, comparing the reports to other reports that we receive from a different agency will enable us to identify if there is a potential problem out there ..."

Johnnie McLean,
Chief Deputy Director,
North Carolina State Board of
Elections

"Compliance with the NVRA is not just another federal mandate; it is a key component for families to act on their own behalf ... Not only is this an essential component of a family's movement toward self-sufficiency, it is also absolutely essential if we hope to further our democracy."

Catherine Truss,
Michigan Department of Human Services

Questions?

Contact Information

- Nicole Kovite (202) 546-4173 ext 303
nkovite@projectvote.org
- Yolanda Sheffield (202) 546-4173 ext 302
ysheffield@projectvote.org
- Donald Wine II (202) 546-4173 ext 305
dwine@projectvote.org

Research Intern

From: lforbes@projectvote.org
Sent: Tuesday, June 15, 2010 1:41 PM
To: Lisa Doran
Subject: Quick Follow-up

Hi Lisa,

A couple of weeks ago, I sent an email containing a high school voter registration survey. I write to follow-up and ask if there are any questions I or Project Vote staff can answer.

Your input will help us to learn where high school registration programs are taking place, what challenges have been encountered in enacting and implementing them, and what are the best practices for these programs.

Please fill out the survey online:

<http://www.surveymonkey.com/s/highschoolvrsurvey>

Or, you may complete the survey by going to our website www.ProjectVote.org. You will see the survey button in the top right hand corner of our web page. It just takes a few moments.

If you are not the appropriate person to do so, kindly forward this email or let us know how to contact the right person. Of course, if you have already completed the survey, Project Vote greatly appreciates your participation.

If you have any questions or wish to get in touch with me for any reason, please do not hesitate to email or to call me at 202-546-4173, ext.304.

Sincerely,

Lauren Forbes

Lauren Forbes
Project Vote
lforbes@projectvote.org
202-546-4173 ext 304

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Research Intern

From: Angela Lawson
Sent: Monday, April 13, 2009 5:04 PM
To: 'Doug Hess '; 'Krista Dann '; 'Liz McDonough '; 'Mary Roberto'; 'Nicole Kovite '; 'Sarah E Roberts '; 'Hernandez, Joe P.'; 'rene.bettale@dss.co.adams.co.us'; 'don.cassata@dss.co.adams.co.us'; 'monica.carbone@state.co.us'; 'Christine E. Comer'; 'cternes@co.arapahoe.co.us'; Medina, Viola; 'Shirley Santistevan'; 'barbaradrake@elpasoco.com'; 'kay.davis@state.co.us'; 'Love, Levetta'; 'Patricia Daniluk'
Subject: Input Requested For Agency Best Practices Reminder of Deadline-April 17, 2009

Hello Everyone,

This is just a reminder to please complete the questionnaire regarding the agency best practices for improving NVRA in the state of Colorado which is due no later than **April 17th**. The feedback that you provide to us on this survey is very important as we try to find ways to address the best practices for processing voter registrations when there is no face-to-face contact with clients as well as other processes that not only follow NVRA but that will be efficient and effective for agencies.

For those individuals that have submitted the questionnaire back to me thank you for taking time out of your busy schedule to complete it, I really appreciate it

If you have any questions or concerns please contact me.

Angela Lawson
Lobbyist/NVRA Division
Department of State
1700 Broadway, Suite 270
Denver, Colorado 80290
Telephone: 303-894-2200 X6304
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Research Intern

From: Christi Heppard
Sent: Wednesday, April 28, 2010 12:53 PM
To: 'Yolanda Sheffield'
Subject: IT contact

Yolanda,

I definitely am not the right person to answer tech questions so I've put in an email to our Director of IT, Trevor Timmons. Unfortunately he is out of state to attend a conference until next week. I'll let you know what I hear from him when he's back.

-Christi

Christi Heppard
Colorado Department of State
Elections Division - Special Projects
1700 Broadway, Suite 270
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303-894-2200 xtn 6340 (phone)
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christi.heppard@sos.state.co.us

Research Intern

From: Judd Choate
Sent: Wednesday, January 27, 2010 2:07 PM
To: 'danny@copirg.org'; Christi Heppard; 'hillary.hall.bc@gmail.com';
'ysheffield@projectvote.org'; 'tjames@projectvote.org'; 'bhavey3@gmail.com';
'bette.sellers-anderson@colorado.edu'
Subject: Items from Voter Registration meeting

Hi. I wanted to follow up on our conversation last week.

1. We are developing media and outreach for the online voter registration announcement. We are scheduled to make a big push around April 1st.
2. Unfortunately, the new state law requiring the creation of an online voter registration portal specifically does not allow a person without a Colorado driver's license or state ID to register online. So, many students may not be able to use the online portal. That said, we are developing a pathway from the OLVR to the hard copy PDF so that when a person is told they cannot register online due to lack of ID, they are immediately taken to the proper form to fill out and mail to the county.
3. Our tech people say that it's certainly possible to use the "signature capture" function at CU for the wet signature requirement preventing OLVR for people without a state ID, the problem is that the state law referenced above does not allow it. So, we would need a legislative fix. The Secretary's office would support such a fix. We just need to get a legislator on board and begin the process of drafting the bill. I think Hillary's suggestion to meet with Raleigh Heath sometime in June makes all the sense in the world. Let's sell him on the idea – as he's the most important election law senator in the state (as well as the senator for CU-Boulder).
4. You requested some stats from our office on voter registration among students. Unfortunately, we don't have that level of information in our data. We can provide vote stats for college towns, specifically highlighting those 18-24, but that's about it. With that caveat, please direct me to the specific data you would like and I will send it to the group.

Cheers, Judd

Judd Choate, Ph.D., J.D.
Director of the Division of Elections
Colorado Secretary of State's Office
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303-894-2200
judd.choate@sos.state.co.us

Research Intern

From: Christi Heppard
Sent: Monday, April 05, 2010 1:16 PM
To: Liz McDonough; 'LindaCrawfis@elpasoco.com'; 'Julie Prine'; 'Lsartor@larimer.org'; 'humphrjs@co.weld.co.us'; 'ysheffield@projectvote.org'; Pauline Burton (pauline.burton@state.co.us); 'kirby.stone@dss.co.adams.co.us'; 'Teresa James' Judd Choate; Wayne Munster; Lisa Doran; Hilary Rudy; Trevor Timmons
Cc:
Subject: Material for tomorrow's meeting regarding online and paperless voter registration
Attachments: Public Assistance Agencies Paperless Registration Fact Sheet.doc; Paperless Registration Case Study.pdf; Online and Paperless Voter Registration at Public Assistance Agencies 4.6.10 agenda.docx

All,

Please find the agenda and supplemental material for tomorrow's meeting attached.

Also, we have received a request about parking availability near our building at 1700 Broadway --both metered and lot options are available. Please use the link below for more specific information. There is a parking lot adjacent to us with a daily rate (2 hours or more) of \$14.00. Less expensive options are available within a few blocks, particularly on Sherman Street.

<http://www.downtowndenver.com/Life/GettingAround/Driving/Parking/tabid/163/Default.aspx>

We look forward to meeting with you tomorrow beginning at 9:30 a.m. Should you have any questions, please do not hesitate to contact me.

Regards,

Christi Heppard
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Paperless Voter Registration in Colorado: *Expanding the Electorate Among Low-Income and Disabled Populations*

Paperless registration is the seamless integration of voter registration into existing agency transactions with the public such that completed voter registration applications can be transferred electronically to election officials. Paperless registration systems for public assistance agencies will provide convenient registration opportunities for groups traditionally underrepresented in the electorate. In addition, electronic voter registration can reduce costs associated with paper applications, help agencies to comply with the National Voter Registration Act more easily and consistently, and make Colorado a national leader in voter registration modernization.

Paperless Registration Will Save Money, Reduce Errors, and Improve NVRA Compliance

Significant cost savings have been realized with paperless voter registration. A streamlined system that allows for the electronic transmission of voter registration applications to election officials could reduce both clerical costs and costs associated with errors. For example:

- Maricopa County, Arizona reports that processing paperless voter registrations costs 3 cents per application compared to 83 cents for paper applications. Indeed, the county reports 2008 cost savings in data entry alone that equaled the cost of eight full-time employees.¹
- Delaware's electronic registration system has saved the state over \$200,000 a year from its election budget and has eliminated 5 positions.² The state's planned move to a fully paperless registration system will save an additional \$100,000 over four years.³
- Additionally, due to shortages in staff, Delaware is currently investigating the use of technology that provides for paperless registration at public assistance agencies.

An electronic voter registration system at public assistance and disability agencies would reduce costs associated with NVRA-related paperwork and efficiency in processing, thereby reducing the likelihood that rights conferred by the NVRA are violated by agencies.

Paperless Registration Will Allow Colorado to Reach Under-Registered Populations

Colorado's low-income and disabled populations are significantly underrepresented in the electorate. As of November, 2008, approximately 72 percent of Colorado's adult citizens were registered, which is close to both the national average (71 percent) and the median for all states (73 percent).⁴ However:

- Only 68 percent of eligible Coloradans from households with incomes below \$25,000 a year were registered to vote in 2008. This is 14 points lower than those from households with incomes of \$60,000 or more, who were registered at a rate of 82 percent.

¹ Brennan Center, *op. cit.*

² *Ibid.* and Elaine Manlove (2009). United States House of Representatives, Subcommittee on Elections Hearing on "Modernizing the Election Registration Process" Testimony. Available at http://cha.house.gov/UserFiles/246_testimony.pdf

³ Pew Center (2009). "The Real Cost of Voter Registration: An Oregon Case Study." Available at http://www.pewcenteronthestates.org/uploadedFiles/The_Real_Cost_of_Voter_Registration.pdf

⁴ This is according to the Current Population Survey's November 2008 Voting and Registration Supplement. See also Douglas R. Hess and Jody Herman. (2009) "Representational Bias in the 2008 Electorate." Available at <http://www.projectvote.org>.

- Only 65 percent of disabled citizens between the ages of 18 and 64 were registered in 2008.

States implementing paperless registration at departments of motor vehicles have experienced dramatic increases in the number of clients accepting the offer to register, compared to when "motor voter" services were paper-based.⁵ Integrating paperless registration into public assistance agencies, therefore, would likely result in many citizens taking advantage of a seamless registration process. For instance, in 2006, Colorado had 223,000 applications for the Food Stamp Program alone.⁶ By integrating paperless registration into existing data collection systems at these sties, tens of thousands of Coloradans from under-registered groups could easily, efficiently, and inexpensively register to vote or update their registration records while transacting business they would have done anyway.

Planning and Implementation: Issues to Be Addressed

While automatic registration presents the opportunity for cost savings for governments and improved access for citizens, there are several issues that will need to be explored prior to developing a plan, including:

- What current transactions with the public allow for integration of voter registration?
- What current laws, technologies, and office procedures may present barriers to implementation of electronic transmission of voter registration applications?
- What are the short term costs of implementation (keeping in mind that there may be savings over time)?
- Will interfaces between different institutions be able to inform the user if a signature is already on file for purposes of registration?
- If a signature is currently not on file, how will the process capture signatures or deal with the lack of signatures?

⁵ Brennan Center. (2009). "Voter Registration Modernization is Possible Now: State Experiences." Available at <http://www.brennancenter.org/page/-/Democracy/Feasibility%20Brief%20Final.pdf>

⁶ Student data from Statistical Abstracts of the United States, Table 271. Available at <http://www.census.gov/compendia/statab/2010/tables/10s0271.pdf>. Food Stamp Program application data from US Department of Agriculture. Available from Project Vote.

STATE OF COLORADO
Department of State
1700 Broadway
Suite 200
Denver, CO 80290



Bernie Buescher
Secretary of State

Judd Choate
Director, Elections Division

Online and Paperless Voter Registration at Public Assistance Agencies

MEETING AGENDA

April 6, 2010 – Colorado Secretary of State's Office

1. Introductions

2. Purpose of Meeting

- a. Demonstration of Online Voter Registration (GoVoteColorado.com)
- b. Project Vote to provide information on paperless registration and discuss possibilities for implementing such processes at public assistance agencies in Colorado
- c. Project Vote to discuss findings about paperless registration

3. Implementation Options and Challenges

- a. Discuss options for automating registration at public assistance agencies. Is paperless or online registration more feasible for Colorado?
- b. Discuss potential challenges for implementing registration at agencies

4. Additional Research

- a. Will equipment need to be purchased or upgraded?
- b. What technical restrictions are in place?
- c. What assessments need to be made by I.T. department?
- d. What legislative changes need to be made, if any?

5. Next Steps



Paperless Voter Registration: *Innovations in Three States*

by Steven Rosenfeld

Introduction

The National Voter Registration Act of 1993 (NVRA) requires states to offer citizens the opportunity to register to vote at state motor vehicle and social service agencies.¹ After the NVRA's passage, some state election officials envisioned a "paperless" —or electronic—voter registration process at motor vehicle departments (DMVs), and obtained the needed legislation to accept digitized signatures to do so. However, this modernization initiative was generally postponed until the implementation of the Help America Vote Act of 2002 (HAVA), when a combination of political, fiscal, and technical challenges made modernization more likely in a handful of forward-looking states.

This memo profiles the experiences of election officials in using computer technology to automate voter registration procedures and transactions at motor vehicle agencies in their states. In a forthcoming publication, Project Vote will further analyze the technical issues and cost savings to be gained by extending these initiatives to universities and public assistance agencies. Fully implemented, "paperless" registration will increase the accuracy of registration rolls and help states achieve not just the letter but the spirit of the NVRA to reduce barriers to registration.

South Dakota, Kansas, and Delaware are three states that have instituted a range of automated procedures at state motor vehicle agencies to comply with the NVRA and to streamline election administration.² Once election officials in these states convinced DMV agencies to upgrade NVRA compliance procedures, and identified how these upgrades could be built upon existing information systems, improvements



Paperless Voter Registration: *Innovations in Three States*

in voter registration application processing time, accuracy of records, and cost savings occurred. The automated steps profiled here are among the most advanced in the country, and are models for other states.

Election officials in these states report that paperless procedures were neither difficult nor costly to implement at DMV agencies. Furthermore, while there are additional political and technical challenges to implementing similar automated voter registration practices at social service agencies, the lessons learned from DMV modernization show how paperless procedures can work in state social service agencies.

Voter Registration Modernization at DMVs

This memo profiles the efforts of state election officials to automate voter registration procedures at DMV offices in South Dakota, which initiated its practices in 2006; Kansas, which started its E-Motor Voter program in 2008; and Delaware, which commenced its E-Signature program in 2009. Senior election officials from these states were the primary sources for the information, descriptions, and analyses that follow.

South Dakota

Registration modernization, or using information technology to improve the voter registration process, is not a new idea. In 1994, one year

after the passage of the NVRA, South Dakota Secretary of State Chris Nelson presented an NVRA implementation plan to his state legislature that included electronic delivery of voter registration information and signatures collected at DMVs to the county auditors who administer elections in his state. At that time, however, South Dakota lawmakers did not want to pay for a federal mandate. Nelson says his proposal “went into a file” until HAVA provided \$100,000, enabling him to resurrect the initiative in 2004.

Nelson wanted DMV offices to create a portable document file (PDF) for each registrant applying through a DMV that would combine information taken from the driver’s license application—which includes voter registration questions—with an image of the registrant’s signature.

According to Nelson, the biggest implementation hurdle was determining the least invasive way to obtain and export the digitized image of a registrant’s signature. The technical problem stemmed from South Dakota’s use of proprietary software that combined an applicant’s photograph and signature into a single image for driver’s licenses. “We had to contract with that vendor for a module that would literally lift the signature part back out of that, and send it to our outfit,” he says. “That was really the only tricky part.”

Development and testing took approximately 18 months, and transmission of voter registration applications began in January 2006. The



Paperless Voter Registration: *Innovations in Three States*

process is not fully paperless: only the overnight data transmission to the state and county offices is. Driver's license applicants fill out paper forms, where, at the bottom, they are asked if they want to register to vote or update their registration information. The DMV license examiner then manually enters that data into a computer.

"Then on a nightly basis, through a batch process, we extract the appropriate data and create a PDF image of the voter registration card," Nelson says. "That is e-mailed out, or a link is e-mailed out, to the appropriate county election official. And then when they come in the next morning, they print out those PDF images."

County officials then manually input the voter's information into their computers, import the electronic signature image, and use both to generate registration acknowledgement cards and poll books. "They take the PDF and data enter from that," he says, explaining that it was important for county officials to be working from, and retaining, a primary source document compiled by the state containing the voter registration information.

When asked if it was redundant for both DMV examiners and county election employees to be entering the same voter registration information,

Nelson says, "We could send them a data file along with that, but the volumes [of new registrants and registration updates] aren't great enough that any of them have really wanted that."

Creating a PDF at the DMV and sending it overnight has streamlined the process. On January 1, 2010, Nelson said, the state stopped sending cancelled registration paperwork between

counties and began using this system to send paperless cancellation cards. (South Dakota voters who update their registrations after moving authorize the state to remove their previous registration records.)

The electronic transmission of voter registration applications from the DMV to county election officials has resulted in improved processing times and eliminated the need for the DMV to package the registration forms and mail or deliver them to county offices. Since the program began in 2006, Nelson says, the number of residents who register or update

their records at DMVs has grown seven-fold, from five percent to more than 35 percent of South Dakota's registered voters. (Eighty-seven percent of the state's eligible voters are registered.) "The big advantage is usage," says Nelson. "As far as costs, I don't know if DMV is saving anything. But it is easier for them because it is a seamless solution."

Since the program began in 2006, Nelson says, the number of residents who register or update their records at DMVs has grown seven-fold, from five percent to more than 35 percent of South Dakota's registered voters



Paperless Voter Registration: *Innovations in Three States*

Kansas

Kansas, like South Dakota, also envisioned the paperless processing of voter registration applications at DMVs in the early 1990s when it became clear that the NVRA would become law, says Kansas State Election Director Brad Bryant. At that time, the state was already eliminating paper at its DMVs and turning to digitized photographs and signatures. “We said, ‘This would be great, we are going to be doing registrations through Motor Voter, so let’s get rid of the voter registration paper, too,’” Bryant recalls. “But [the DMV] said, ‘No. We’re going to hand out paper registration cards,’ because they did not want to slow down their driver’s license process.”

The DMV’s position did not change for a dozen years—until after HAVA passed. In 2005 Bryant, who had been working with other state agencies to electronically obtain voter data under HAVA, brought up the topic with a new state motor vehicle director. “She jumped on it,” he says. “My jaw dropped. She said, ‘Let’s just do a MOU [memorandum of understanding] and we’ll build that program and get it going.’”

As in South Dakota, no new legislative approval was needed for Kansas’ E-Motor Voter program because authority to accept a digitized signature from DMV had already been approved by legislators a decade earlier. But, unlike South Dakota, Kansas did not need to turn to HAVA or their legislature for line-item funding.

“This is one thing that surprises people,” Bryant says. “We did it in-house with IT staff at the

Department of Revenue [which oversees motor vehicles], and some involvement from IT staff and a few of us in the election office and the secretary of state.” Because Kansas had wanted to automate the processing of motor voter registrations, Bryant says he made sure the contract with its statewide voter database vendor included features that would make this possible. “We paid for it that way,” he says.

As mentioned, Kansas’ DMV had transitioned to a paperless driver’s application process a decade before, positioning the agency to expand that process to voter registration. Driver applicants give their information to DMV examiners who manually enter the data into a computer following a series of prompts. Thus, to complete the voter registration process, Kansas’ DMV only had to add four questions—about citizenship, age, political party affiliation, and phone number—to the driver’s license application. Residents sign their name on a digital signature pad. The system is programmed to then compose an electronic registration record that is transmitted to local election offices.

Kansas’ DMV collects the new and updated registration applications nightly and electronically sends them as a batch file (both text and image files) to the state election department’s IT office and to its statewide database vendor (ES&S). The statewide system sorts registrations by county and that information “goes out the next morning,” Bryant says. On the receiving end, county officials log on to the statewide database (called the Election Voter Information System or ELVIS) and go to a screen called



Paperless Voter Registration: Innovations in Three States

“agency central,” where state agencies, including the DMV, report changes in the voter list such as new registrants, address updates, deaths and felonies. “Agency central is where it brings all these kinds of records up on the screen for the person in the county, and then they [the county election officials] have to process them,” says Bryant. “They have to review each one, and [electronically] accept or reject it, or sometimes transfer it to another county.”

Kansas went live with E-Motor Voter in August 2008. According to Bryant, it was not technically difficult to implement this program once DMV officials decided to participate. “We had a series of meetings,” he says. “You design the thing. You write up a spec [specification]. Our vendor had to write up a spec on their end of it...You have them program the screens.”

Once the programming was completed, the system was tested. In the beginning there were some glitches, such as occasional new files or updates not being properly transmitted from the DMV. However, the DMV system is designed with a date-stamped audit trail that enables election officials to reconstruct a registration transaction sufficient to validate provisional ballots should an error not be corrected by Election Day. In July 2009 the state added online registration, which allows any Kansas driver’s license holder to register or update information.

“I have had various counties tell me that it has cut the time that they have devoted to data entry for voter registration in half.”

In contrast to South Dakota, where officials at the DMV and county election offices both still manually input voter registration information into their computers, in Kansas, data entry only occurs at the DMV. The process does lengthen the transaction for the DMV, Bryant says, “but they say their examiners like it [the on-screen template] because it is easier for them.”

County election officials report that the paperless process has eased registration-related work-

loads and freed them to focus on other tasks. “I have had various counties tell me that it has cut the time that they have devoted to data entry for voter registration in half,” says Bryant, who added that registration information now coming from the DMV tends to be more accurate than when the agency was handling the paper applications.

“This just goes into our file exactly as it comes from DMV,” he says. “If there’s a typo made by a driver’s license examiner, then that comes in. But there is less of it than in the old days. You don’t have to decipher handwriting on cards. It saves time for data entry by counties. It removes from the process one stage or opportunity for errors to be made.”



Paperless Voter Registration: *Innovations in Three States*

Delaware

Like Kansas, Delaware election officials had wanted to implement fully-paperless registration at motor vehicle offices for many years, but had been prevented from doing so until a new DMV division director supported the project and HAVA funds became available to develop and implement it, says State Election Commissioner Elaine Manlove.

Curiously, Delaware's DMV had been sending *both* paper registration forms (new registrants and updates) and duplicate voter information in electronic formats to Delaware's counties for many years. Manlove explains that county officials would then collate, compare, and verify the paper and electronic information before adding registrants as active voters to official rolls. The problem, she says—and the impetus to seek a fully electronic process—was bottlenecks caused when the DMV did not provide all voter records.

“When I came to Elections, DMV was doing the data entry,” she says. The biggest problem was DMV's paper registration forms went missing. “Their printers went down and they couldn't print the hard copy,” she says, “or the voter left without signing, because clerks physically had to leave their station and go back to the printer and pick it up—it's a three-part form on an impact printer...Anything that could have gone wrong, went wrong.”

Manlove first noticed the problem of missing DMV voter files in 2000, when, as election director of Newcastle County, 50 people won court

orders allowing them to cast ballots after they claimed they had registered at DMVs but their names were not in poll books. “I was stunned,” she says, “because if 50 people waited to get a court order, then 500 people went home.”

Manlove says she began talking to the state's Department of Technology and Information about improving the DMV process in 2001. The Transportation agency officials who oversee the DMV, however, resisted, saying changes in the registration procedures “would slow their line.” That stance changed with the 2007 appointment of a new DMV division director who “got it,” says Manlove. “She saw that it was not only going to not hurt her. It was going to help her.”

Like her counterparts in Kansas and South Dakota, Manlove needed to understand DMV's technical landscape to identify the simplest way to electronically collect applicant signatures. The DMV's introduction of digital signature pads for credit cards provided that opening. “They did not want to give us real estate on their counter,” notes Manlove. “But once they had the credit card device it made it easier for us to build on.”

First, the DMV clerk manually enters into a computer the information from a driver's license application, including the NVRA voter registration questions. Then, if a resident is registering for the first time, or updating his or her information, the electronic signature touch-pad device lights up. This device—similar to a supermarket credit or debit card terminal—asks



Paperless Voter Registration: Innovations in Three States

registrants to: affirm their citizenship; choose or change political parties; sign (verifying the registration information), and accept the changes.

Delaware's system, called "E-Signature," removed the paper application from the DMV process. "The new system is data entry into an online system," Manlove says. "It's real time. The applications come across to us as soon as they are entered at DMV. We have their signature. It comes electronically, so staff at the election office can just process them online. There is never paper."

The E-Signature project took about a year to develop and implement, using approximately \$600,000 in HAVA funds for programmers, computer hardware, and software. The project went "live" in February 2009, and in its first year generated notable efficiencies and cost savings.

"The first goal was to get all the [voter] applications from DMV, and we are [doing that]," Manlove says. "The fact that we save money, we save work, it is more accurate, and there are cost savings, were unintended consequences."

In a time of shrinking state revenues, the Delaware Election Department has been able to cut \$200,000 from its budget by giving back vacant positions to the state, Manlove says. The DMV also cut its next proposed budget by

\$50,000, citing savings from E-Signature. Because clerks no longer have to print and retrieve paper forms and have registrants sign them, the average DMV client transaction time fell from 90 seconds to 30 seconds.

Moving from DMVs to Public Assistance Agencies and Achieving the NVRA's Mandate

The efforts in South Dakota, Kansas, and Delaware to modernize voter registration procedures at state motor vehicle agencies is instructive in identifying how similar streamlined procedures could be implemented at DMVs in other states, as well as at state agencies required by the NVRA to offer voter registration to public benefit recipients.

The experience in the three states highlights that leadership at the partner agencies, whether DMV or social services, must support modernization as a goal to help their staffs more efficiently administer the voter registration process.

Once that political hurdle has been cleared, state election officials should identify where in each agency's application or intake process the NVRA-re-

"The first goal was to get all the [voter] applications from DMV, and we are [doing that]...The fact that we save money, we save work it is more accurate, and there are cost savings, were unintended consequences."



Paperless Voter Registration: Innovations in Three States

quired questions about voter registration can be asked, and how technically to capture the information needed for voter registration, including a signature.

Minimizing manual data entry, so that it occurs only once per registrant, also appears to be an important step in cutting administrative costs and in improving the accuracy of registration information.

On the technical side, the election officials interviewed emphasize the importance of housing all voter registration data—both text and images—in a centralized location, as opposed to having data elements reside in various agency computer systems. HAVA’s mandate that the states implement “a uniform, official, centralized, interactive, computerized statewide voter registration list,” has created new opportunities for the states to develop an election systems infrastructure that facilitates this goal.

The progress made at DMVs in these states illuminates the challenges in bringing more automated registration processes to social welfare agencies. Election officials will need to analyze the application process for differing social welfare programs to determine where in their intake process voter registration

information can be uniformly and efficiently collected.

South Dakota’s Secretary of State Chris Nelson believes “it would be difficult” to expand the process developed at the DMV to the state’s social agencies. Unlike the DMV, social service agencies have various assistance programs, each with different application forms and computer programs. “I don’t know how defined their computer systems are,” he says. “At the driver’s agency, there is one application form. It doesn’t matter what you are applying for: there is one form. That is pretty easy to deal with. At social service agencies there are a whole lot of different kinds of forms. So that is going to be a hiccup.”

“The last time I talked to our social service agencies about this, their application process was not electronic... As soon as they are ready to move toward paperless application and renewal processes in those offices, I am ready to set them up.”

Nelson highlights a concern that has been echoed by other state election officials. However, if the experiments in automating voter registration at the DMV detailed here are any indication of the positive improvements in complying with the NVRA, and of the cost savings that can be achieved through paperless procedures and transactions, there is much to gain in making these improvements at other state agencies.

State election officials must also analyze the data systems used to support public assis-



Paperless Voter Registration: *Innovations in Three States*

tance programs to identify how registration information can be electronically compiled, formatted, stored, and sent to state and county election officials. Currently, Kansas' social service agencies rely on paper voter registration forms. But Kansas State Elections Director Brad Bryant said he would support instituting a paperless process there, as at the DMV, if those agencies were interested and had an information infrastructure in place to build on.

"I'd like to [try to do that]" says Bryant. "Then you are back to that step one: getting administrative approval for it. The last time I talked to our social service agencies about this, their application process was not electronic. So they were not ready to do it. I would like to have that discussion again... As soon as they are ready to move toward paperless application and renewal processes in those offices, I am ready to set them up."

On the front-end of the registration process, Delaware State Election Commissioner Elaine Manlove said automating registration at the social agencies meant analyzing their application procedures. "What we really need to do is find out, at what stage in the intake does this fit?" she says. "You have to integrate what you need into their business. That is the part we are trying to research right now."

"I want them to understand that we are going to make their jobs easier. That is the way I want to sell it. Because it worked that way at DMV."

But the experience of creating a paperless process at the DMV suggests the way forward for these NVRA agencies, Manlove says. "I really want to be able to do it. I want them to understand that we are going to make their jobs easier. That is the way I want to sell it. Because it worked that way at DMV."

Notes

- ¹ Pub. L. 103-31, Sec. 2, May 20, 1993, 107 Stat. 77; see U. S. Department of Justice, "About the National Voter Registration Act," especially Section 5, available online: http://www.justice.gov/crt/voting/nvra/activ_nvra.php#1993.
- ² Nine states reportedly have electronically automated aspects of voter registration practices at state DMVs, according to a survey by the Brennan Center for Justice. See: http://www.brennancenter.org/content/pages/voter_registration_modernization_states.

About the Author

Steven Rosenfeld is a consultant who has written about elections and voting rights for many years. He is author of *Count My Vote: A Citizens Guide to Voting* (AlterNet Books, 2008), and has contributed to many publications, national news outlets, and websites.

About Project Vote

Project Vote is a national nonpartisan, nonprofit organization that promotes voting in historically underrepresented communities. Project Vote takes a leadership role in nationwide voting rights and election administration issues, working through research, litigation, and advocacy to ensure that our constituencies can register, vote, and cast ballots that count.

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Research Intern

From: Teresa James <tjames@projectvote.org>
Sent: Friday, May 14, 2010 3:37 PM
To: RichardBengston@elpasoco.com; NancyLanning@elpasoco.com;
CristopherGarvin@elpasoco.com
Cc: Ali Cochran; Christi Heppard
Subject: May 12 visit to your office

Thank you for your hospitality on Wednesday during our visit to your office. Ali and I enjoyed meeting all of you and we very much appreciate the time you took to educate us on your process and physically walk us through the process. Please also extend our thank to Arturo, Conni and Chris of the Colorado Works department.

We were struck by how carefully you have thought out your voter registration process and training.

Regards,

Teresa

Teresa James
Election Counsel
Project Vote
202-553-4344
tjames@projectvote.org

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Research Intern

From: Teresa James <tjames@projectvote.org>
Sent: Friday, May 14, 2010 5:47 PM
To: Kirby.Stone@dss.co.adams.co.us; marylu.lechuga@dss.co.adams.co.us;
joe.hernandez@dss.co.adams.us
Cc: Christi Heppard; Ali Cochran
Subject: May 13 Visit

Thank you for your hospitality during our visit to your agency yesterday. Ali and I very much enjoyed meeting all of you and having an opportunity to tour your offices. We appreciate the time you took to walk us through your voter registration process and educate us on the flow of operations in programs covered by the Motor Voter law.

We were impressed by the physical attractiveness of your offices, and the concern you show for your clients. Your offices, and the Colorado DHS offices we have visited have been set up to create a welcoming atmosphere for clients, it is very refreshing to see.

Regards,
Teresa

Teresa James
Election Counsel
Project Vote
202-553-4344
tjames@projectvote.org

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Research Intern

From: Christi Heppard
Sent: Monday, August 03, 2009 2:41 PM
To: 'Joe.Hernandez@dss.co.adams.co.us'; 'Sonia.Archuleta@state.co.us'; 'CComer@co.arapahoe.co.us'; 'LArchuleta@co.arapahoe.co.us'; 'CFinch@co.arapahoe.co.us'; 'tpritchard@bouldercounty.org'; 'jjary@ci.broomfield.co.us'; 'Cindy.Dicken@state.co.us'; 'Maria.Garcia2@state.co.us'; 'SSvendse@douglas.co.us'; 'Pat.McCollum@eaglecounty.us'; 'LindaCrawfis@elpasoco.com'; 'dwatkins@garfield-county.com'; 'Karen.Erdman@state.co.us'; 'Linda.Isenhart@state.co.us'; 'Misty.Mutch@state.co.us'; 'Kathy.Ashwood@state.co.us'; 'rebecca.schreiber@state.co.us'; 'Judy.Archuleta@state.co.us'; 'jlizzi@co.jefferson.co.us'; 'moneil@co.jefferson.co.us'; 'BEWLEYBJ@co.laplata.co.us'; 'lsartor@larimer.org'; 'Peggy.Kircher@state.co.us'; 'Shaunna.Mata@state.co.us'; 'Trista.Vought@state.co.us'; 'Sharon.Basagoitia@state.co.us'; 'pdouglas@montrosecounty.net'; 'Lorna.Miller@state.co.us'; 'levetta.love@dss.co.pueblo.co.us'; 'danielle.dunaway@dss.co.pueblo.co.us'; 'PRoberts@co.routt.co.us'; 'Vivian.Jones@state.co.us'; 'Paulette.Crabb@state.co.us'; 'SheriR@co.summit.co.us'; 'Debbie.Evans@state.co.us'; 'Teresa.Traxler@state.co.us'; 'humphrjs@co.weld.co.us'; 'Judy.Archuleta@state.co.us'; 'Allan.Gerstle@state.co.us'; 'Len.Stewart@mesacounty.us'; 'atorres@bouldercounty.org'; 'Nora.Shumate@state.co.us'; 'rebeccaklunt@elpasoco.com'; 'Catherine.Salazar@state.co.us'; 'Rick.Agan@state.co.us'; 'Suzi.Campos@state.co.us'; 'rebeccaklunt@elpasoco.com'
Cc: Bill Hobbs; Wayne Munster; Angela Lawson; 'Liz Mcdonough'; Pauline Burton; 'Susan Kern'; 'Nicole Kovite'; 'Donald Wine II'; 'Doug Hess'
Subject: Meeting and conference call information for August 5, 9:00 a.m. voter registration meeting
Attachments: SOS NVRA Presentation All DHS Counties final 8.5.09.pdf; NVRA agency meeting agenda final 8.5.09.pdf

All,

Thank you for confirming your attendance for the August 5, 2009, 9:00 a.m. meeting regarding voter registration pursuant to the National Voter Registration Act (NVRA) at agencies providing public assistance. We look forward to meeting with you in person and on the phone. Attached you will find an agenda and PowerPoint presentation that will be reviewed at the meeting. For your convenience, we will also be posting these documents on the [NVRA Agency Corner](#) of the Secretary of State's website.

The meeting will be held at the Secretary of State's office, 1700 Broadway, Denver, in the third floor Aspen Conference Room. The following link provides a map to our location.

<http://www.mapquest.com/maps?city=Denver&state=CO&address=1700+Broadway>

In addition, for those of you calling in please use the following:

Dial 1-866-539-1119

Room number: *3655950* (you must use the * key before and after entering the room number)

Once again, we appreciate your dedication to compliance with the NVRA and look forward to meeting with you. If you have any questions or if this office can be of further assistance, please do not hesitate to contact us.

Regards,

Christi Heppard

Colorado Department of State

Elections Division - Special Projects

1700 Broadway, Suite 270

Denver, Co. 80290

303-894-2200 xtn 6340 (phone)

303-869-4861 (fax)

christi.heppard@sos.state.co.us

Colorado Secretary of State

NVRA Agency-Based Voter Registration – Aug. 5, 2009
Denver, CO



Voter Registration for Agencies that Provide
Public Assistance and/or Serve Persons with
Disabilities

National Voter Registration Act of 1993

Christi Heppard

What is NVRA?

The National Voter Registration Act Of 1993

Congress enacted the National Voter Registration Act of 1993 (also known as the "NVRA" and the "Motor Voter Act"), 42 U.S.C. 1973gg 5(a), (b), to enhance voting opportunities for every American and to remove the vestiges of discrimination which have historically resulted in lower voter registration rates of minorities and persons with disabilities.

National Voter Registration Act of 1993

The NVRA requires states to provide:

"Motor Voter" Registration (voter registration simultaneous with motor vehicle driver's license application or renewal)

National Voter Registration Act of 1993

Agency-based Voter Registration-

- Voter registration opportunities must be offered at each agency that:
 - Provides public assistance (including food stamps, Medicare and Medicaid, WIC, and Colorado Works/unemployment assistance)
 - Provides state-funded programs primarily for persons with disabilities
 - Armed Forces recruitment offices
- Other federal, state, local government, or nongovernment offices may choose to provide voter registration services

National Voter Registration Act of 1993

- Voter registration must be offered
 - Upon initial request for services
 - At service renewal, and
 - Upon an address change
- Agencies can order forms online through the SOS

National Voter Registration Act of 1993

CRS §1-2-506

Violations and Prohibitions

- Agency staff who offer persons an opportunity to register to vote shall not:
 - Influence an applicant's political preference or party registration.
 - Display any political preference or party allegiance.
 - Discourage an applicant to register.

National Voter Registration Act of 1993

The NVRA Connection

- Information Sent by the Secretary of State to Agencies includes:
 - updates to the State Agencies, as needed, for distribution to local offices
 - email reminders for reporting
 - election dates and registration cutoff dates
 - Links for reporting statistics

National Voter Registration Act of 1993

Processing Completed VR Applications

- Each person must be provided the same degree of assistance as is provided to complete agency forms, unless the person refuses such assistance.
- If the agency receives an incomplete form, they must forward it to the county clerk.

National Voter Registration Act of 1993

Processing Completed VR Applications

- The agency must keep the declination in their office for 24 months.
- Declination forms should be tallied by agency as to how many persons wished to register, how many wished to change their address, and how many declined registration.

National Voter Registration Act of 1993

Processing Completed VR Applications

- Completed voter registration applications sent to the county clerk within 10 calendar days of receipt.
 - Exception: Within 5 days of the last day to register to vote, applications must be submitted to the county no later than 5 days of receipt.

National Voter Registration Act of 1993

Agency Voter Registration Reporting

- How does an agency report voter registration activity?
 - The Secretary of State has developed an online reporting tool/survey that each agency will complete on a regular basis.
 - The survey is emailed to the contact person of every agency on file with the SOS
 - The contact person completes the survey twice monthly
 - SOS and/or state agency contacts local agencies that do not respond
 - SOS compiles information and reports to the EAC and other interested parties

National Voter Registration Act of 1993

Compliance Progress

- Project Vote inquiry December 2007
- SOS developed
 - PowerPoint for Training
 - Survey Monkey reporting
 - posters
 - hosted several trainings
 - Webpage for agency use
- Worked with county clerks to ensure proper coding in forms
- Continued outreach to agencies

National Voter Registration Act of 1993

- Available Tools and Information
 - Webpage for agency use
 - FAQs
 - PowerPoint for training
 - Laws and Rules
 - Posters
 - Online form ordering
 - First Annual Report on compliance
 - Agency Implementation guide nearing completion

National Voter Registration Act of 1993

- **Future Goals**

- Best Practices and Recommendations
- Web-based training for agency staff
- Online voter registration and tracking
- Annual review of compliance
- Improvements to content and efficiencies for the reporting tool
- Establishing community partnerships to bring awareness to voter registration opportunities

National Voter Registration Act of 1993

Questions?

National Voter Registration Act of 1993

**STATE OF
COLORADO**
Department of State
1700 Broadway
Suite 250
Denver, CO 80290



Bernie Buescher
Secretary of State

J. Wayne Munster
Acting Director, Elections
Division

NVRA SECTION 7 COMPLIANCE FOR PUBLIC ASSISTANCE AGENCIES

MEETING AGENDA

WEDNESDAY, AUGUST 5, 2009

9:00 A.M – 11:00 A.M.

ASPEN CONFERENCE ROOM
1700 BROADWAY, 3RD FLOOR
DENVER CO 80290

1. **Welcome and Introductions – Secretary of State’s Office**
2. **Overview of NVRA requirements – Secretary of State’s Office**
3. **Available Tools and Future Goals – Secretary of State’s Office**
4. **Presentation by Project Vote**
5. **Questions and Answer Session**

Main Number (303) 894-2200
Administration (303) 860-6900
Fax (303) 869-4860

TDD (303) 869-4867
Web Site www.sos.state.co.us
E-mail public.elections@sos.state.co.us

Research Intern

From: Nicole Kovite Zeitler <nkovite@projectvote.org>
Sent: Thursday, December 09, 2010 2:04 PM
To: Christi Heppard
Subject: Fwd: Follow Up: PEAK
Attachments: DOJ Guidance.pdf; ATT61784.htm; North Carolina State Board of Elections - Administrative Site2.pdf; ATT61785.htm; CO_ABVR_Application.pdf; ATT61786.htm; CO_Declination Form.pdf; ATT61787.htm

FYI

Begin forwarded message:

From: Nicole Kovite Zeitler <nkovite@projectvote.org>
Date: December 9, 2010 1:46:32 PM EST
To: Dara Hessee <dara.hessee@state.co.us>
Subject: Follow Up: PEAK

Dara:

Thank you for speaking with me yesterday regarding PEAK and CBMS. As promised, I am sending you the DOJ guidance that we discussed. The attached guidance relates to Sections 5, 6, 7, and 8 of the NVRA and is publicly available on DOJ's Voting Section website: http://www.justice.gov/crt/voting/nvra/nvra_faq.php. The section of most interest to you will be paragraph 24. I would appreciate it if you could forward this message on to Steve along with my thanks for his time.

For background, Section 7 of the NVRA requires that each state designate all offices in the state that provide public assistance and disability services as voter registration agencies. 42 U.S.C. § 1973gg-5(a)(2). The law requires that each voter registration agency must distribute a voter registration application form with each initial application for benefits or services, as well as renewal or recertification applications and changes of address. 42 U.S.C. § 1973gg-5(a)(6)(A). Paragraph 19 of the enclosed guidance from DOJ explains that, in order to comply with Section 7, each office designated as a voter registration agency must give each person who applies, recertifies, renews, or changes his/her address an application to register to vote. Agencies must give each client the voter registration application regardless of whether or not the client requests an application. Under the law, it is the agency transaction initiated by the client (application; recertification/renewal; or change of address) that triggers distribution of the voter registration application, not a request by the client for voter registration. The law also requires that the agency give clients a preference/declination form that includes information on the voter registration process.

Section 7 also requires that agency staff provide clients the same degree of assistance with regard to completion of the voter registration application form as is provided by the office with regard to the completion of its own forms, unless the applicant refuses such assistance. 42 U.S.C. § 1973gg-5(a)(6)(C). The DOJ advises that states should ensure that voter registration processes are included in all technology upgrades related to the application/recertification/change of address process at Section 7 agencies. (¶24 of the enclosed guidance). For example, if a state agency moves from

paper benefits applications to online benefits applications, it should ensure that voter registration is offered online as well. (PEAK) If agency computers are upgraded to provide checklists to guide staff through client interviews or quality control spot checks, voter registration should be included. (CBMS)

The easiest way to comply with these requirements is to create a system that integrates the required distribution of the voter registration application, preference/declination form, and equal assistance in completing the VR application into the benefits transaction electronically. For example, PEAK can offer the preference/declination form electronically. I have attached an example of an electronic preference form that North Carolina recently submitted to DOJ as part of that state's preclearance requirement under the Voting Rights Act. The form was approved for use by the agency. Information collected from such a form could be automatically sent to the Secretary of State's office and maintained by the agency in a way that aggregates data on client responses. This would save significant time for the agency and the SOS in preparing reports that are required by law to be submitted to the U.S. Election Assistance Commission.

If the client indicates that she does want to register to vote, ideally, PEAK would send already collected information to pre-populate an online voter registration form maintained on Secretary of State's website. In order to prevent clients from thinking they are being re-routed and taken away from the CDHS benefits process (which they are not – the VR application becomes part of the CDHS process) the SOS online form should appear to the clients to be a seamless part of the agency transaction. (The initial SOS site could be colored in the same way, with the same font as the CDHS site, etc.) PEAK should also inform the client that the system will continue with the benefits transaction once the VR update is submitted.

If the client does not want to submit a voter registration at that time, the law still requires the agency distribute the form. (Currently, the agency distributes a paper voter registration application form and separate preference/declination form with every benefits application. I have attached scanned copies of these forms for your convenience.) To save money on mailing, PEAK could simply dump already collected data into a PDF voter registration form that would be distributed to the client as a download. This action would be triggered by the client choosing some variation of "No" on the online preference/declination form. The practical purpose of distributing the VR application in this way is to allow a client to fill out the form on their own time, at home. This would be particularly relevant for a clients who speak English as a second language and my have applied for benefits before but perhaps never applied to register to vote.

Integrating both the preference/declination form and the voter registration application form into PEAK would ultimately save the agency money on printing and mailing voter registration application forms and preference/declination forms. These updates would also shift the responsibility of tracking data relating to voter registration from the caseworkers to the PEAK system.

Thank you again for taking the time to speak with me about this. We are in contact with states that are working to do very similar upgrades, and we would be happy to discuss this further if you believe it would be helpful.

- Nicole

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The Voter Registration Requirements of Sections 5, 6, 7 and 8 of the National Voter Registration Act (NVRA)

Questions and Answers

OVERVIEW

1. What is the NVRA?

The National Voter Registration Act of 1993 (also known as the "NVRA" or "motor voter law") sets forth certain voter registration requirements with respect to elections for federal office. Section 5 of the NVRA requires that States offer voter registration opportunities at State motor vehicle agencies. Section 6 of the NVRA requires that States offer voter registration opportunities by mail-in application. Section 7 of the NVRA requires that States offer voter registration opportunities at certain State and local offices, including public assistance and disability offices. Section 8 of the NVRA contains requirements with respect to the administration of voter registration by States.

2. What States are covered by the NVRA's requirements?

The requirements of the NVRA apply to 44 States and the District of Columbia. Six States (Idaho, Minnesota, New Hampshire, North Dakota, Wisconsin, and Wyoming) are exempt from the NVRA because, on and after August 1, 1994, they either had no voter-registration requirements or had election-day voter registration at polling places with respect to elections for federal office. Likewise, the territories are not covered by the NVRA (Puerto Rico, Guam, Virgin Islands, American Samoa). While the NVRA applies to elections for federal office, States have extended its procedures to all elections.

SECTION 5 – MOTOR VEHICLE AGENCIES

3. What voter registration opportunity is required by Section 5 of the NVRA?

Each State motor vehicle driver's license application (including any renewal application) submitted to a State motor vehicle authority must serve as a simultaneous voter registration application unless the applicant fails to sign the voter registration application. This application for voter registration must be considered as updating any previous voter registration by the applicant.

In addition, any change of address form submitted for State driver's license purposes must also serve as notification of change of address for voter registration purposes unless the registrant states on the form that the change of address is not for voter registration purposes. This means that all changes of address submitted to State motor vehicle offices must be forwarded to election authorities unless the registrant affirmatively requests otherwise by opting out on the form.

4. Do the voter registration requirements of Section 5 of the NVRA apply to all license transactions with driver's license offices?

Yes. The NVRA defines the term "motor vehicle driver's license" to include "any personal identification document issued by a State motor vehicle authority."

Hence, the NVRA voter registration opportunity applies to applications, renewals, and change of address transactions regarding any personal identification document issued by a State motor vehicle authority.

Moreover, to the extent that the State provides for remote applications for driver's licenses, driver's license renewals, or driver's license changes of address, via mail, telephone, or internet or other means, the provision must be made to include the required voter registration opportunity as well.

5. Does Section 5 of the NVRA mandate the use by States of any particular forms or procedures?

Yes. Each State must include a voter registration form as part of an application for a State driver's license and any application for driver's license renewal.

The voter registration portion of the application may not require any information that duplicates information required on the driver's license portion of the application and may require only the minimum amount of information necessary to prevent duplicate voter registrations and permit State officials both to determine the eligibility of the applicant to vote and to administer the voting process.

The voter registration application must state each voter eligibility requirement (including citizenship), contain an attestation that the applicant meets each requirement, state the penalties provided by law for submission of a false voter registration application and require the signature of the applicant under penalty of perjury. In addition, the application shall also include statements specifying that: 1) if an applicant declines to register to vote, the fact that the applicant has declined to register will remain confidential and will be used only for voter registration purposes; and 2) if an applicant does register to vote, the identity of the office at which the applicant submits a voter registration application will remain confidential and will be used only for voter registration purposes.

6. What is a motor vehicle agency required to do with completed voter registration applications accepted at its offices?

Completed voter registration applications accepted at a motor vehicle agency must be transmitted to the appropriate State election official no later than ten days after acceptance. However, if an application is accepted at a motor vehicle agency within five days of a voter registration deadline for an election, the application must be transmitted to election officials no later than five days after acceptance. The agency providing voter-registration services may not require a registrant to mail in the form himself or herself or discourage him or her in any manner from submitting the form to the agency. Similarly, if it is agency practice to make sure that agency forms are completed and signed when submitted by an applicant, the same practice should apply to a voter registration application submitted by that applicant.

SECTION 6 – MAIL REGISTRATION

7. What are the requirements for voter registration by mail provided by Section 6 of the NVRA?

Section 6 of the NVRA requires each State to accept and use the federal mail voter registration application form developed by the U.S. Election Assistance Commission. This form is available on the EAC's web site at <http://www.eac.gov/program-areas/national-voter-registration-form>. In addition to containing a voter-registration application, this EAC application booklet describes certain state-specific requirements. The national form and booklet have been developed by the EAC in consultation with the States.

8. Can a State develop its own mail voter registration application?

Yes. Section 6 of the NVRA also provides that, in addition to accepting and using the federal mail application, a State may develop and use its own mail voter registration form, if it meets all of the same criteria the NVRA requires for the EAC's national mail voter registration application.

9. What are the requirements for the national mail voter registration application?

Section 9 of the NVRA provides that the national mail voter registration application may require only such identifying information (including the signature of the applicant) and other information (including data relating to

previous registration by the applicant), as is necessary to enable the appropriate State election official to assess the eligibility of the applicant and to administer voter registration and other parts of the election process.

The application also must include a statement that specifies each eligibility requirement (including citizenship), contain an attestation that the applicant meets each such requirement and require the signature of the applicant under penalty of perjury. The mail application must also include a statement of the penalties provided by law for submission of a false voter registration application.

The mail application must also include statements specifying that: 1) if an applicant declines to register to vote, the fact that the applicant has declined to register will remain confidential and will be used only for voter registration purposes; and 2) if an applicant does register to vote, the identity of the office at which the applicant submits a voter registration application will remain confidential and will be used only for voter registration purposes. The mail application may not include any requirement for notarization or other formal authentication.

Section 303(b) of the Help America Vote Act of 2002 (HAVA) also requires that the national mail application include certain additional information: First, the question "Are you a citizen of the United States of America?" and boxes for the applicant to check to indicate whether the applicant is or is not a citizen of the United States. Second, the question "Will you be 18 years of age on or before election day?" and boxes for the applicant to check to indicate whether or not the applicant will be 18 years of age or older on election day. Third, the statement, "If you checked 'no' in response to either of these questions, do not complete this form." Fourth, a statement informing the individual that if the form is submitted by mail and the individual is registering for the first time, the appropriate identification required by HAVA must be submitted with the mail-in registration form to avoid the additional identification requirements upon voting for the first time. (See Response to Question 11 below for a list of these forms of identification).

10. Does the NVRA require States to make mail voter registration applications available?

Yes. The chief election official of each State must make mail voter registration applications available for distribution through governmental and private entities, with particular emphasis on making them available for organized voter registration programs. Most states satisfy these requirements by, among other things, making applications available at local registrar offices, driver license offices, public assistance offices and disability-service offices, to groups doing voter registration drives, and through the internet on the website of the chief election official. These forms are also available on the website of the U.S. Election Assistance Commission.

11. What requirements does federal law place on first-time voters who register to vote by mail?

If a person registers to vote by mail and has not previously voted in a federal election in a State, Section 303(b) of the Help America Vote Act of 2002 established new requirements.

Where a person registers to vote by mail and has not previously voted in a federal election in a State, if the voter does not qualify for one of the exemptions in Section 303(b)(3) of HAVA (described below), then he or she must submit one of the forms of identification required by Section 303(b)(2)(A) of HAVA the first time that he or she votes in a federal election. These forms of identification are: 1) a current and valid photo identification; or 2) a copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows the name and address of the voter. If the voter does not present the required identification, Section 303(b)(2)(B) of HAVA provides that he or she may nonetheless cast a provisional ballot.

Sections 303(b)(3)(A)-(C) of HAVA create certain exemptions from these identification requirements. An applicant who provides the specified identification documents with his or her registration application (or otherwise provides such documentation to election officials before Election Day), is exempt from the requirement to show identification the first time he or she votes in a federal election. Likewise, an applicant who provides his or her driver's license number or last four digits of his or her social security number,

and the State is able to match this information against an existing State record, is exempt from the requirement to show identification the first time he or she votes in a federal election. In addition, persons entitled to vote by absentee ballot under the Uniformed and Overseas Citizens Absentee Voting Act, or entitled to vote other than in person under the Voting Accessibility for the Elderly and Handicapped Act or other federal law, are exempt from HAVA's identification requirements.

SECTION 7 – VOTER REGISTRATION AGENCIES

12. Under Section 7 of the NVRA, which offices must offer voter-registration services?

Any office in a covered State that provides either public assistance or state-funded programs primarily engaged in providing services to persons with disabilities must offer voter-registration services. Armed Forces recruitment offices must also provide voter registration services. In addition, a State must designate other offices in the State as voter-registration agencies. (See Response to Question 15 below for a description of these other offices).

13. What is an office that provides public assistance under Section 7?

"Public assistance" offices that must offer voter-registration services under Section 7 of the NVRA include each agency and office in a State that administers or provides services or assistance under any public assistance programs. This includes any of the following federal public assistance programs: the Supplemental Nutrition Assistance Program (SNAP, formerly the food-stamp program), the Special Supplemental Food Program for Women, Infants and Children (WIC), the Temporary Assistance for Needy Families (TANF) program (formerly the Aid to Families with Dependent Children or AFDC program), the Medicaid program, and the State Children's Health Insurance Program (CHIP). This also includes state public assistance programs.

14. What is an office that provides state-funded programs primarily engaged in providing services to persons with disabilities?

Offices that provide state-funded programs primarily engaged in providing services to persons with disabilities include offices providing vocational rehabilitation, transportation, job training, education counseling, rehabilitation, or independent-living services for persons with disabilities. Because States vary greatly in the manner in which they provide services to persons with disabilities, each State must identify the specific offices and agencies that fit this definition. In doing so, States may want to consult with offices that deal with issues related to persons with disabilities, such as the protection and advocacy offices and client assistance program offices within that State. A list of such offices for each State is available at: http://www.napas.org/aboutus/PA_CAP.htm. Section 7 also requires that if an office provides services to a person with disabilities at the person's home, the office must provide the opportunity to register to vote at home. Offices serving persons with disabilities often offer specialized assistance in completing the agency service or benefit application forms, and Section 7 requires such offices to offer voter registration applicants the same degree of assistance in completing voter registration forms as is offered in completing the agency's own application forms.

15. Does Section 7 require designation of other offices as voter registration agencies?

Yes. In addition to offices providing public assistance and services to persons with disabilities, States are also required by Section 7 to designate "other offices" within a State as voter-registration agencies. A State is free to determine which other agencies/offices should be designated, according to its needs and preferences, but it must make additional designations. Such other agency designations may include State or local government offices such as public libraries, public schools, State colleges, universities and community colleges, city and county clerks offices, marriage license offices, fishing and hunting license offices, government revenue offices, and unemployment compensation offices. Offices not otherwise covered under the NVRA that provide services to persons with disabilities may also be designated. In addition, with the agreement of such entities, States may designate as voter-registration agencies nongovernmental offices (such as private colleges) or Federal government offices.

16. Do armed forces recruitment offices have to provide voter-registration

services?

Yes. The NVRA provides that all federal Armed Forces recruitment offices in each State subject to the NVRA must provide voter registration services. Within the Department of Defense, the Federal Voting Assistance Program (FVAP) maintains a web site that contains information concerning voter registration at such recruitment offices: <http://www.fvap.gov/reference/laws/nat-vote-reg-act.html> and <http://www.fvap.gov/reference/milinfo.html>.

17. What voter-registration services must be made available?

Each office designated as a voter registration agency under Section 7 that provides service or assistance in addition to conducting voter registration must do the following:

- i. distribute voter-registration application forms;
- ii. provide a "preference/declination" form that contains information on the voter-registration process (see Response to Question 21 below for a description of the "preference/declination" form);
- iii. provide the same level of assistance to all applicants in completing voter-registration application forms as is provided with respect to every other service or application for benefits (unless the applicant specifically refuses such assistance);
- iv. accept completed voter-registration forms from applicants; and
- v. transmit each completed voter-registration application to the appropriate State election official within a prescribed time frame.

18. What persons must be provided the opportunity to register to vote by Section 7 designated offices and agencies?

Designated agencies must provide the opportunity to register to vote to persons when: (1) applying for the agency's assistance or services; (2) seeking recertification or renewal of those services; and (3) changing address for the assistance or services.

19. What does Section 7 require with regard to distribution of voter registration forms and preference/declination forms?

Each office designated under Section 7 that provides services or assistance must distribute to each applicant for services or assistance, and each applicant for recertification, renewal or change of address with respect to such services or assistance, one of the voter registration application forms described in paragraph 20 below. In addition, each such office also must distribute to each applicant a form, known as a preference or declination form, described in paragraph 21 below.

20. What types of voter-registration forms can be distributed to applicants?

Section 7 agencies must distribute one of the three voter-registration forms listed below:

1. **National Mail Voter Registration Form** — The agency may use this federal form, which has been developed by the U.S. Election Assistance Commission. This form is available on the EAC's web site at <http://www.eac.gov/program-areas/national-voter-registration-form>. In addition to containing a voter-registration application, this document lists certain state-specific voting requirements.
2. **State mail voter-registration form** — The agency may use its State mail voter-registration form, so long as it meets the requirements of Section 9 of the NVRA. This State form would not be as lengthy as the federal form, which contains information about voter registration in each state. Such a form should be easier for applicants to navigate and easier for agencies and election officials to process.
3. **Designated agency's own form** — The agency also may use its own version of a voter-registration form, if it is equivalent to the federal form and has been approved by the State. This type of form may lead to more efficient voter-registration transactions at designated agencies that provide services or assistance, since it could be made a seamless part of the forms normally used by the designated agency. As an example, where agency assistance/services forms are generated by computer during the process of interviewing the applicant, the voter-registration form likewise might be generated during this same process, pre-populated with information already provided by the applicant. Or a perforated voter-registration application might be attached at the bottom

of a State services form, so that it can be easily completed, detached, and transmitted to the appropriate election official.

21. What is the "preference/declination form," and what should States put on it?

Section 7 requires that designated offices provide each applicant for services or assistance a preference or declination form containing specific information concerning the individual's opportunity to register to vote. This form, which may be part of or separate from the voter-registration form, must include the following information:

1. the question, "If you are not registered to vote where you live now, would you like to apply to register to vote here today?";
2. if the agency provides public assistance, the statement, "Applying to register or declining to register to vote will not affect the amount of assistance that you will be provided by this agency.";
3. boxes for the applicant to check to indicate whether the applicant would like to register to vote or declines to register to vote (failure to check either box is interpreted as declining to register), together with the statement (in close proximity to the boxes and in prominent type), "IF YOU DO NOT CHECK EITHER YOU WILL BE CONSIDERED TO HAVE DECIDED NOT TO REGISTER TO VOTE AT THIS TIME.";
4. the statement, "If you would like help in 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."; and
5. the statement, "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 _____." The blank should be filled by the name, address, and telephone number of the appropriate official to whom such a complaint should be addressed.

No information relating to a declination to register to vote may be used for any purpose other than voter registration. If the preference/declination form is separate from the voter-registration form, it is recommended that a statement regarding this non-use of declination information be included on the voter-registration form, as well as a statement that if the applicant registers to vote, information submitted will be used only for voter-registration purposes.

22. Are Section 7 agencies required to assist persons in completing a voter-registration application?

Yes. Section 7 agencies must provide to each applicant the same degree of assistance in completing the voter-registration application form as is provided by the office in completing its own agency forms, unless the applicant declines to register to vote or declines such assistance.

As an example, if it is the practice of a Section 7 agency for its employees to take time to explain to each applicant the various forms involved in the agency application, recertification or other process and answer applicant questions before the applicant completes the forms, this type of assistance must also be given at that time to such applicants with regard to the voter registration application process. Similarly, if it is agency practice to make sure that agency forms are completed and signed when submitted by an applicant, the same practice should apply to a voter registration application submitted by that applicant.

Offices serving persons with disabilities often offer specialized assistance in completing the agency service or benefit application forms. Section 7 requires such offices to offer voter registration applicants the same degree of assistance in completing voter registration forms as is offered in completing the agency's own application forms.

23. Does Section 7 put any restrictions on how office staff may interact with applicants?

Yes. Any person who provides voter-registration services at a Section 7 agency is prohibited from: 1) seeking to influence an applicant's political preference or party registration; 2) displaying any political preference or party allegiance; 3) taking any action or making any statement to an applicant to discourage the applicant from registering to vote; or 4) taking any action or making any

statement that may lead the applicant to believe that a decision to register or not to register has any bearing on the availability of services or benefits.

24. Do the voter registration requirements of Section 7 of the NVRA apply to all application, renewal, recertification and change of address transactions with designated offices?

Yes. The NVRA requires that voter registration opportunities be provided with respect to all application, renewal, recertification and change of address transactions regarding service and assistance with Section 7 offices. Many Section 7 designated agencies/offices routinely provide services/assistance such as application for, or renewal of services or change-of-address notification through the internet, by telephone, or by mail. States should ensure the availability of voter-registration opportunities to individuals using such remote service/assistance opportunities from designated agencies. Thus, for all such internet transactions, States should advise of the opportunity to register to vote, and should provide some online capability to download or request a voter-registration form. For phone transactions, designated-agency personnel should advise applicants of the opportunity to register to vote and to request a voter registration form. Materials sent by mail to individuals completing phone or internet transactions (such as statements confirming a phone transaction, or renewal or change-of-address forms) should contain a voter-registration form.

In all such internet, phone, and mail transactions, individuals should be given a toll-free phone number, where possible, to call for information and instruction on how to complete the voter-registration process. Where feasible, as is done at many motor-vehicle agencies, States may consider providing for a simultaneous voter-registration opportunity through the electronic portal when individuals apply for services or assistance at a designated agency by that means. In addition, where possible, agencies may consider assisting the applicant in registering to vote by automatically filling in appropriate fields on voter-registration applications with information previously provided by the applicant in order to make the registration process easier and more efficient.

When upgrading technology related to the application/recertification/change of address process at Section 7 agencies, States should ensure that such upgrade includes the voter registration process.

25. What is a Section 7 agency required to do with completed voter registration applications accepted at its offices?

The designated agency must submit the completed voter-registration application to the appropriate State or local election official within a prescribed period of time unless the applicant desires to submit it himself or herself. The agency providing voter-registration services may not require a registrant to mail in the form himself or herself or discourage him or her in any manner from submitting the form to the agency. When an applicant submits a completed voter-registration application to an agency, the agency must transmit the form to the appropriate State or local election official within ten days. However, if the agency receives a completed voter-registration application within five days before the last day to register to vote in an election, the application must be transmitted to the appropriate State or local election official within five days.

SECTION 8 – ADMINISTRATION OF VOTER REGISTRATION

26. What does Section 8 of the NVRA require States to do?

Section 8 mandates certain action by States concerning the administration of voter registration for elections for federal office. These requirements involve important issues such as the date by which valid voter registration applications must be accepted and eligible persons registered, rules for changing a registrant's address information, rules for removing names from the voter registration list, and administration of a uniform, nondiscriminatory voter registration list maintenance program that complies with the Voting Rights Act.

27. Does Section 8 impose a time deadline on States for accepting voter registration applications and registering eligible applicants?

Yes. States must set a voter registration cutoff for federal elections of no more than 30 days before the election. A valid voter registration application from an eligible applicant is considered timely and the State has to ensure that the applicant is registered to vote if it is: 1) submitted not later than the lesser of 30 days, or the period provided by State law, before the date of a federal election to a driver's license office, designated public assistance or disability office,

other designated office, or an appropriate State or local election official, or 2) postmarked not later than the lesser of 30 days, or the period provided by State law, before a federal election when submitted by mail. **States can set a voter registration deadline for federal elections shorter than 30 days, and a number of States do so, but cannot set a longer deadline.**

28. Are States required to let an applicant know what has happened to his or her application?

Yes. Section 8 requires State election officials to notify each applicant of the disposition of his or her registration application, e.g., a voter registration card if the application is accepted, a notice of rejection if the application is not accepted, or a notice of additional information needed if critical elements of the application are left incomplete.

29. Under the NVRA, what are the circumstances under which a State can remove a person's name from the voter registration rolls?

Section 8 permits States to remove the name of a person from the voter registration rolls upon the request of the registrant, and, if State law so provides, for mental incapacity or for criminal conviction. The Act also requires States to conduct a general voter registration list maintenance program that makes a reasonable effort to remove ineligible persons from the voter rolls by reason of the person's death, or a change in the residence of the registrant outside of the jurisdiction, in accordance with procedures set forth in the NVRA. The list maintenance program must be uniform, nondiscriminatory and in compliance with the Voting Rights Act.

30. Does the NVRA contain any prohibitions on removal of persons' names from the voter registration list?

Yes. Section 8 of the NVRA contains several restrictions on removals from the voter registration list. It prohibits removing registrants from the voter registration list solely because of the failure to vote. It also prohibits removing registrants from the registration list due to a change of address to another location within the same registrar's jurisdiction, even if the voter has failed to notify the registrar of the move within the jurisdiction. It also places restrictions of notice and timing on removals from the voter registration list when second-hand information is received, such as returned mail, which suggests a registrant may have moved outside of the registrar's jurisdiction.

31. What is "removal at the request of the registrant" under Section 8?

A "removal at the request of the registrant" under the NVRA involves first-hand information from a registrant that can originate in at least three ways: 1) an unsolicited direct request from the registrant to remove his or her name from the voting registration list, 2) a registrant completing and returning a confirmation card indicating an address change outside the jurisdiction, or 3) a registrant submitting a new application registering to vote a second time in a new jurisdiction, and providing information regarding the registrant's prior voter registration address on the new application, which the State can treat as a request to cancel or transfer his or her prior registration. A registrant advising of a new address within the same jurisdiction, or registering to vote a second time at a new address within the same jurisdiction, should trigger an updating of the original registration, rather than its cancellation.

32. Are there any required procedures in the NVRA concerning removal of a person's name from the voter registration rolls for mental incapacity, criminal conviction or death?

The NVRA does not require any particular process for removing persons who have been disqualified from voting pursuant to State law by virtue of being convicted of a crime or being adjudged mentally incompetent. Moreover, while the NVRA requires States to make reasonable efforts to remove persons who have died, it does not require any particular process for doing so. Under the NVRA, States can follow whatever State law process exists for doing this, and there is no federal process to be met. Section 303(a) of HAVA adds an additional requirement for NVRA covered States to coordinate the statewide voter registration database with State records on felony status and death.

33. Is there a "safe harbor" program for list maintenance which a State can implement to satisfy the NVRA's requirements?

Yes. The NVRA gives one example of such a safe harbor program for list

maintenance: a) the NVRA provides that a State may utilize change of address information supplied by the United States Postal Service through its National Change of Address program (NCOA) to identify registrants whose addresses may have changed; b) because this is second-hand information, not directly from the registrant, the NVRA prescribes a subsequent confirmation notice procedure that States must follow to verify possible address changes outside the jurisdiction generated from the NCOA program; and c) the NVRA specifies a subsequent waiting period after the confirmation notice is sent before a State can remove voters from the rolls for address changes outside the jurisdiction absent written confirmation from the voter. Other possible examples of a general list maintenance program could include States undertaking a uniform mailing of a voter registration card, sample ballot, or other election mailing to all voters in a jurisdiction, for which the State could use information obtained from returned non-deliverable mail as the basis for correcting voter registration records (for apparent moves within a jurisdiction) or for sending a forwardable confirmation notice and beginning the two federal general election waiting periods before removal (for apparent moves outside a jurisdiction or non-deliverable mail with no forwarding address noted).

34. Under what circumstances does the NVRA allow States to remove the names of persons from the voting rolls based on change of residence?

A State can only remove the name of a person from the voter registration list on grounds of change of residence upon: 1) the voter's written first-hand confirmation of a change of address to a location outside of the registrar's jurisdiction, or 2) reliable second-hand information indicating a change of address outside of the jurisdiction from a source such as the NCOA program, or a general mailing to all voters, plus the subsequent failure of the person to respond to a specific forwardable confirmation mailing sent by the State and the failure of the person to vote or appear to vote during the period ending on the day after the second federal general election subsequent to the confirmation notice being sent.

35. What is the NVRA confirmation mailing/notice process to which States must adhere to verify a registrant's change of residence?

Where a State that has obtained reliable information indicating a possible change of residence for a registrant through the NCOA program (or another uniform list maintenance program like a general mailing to all registrants), it must take certain steps to confirm such address change since it is second-hand information not coming directly from the registrant. These steps differ depending on whether the apparent change of address is inside or outside a registrar's jurisdiction:

1. In the case of a person who appears to have moved to a new address inside the same registrar's jurisdiction, the registrar shall not remove the voter's name from the list, but must update the registration records to show the new address and send a forwardable mail notice of the address change to the registrant along with a prepaid pre-addressed return form for the registrant to verify or correct the residence information. If such person fails to return this form, however, the registrant cannot be removed from the voter rolls by reason of this apparent change of residence within the jurisdiction and should not be designated as inactive;
2. In the case of a person who appears to have moved to a new address outside the registrar's jurisdiction, the registrar must initiate an address confirmation procedure before removing the voter. This entails sending a forwardable notice, in the form of a postage-prepaid and pre-addressed return card, on which the registrant may state his or her current address. The notice must track the specific language in Section 8(d)(2) of the NVRA, i.e., it must advise that if the registrant did not change his or her residence, or changed residence but remained in the registrar's jurisdiction, the registrant should return the card not later than the voter registration deadline, and that if the card is not returned, affirmation or confirmation of the registrant's address may be required before the registrant is permitted to vote in a federal election during the period beginning on the date of the notice and ending on the day after the date of the second general election for Federal office that occurs after the date of the notice, and if the registrant does not vote in an election during that period the registrant's name will be removed from the list of eligible voters. The jurisdiction may designate the registrant as inactive if the registrant fails to return the confirmation notice by the voter registration deadline for the next election after the confirmation

notice is sent. If the registrant subsequently provides written confirmation of a change of address to outside of the jurisdiction, the registrant can be immediately removed from the rolls. If the registrant has not moved outside the jurisdiction and subsequently votes or appears to vote in an election before the second general election for Federal office after the confirmation notice is sent, the registrant should be restored to active status.

36. If this confirmation notice card is not returned within the specified time, can the State then remove the voter from the registration rolls for an apparent address change?

No. A voter can be removed from the voter rolls for an apparent address change **only** if he or she has not responded to the confirmation notice sent by forwardable mail with a postage prepaid and pre-addressed return card, **and** if she or she has not voted or appeared to vote in an election beginning on the date the notice is sent and ending on the day after the date of the second federal general election after the date of the confirmation notice.

37. Does Section 8 impose any time restrictions on States as to when a general list maintenance program can be conducted?

Yes. Section 8 requires States to **complete** any program for systematic removal of the names of ineligible voters from the voter rolls no later than **90 days** prior to the date of a primary election or general election for federal office. This 90 day deadline does not, however, apply to removal of names at the request of the registrant, removal due to death of the registrant, removal due to criminal conviction or mental incapacity of the registrant as provided by State law, nor to correction of a registrant's address information.

38. Are there any protections in the NVRA for those eligible registered voters who have changed address to another location within a registrar's jurisdiction, or are otherwise on an inactive voter list, but have not notified the registrar prior to the date of a federal election?

Yes. The NVRA contains fail-safe provisions to enable such persons who show up to vote on a federal election day to update their registration and to vote in that election even though they have not notified the registrar of the address change:

1. An eligible registered voter who has moved to an address in an area covered by the same polling place as his or her previous address is permitted to vote at that same polling place upon oral or written affirmation by the registrant of the change of address at the polling place;
2. An eligible registered voter who has moved to an address in an area covered by a different polling place from the polling place for his or her previous address, **but within the same registrar's jurisdiction and the same congressional district**, at the option of the registrant:
 - a. shall be permitted to correct the voting records and vote at the old polling place upon oral or written affirmation by the registrant of the new address before an election official at that polling place; or
 - b. shall be permitted to correct the voting records and vote at a designated central location within the same registrar's jurisdiction, upon written affirmation by the registrant of the new address on a standard form provided by the registrar; or
 - c. shall be permitted to correct the voting records for purposes of future elections at the new polling place, and shall be permitted vote in the current election at that polling place if allowed under State law, upon confirmation by the registrant of the new address by such means as are required by law.

A central voting location need not be made available by the registrar if State law allows the person to vote at either the old or new polling place in the current election upon oral or written affirmation of the address change.

The failsafe provisions of Section 8 draw a distinction between the registrant's need for "affirmation" or "confirmation" of a new address, depending upon the circumstances in which the failsafe voting occurs.

39. What if a mistake has been made, and registration records indicate that a person has moved from an address covered by a polling place when that person has in fact not moved?

If a person has not moved, but the registration records indicate that a person has moved from an address covered by a polling place, that person shall be permitted to vote at that polling place upon oral or written affirmation by the registrant that the registrant continues to reside at his or her address previously known to the registrar.

40. Are States required to keep records of their voter registration activities under the NVRA?

Yes. Section 8 of the NVRA requires that States keep and make available for public inspection, for a period of at least two years, all records concerning the implementation of programs and activities conducted for the purpose of ensuring the accuracy and currency of official lists of eligible voters, except to the extent that such records relate to a declination to register to vote or to the identity of a voter registration agency through which any particular voter is registered. The records to be kept shall include lists of the names and addresses of all persons to whom confirmation notices are sent, and information concerning whether or not each such person has responded to the notice, as of the date that inspection of the records is made.

In addition, an independent requirement in 42 U.S.C. 1974 mandates that all records and papers relating to any application, registration, or other act requisite to voting in any election for federal office, be preserved for a period of twenty-two months from that federal election. Since voter registration is unitary and permanent, this obligation is ongoing, such that registration records must be preserved as long as the voter registration to which they pertain is considered an "active" one under local law and practice, and those records cannot be disposed of until the expiration of twenty-two months following the date on which the registration ceased to be "active." Hence, States should maintain all written records related to applications to register to vote as well as declinations to register to vote.

COORDINATION, REPORTING, AND ENFORCEMENT

41. What are the State's obligations to coordinate voter registration activities?

The State is responsible for ensuring compliance with the NVRA. The NVRA requires each State to designate a State officer or employee as the chief State election official to be responsible for coordinating State responsibilities under the Act. States may also consider employing a person at the State level to serve as the NVRA coordinator for the State. This person could be responsible for coordinating and overseeing all NVRA activity at designated voter-registration agencies/offices in the State. In addition, States may consider employing a person at each designated voter-registration agency, and at each designated agency office, whose ongoing responsibility would be coordinating and overseeing the conduct of all voter registration activities in that agency/office. This person's responsibilities could include ensuring that the voter registration responsibilities are carried out, ensuring that the voter registration system is administered in a uniform and non-discriminatory manner, reviewing monthly data of voter-registration activity at voter registration offices, monitoring voter-registration activities, training new employees and providing for training updates at periodic intervals, ensuring an adequate supply of forms, and resolving voter-registration coordination issues that arise between State and local officials.

42. Are States required to report on their NVRA voter-registration and list maintenance efforts?

Yes. States must report various voter registration information to the U.S. Election Assistance Commission (EAC), in response to the EAC survey, every two years. This includes the number of voter-registration applications by mail and from motor vehicle offices, public-assistance offices, offices providing state-funded programs primarily serving persons with disabilities, Armed Forces recruitment offices, and other state-designated offices and agencies. To fulfill these reporting requirements, States should consider having a system in place to track the number of voter-registration applications from each voter registration source. Likewise, States must report voter registration list maintenance information in response to the EAC survey every two years.

These biennial NVRA reports are available on the EAC web site at the following link: <http://www.eac.gov/program-areas/research-resources-and-reports/completed-research-and-reports/national-voter-registration-act-studies>.

43. For jurisdictions covered by the language minority provisions of the Voting Rights Act, what obligations do such jurisdictions have to ensure voter registration access under the NVRA to covered limited-English proficient citizens?

Certain States and local jurisdictions are covered by the language minority requirements of the Voting Rights Act (VRA) for specific language minority groups. The VRA requires that when covered states and jurisdictions provide voter registration or voting notices, forms, instructions, assistance, or other materials or information relating to the electoral process, including ballots, they must provide them in the language of the applicable minority group as well as in the English language. The NVRA provides that its requirements do not supersede, restrict, or limit the application of the requirements of the VRA. Thus, each State or jurisdiction covered by the language minority requirements of the VRA should consider how to ensure that NVRA voter registration opportunities are conducted so as to provide language access to covered limited-English proficient language minority citizens so that they have equal access to the voter registration process.

To assist covered States and jurisdictions, extensive information regarding the language minority requirements is available on the Voting Section's website: http://www.justice.gov/crt/voting/sec_203/activ_203.php. Various language resources are also available on the EAC website. These include versions of the national mail voter registration form translated into Spanish, Chinese, Japanese, Korean, Tagalog, and Vietnamese. [http://www.eac.gov/voter /Register to Vote](http://www.eac.gov/voter/Register%20to%20Vote). These resources also include translated versions of a voter's guide to federal elections. <http://www.eac.gov/voter/voters-guides>. And these resources also include a glossary of election terms in six languages. <http://www.eac.gov/voter/language-accessibility-program-1>.

44. What agency is responsible for enforcement of the NVRA?

The U.S. Department of Justice has enforcement responsibility under the NVRA. The Department conducts investigations and, where appropriate, files litigation in federal court to enforce the NVRA's requirements. Private parties may also bring litigation in federal court to enforce the requirements of the NVRA. The U.S. Election Assistance Commission is responsible for administration of the national voter registration form, as well as State reporting under the NVRA.

45. What are some examples of the Department's activities to enforce the provisions of the NVRA?

An extensive description of the Department's NVRA enforcement activities can be found on the Voting Section's website: http://www.justice.gov/crt/voting/litigation/caselist.php#nvra_cases.

In particular, significant NVRA decisions or settlements have been obtained by the Department in litigation with the State of Tennessee (Sections 5 and 7 of the NVRA) http://www.justice.gov/crt/voting/nvra/tn_cd.pdf; Cibola County, New Mexico (Section 8 of the NVRA), [http://www.justice.gov /crt/voting/sec_203/documents/cibola_stip_3.pdf](http://www.justice.gov/crt/voting/sec_203/documents/cibola_stip_3.pdf); and the State of New York (Section 7 of the NVRA), [http://www.justice.gov/crt/voting /nvra/nynvra_order.pdf](http://www.justice.gov/crt/voting/nvra/nynvra_order.pdf).

46. How can I contact the Department of Justice about the NVRA's voter registration requirements?

As a general matter, the Department of Justice does not issue advisory opinions concerning the statutes that it enforces. The Department will certainly consider inquiries from State officials concerning the NVRA, however, in the hope of providing assistance. Within the Department of Justice, the responsibility for NVRA enforcement is committed to the Voting Section of the Civil Rights Division. You may reach the Voting Section at its toll-free telephone number, 800-253-3931.

Updated August 4, 2010



Text: A+ A-

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North Carolina State Board of Elections

NC NVRA PROGRAM VOTER REGISTRATION PREFERENCE FORM

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

Please select one of the options below:

- YES, I would like to apply to register to vote here today.
- YES, I would like to apply to register to vote, but I will take a voter registration application home to complete at a later time.
- YES, I would like to pre-register to vote
- I am ALREADY REGISTERED, but I would like to update my voter registration information. I will complete a voter registration Application/Update form for this purpose.
- I am ALREADY REGISTERED to vote at my current address.
- NO, I am declining the opportunity to register to vote today.

(IF YOU DO NOT CHECK A BOX, YOU WILL BE CONSIDERED TO HAVE DECIDED NOT TO REGISTER TO VOTE AT THIS TIME.)

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.

If you believe that someone has interfered with your right to register to vote, or your right to choose your own political party or other political preference, you may file a complaint with the North Carolina State Board of Elections, PO Box 27255, Raleigh NC 27611-7255, or you may call the toll free number, 1-866-522-4723.

READ, PRINT YOUR NAME AND DATE OF BIRTH, AND SIGN BELOW:

I have been offered the opportunity to register to vote at the agency named below and I understand that I will be offered the opportunity to register to vote at the initial application for service of assistance and with each recertification, renewal or change of address relating to such service or assistance. I understand that I may request and receive assistance from this agency in completing the voter registration form. The decision to seek or accept help is mine. I may fill out the application in private.

If I choose to register to vote, the location where I completed the voter registration application form will be used only for voter registration purposes. If I decline to register to vote, the fact that I declined will be used only for voter registration purposes.

Applicant Full Name:

Applicant Date of Birth:

I Agree to transmit this form electronically and submitting this form electronically will serve as my electronic signature for all purposes required by state and federal law.

I DO NOT AGREE to transmit this form electronically.

Date:

Agency Name:

TO REGISTER TO VOTE IN NORTH CAROLINA YOU MUST:

Qualifications

1. Be a citizen of the United States of America
2. Be 18 years old or older, or will be at the time of the next General Election, OR in order to pre-register to vote, be at least 16 years of age
3. Be a resident of North Carolina, this county, precinct, or other election district for 30 days before the next election in which you intend to vote
4. You must not vote in any other county or state after submission of a voter registration form. If you register to vote today, any voter registration you have elsewhere will be canceled
5. You must not have not been convicted of a felony, or if you have been convicted of a felony, you must have completed your sentence, including any probation or parole. (Citizenship and voting rights are automatically restored upon completion of the sentence. No special document is needed.)

FOR NVRA AGENCY USE ONLY:

Interviewer Initials:

County:

Agency Type:

If Phone/Email contact, was voter registration form mailed to applicant?

Please ensure that cookies are enabled to use the pre-filled field feature of this form

[Submit](#) [Cancel](#)

North Carolina State Board of Elections



Text: A+ A-

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North Carolina State Board of Elections

NC NVRA PROGRAM VOTER REGISTRATION PREFERENCE FORM

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

Please select one of the options below:

YES, I would like to apply to register to vote here today.

YES, I would like to apply to register to vote, but I will take a voter registration application home to complete at a later time.

YES, I would like to pre-register to vote

I am ALREADY REGISTERED, but I would like to update my voter registration information. I will complete a voter registration

Application/Update form for this purpose.

I am ALREADY REGISTERED to vote at my current address.

NO, I am declining the opportunity to register to vote today.

(IF YOU DO NOT CHECK A BOX, YOU WILL BE CONSIDERED TO HAVE DECIDED NOT TO REGISTER TO VOTE AT THIS TIME.)

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.

If you believe that someone has interfered with your right to register to vote, or your right to choose your own political party or other political preference, you may file a complaint with the North Carolina State Board of Elections, PO Box 27255, Raleigh NC 27611-7255, or you may call the toll free number, 1-866-522-4723.

READ, PRINT YOUR NAME AND DATE OF BIRTH, AND SIGN BELOW:

I have been offered the opportunity to register to vote at the agency named below and I understand that I will be offered the opportunity to register to vote at the initial application for service of assistance and with each recertification, renewal or change of address relating to such service or assistance.

I understand that I may request and receive assistance from this agency in completing the voter registration form. The decision to seek or accept help is mine. I may fill out the application in private.

If I choose to register to vote, the location where I completed the voter registration application form will be used only for voter registration purposes. If I decline to register to vote, the fact that I declined will be used only for voter registration purposes.

Applicant Full Name:

Applicant Date of Birth:

I Agree to transmit this form electronically and submitting this form electronically will serve as my electronic signature for all purposes required by state and federal law.

I DO NOT AGREE to transmit this form electronically.

Date:

Agency Name:

TO REGISTER TO VOTE IN NORTH CAROLINA YOU MUST:

Qualifications

1. Be a citizen of the United States of America
2. Be 18 years old or older, or will be at the time of the next General Election, OR in order to pre-register to vote, be at least 16 years of age
3. Be a resident of North Carolina, this county, precinct, or other election district for 30 days before the next election in which you intend to vote
4. You must not vote in any other county or state after submission of a voter registration form. If you register to vote today, any voter registration you have elsewhere will be canceled
5. You must not have not been convicted of a felony, or if you have been convicted of a felony, you must have completed your sentence, including any probation or parole. (Citizenship and voting rights are automatically restored upon completion of the sentence.
No special document is needed.)

FOR NVRA AGENCY USE ONLY:

Interviewer Initials:

County:

Agency Type:

If Phone/Email contact, was voter registration form mailed to applicant?

Please ensure that cookies are enabled to use the pre-filled field feature of this form

[Submit](#) [Cancel](#)

North Carolina State Board of Elections



North Carolina

State Board of Elections

Text: A^A-

[Logout](#)

[Home](#)

[Click here to enter another form.](#)

North Carolina State Board of Elections

Colorado Voter Registration Form

Fill out all fields marked with an asterisk (*). Follow the instructions for other fields. If you do not provide all of the required information, your application to register to vote will not be complete.

For office use only

Voter ID Number: _____
Date Stamp: _____

Your eligibility to vote

Are you a citizen of the United States?* Yes No
Will you be at least 18 years of age on or before the next Election Day?* Yes No
If you answered "No" to either of the above questions, do not complete this form.

Your name

Last name* First name* Middle name

If you are currently registered to vote with a different name, what is that name? _____

Your identifying information

Your birthdate* (MM/DD/YYYY) Your gender* Female Male

You must select one of the following and provide the requested information*

- I have a valid Colorado Driver's License or Colorado ID card (Issued by the Dept. of Revenue) and that number is _____
- I have not been issued a Colorado Driver's License or ID card, but I have a Social Security Number & the last 4 digits are _____
- I do not have a Colorado Driver's License, ID card, or a Social Security Number.

Your contact information

Your home address

Street address (No P.O. Boxes)* Apt. or Unit City or Town* ZIP Code* Colorado County

When did you move to this address?* (MM/DD/YYYY)

Address where you receive your mail (required if different from your home address)

Mailing address Apt. or Unit City or Town State ZIP Code

Your former address

If you are changing your registration to a new address, you must provide the address where you were formerly registered to vote.

Street address (No P.O. Boxes) Apt. or Unit City or Town State ZIP Code

Your phone number and email

Area code Phone number Email address

Select or change your political party affiliation

Select only one. (Required if you want to vote in a party's Primary Election or participate in a party caucus).

- American Constitution Democratic Green Libertarian Republican Unity Unaffiliated

Voting by mail - Do you wish to be designated as a permanent mail-in voter?

- Yes, I want to be a permanent mail-in voter and automatically receive a mail-in ballot for all applicable elections.
- No, I do not want to be a permanent mail-in voter and if my name is on the permanent mail-in list I want it removed.
- No, but I would like a mail-in ballot for this year's statewide elections.

If you want your mail-in ballot sent to an address that differs from the home or mailing address you listed above, you will need to fill out a separate Mail-in Ballot Application.

Helping with elections

I would like to be an election judge or poll worker Yes No

Sign or mark below

WARNING: It is a crime to swear or affirm falsely as to your qualifications to register to vote.

A violation of the self-affirmation, of which you are about to make, is a criminal act under Colorado law and you will be subject to the penalties provided by law.
Self-Affirmation: I do solemnly affirm that I am a citizen of the United States and that on the date of the next election I shall have attained the age of eighteen years and shall have resided in the state of Colorado at least 30 days and in my present precinct at least 30 days before the election. I further affirm that the present address I listed herein is my sole legal place of residence and that I claim no other place as my legal residence. I am aware that I can only legally vote in one place in any election and if I register to vote in Colorado I am also considered a resident of Colorado for income tax and motor vehicle registration and operation.

Sign here

Signature or Mark* _____ Date* _____ Witness Signature _____ Date _____

(If you are registering for a Mail-In Ballot and are unable to sign, you must make a mark and a witness to the mark must sign here).

Acceptable forms of identification when voting

If your form of identification shows your address, that address must be in the state of Colorado

- a valid Colorado driver's license
- a valid identification card issued by the Department of Revenue in accordance with the requirements of Part 3 of Article 2 of Title 42, C.R.S.
- a valid U.S. passport
- a valid employee identification card with a photograph of the eligible elector issued by any branch, department, agency, or entity of the United States government or of this state, or by any county, municipality, board, authority, or other political subdivision of this state
- a valid pilot's license issued by the Federal Aviation Administration or other authorized agency of the United States
- a valid U.S. military identification card with a photograph of the eligible elector
- a valid U.S. military identification card with a photograph of the eligible elector
- a copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows the name and address of the elector. For examples, please visit: www.elections.colorado.gov
- a valid Medicare or Medicaid card issued by the Centers for Medicare and Medicaid Services
- a certified copy of a U.S. birth certificate for the elector issued in the United States
- certified documentation of naturalization
- a valid student identification card with a photograph of the eligible elector issued by an institute of higher education in Colorado, as defined in section 23-3.1-102(5), C.R.S.

How do I turn in this application?

You may

- return it to the agency that provided it to you and they will turn it in for you
- mail or deliver it to your county clerk and recorder's office.

Who should I contact if I have more questions?

Contact your county clerk and recorder. You may find a list with contact information at www.elections.colorado.gov.

You may also contact the Secretary of State's office

Phone: 303-894-2200 ext. 6307

Fax: 303-869-4861

Email: State.ElectionDivision@sos.state.co.us

County Clerk and Recorder Contact Information

ADAMS 1865 W. 121 st Ave., Suite 600 Westminster, CO 80234-2327 (303) 920-7850	CROWLEY 631 Main St., Suite 102 Ordway, CO 81063 (719) 267-5225	GUNNISON 221 N. Wisconsin St., Suite C Gunnison, CO 81230-2433 (970) 641-1516	MESA Box 20000 Grand Junction, CO 81502-5009 (970) 244-1662	RIO BLANCO Box 1067 Meeker, CO 81641-1067 (970) 878-9460
ALAMOSA Box 630 Alamosa, CO 81101-0630 (719) 589-8681	CUSTER Box 150 Westcliffe, CO 81252-0150 (719) 783-2441	HINSDALE Box 9 Lake City, CO 81235-0009 (970) 944-2228	MINERAL Box 70 Creede, CO 81130-0070 (719) 658-2440	RIO GRANDE Box 160 Del Norte, CO 81132-0160 (719) 657-3334
ARAPAHOE 5334 S. Prince St. Littleton, CO 80166-0211 (303) 795-4511	DELTA 501 Palmer, Suite 211 Delta, CO 81416-1764 (970) 874-2150	HUERFANO 401 Main St., Suite 204 Walsenburg, CO 81089-2085 (719) 738-2380	MOFFAT 221 W. Victory Way, Suite 200 Craig, CO 81625-2716 (970) 824-9120	ROUITT Box 773599 Steamboat Springs, CO 80477 (970) 870-5558
ARCHULETA Box 2589 Pagosa Springs, CO 81147-2589 (970) 264-8350	DENVER 200 West 14 th Avenue, Ste. 100 Denver, CO 80202 (720) 813-8683	JACKSON Box 337 Walden, CO 80480-0337 (970) 723-4334	MONTEZUMA 109 W. Main, Room 108 Cortez, CO 81321-3189 (970) 565-3728	SAGUACHE Box 178 Saguache, CO 81149-0176 (719) 655-2512
BACA 741 Main Springfield, CO 81073-1548 (719) 523-4372	DOLORES Box 58 Dove Creek, CO 81324-0058 (970) 677-2381	JEFFERSON 100 Jefferson County Pkwy, Ste 2580 Golden, CO 80419-2580 (303) 271-8111	MONTROSE Box 1289 Montrose, CO 81402-1289 (970) 248-3362	SAN JUAN Box 466 Silverton, CO 81433-0466 (970) 387-5671
BENT Box 350 Las Animas, CO 81054-0350 (719) 466-2009	DOUGLAS P. O. Box 1360 Castle Rock, CO 80104-1360 (303) 660-7444	KIOWA Box 37 Eads, CO 81036-0037 (303) 438-5421	MORGAN Box 1399 Fort Morgan, CO 80701-1399 (970) 542-3521	SAN MIGUEL Box 548 Telluride, CO 81435-0548 (970) 728-3954
BOULDER 1750 33rd St., Suite 200 Boulder, CO 80301-2546 (303) 413-7740	EAGLE Box 537 Eagle, CO 81631-0537 (970) 328-8715	KIT CARSON Box 249 Burlington, CO 80807-0249 (719) 346-8638	OTERO Box 511 La Junta, CO 81050-0511 (719) 383-3024	SEDGWICK 315 Cedar St., Suite 220 Julesburg, CO 80737-0050 (970) 474-3346
BROOMFIELD One DesCombes Dr. Broomfield, CO 80020-2495 (303) 464-5857	ELBERT Box 37 Kiowa, CO 80117-0037 (303) 621-3116	LAKE Box 917 Leadville, CO 80461-0917 (719) 486-1410	OURAY Box C Ouray, CO 81427-0615 (970) 325-4961	SUMMIT Box 1538 Breckenridge, CO 80424-1538 (970) 453-3479
CHAFFEE Box 689 Salkida, CO 81201-0689 (719) 539-4004	EL PASO Box 2007 Colorado Springs, CO 80901-2007 (719) 575-8683	LA PLATA 98 Everett St., Suite C Durango, CO 81303 (970) 382-6296	PARK Box 220 Fairplay, CO 80440-0220 (719) 836-4333	TELLER Box 1010 Cripple Creek, CO 80813-1010 (719) 689-2951
CHEYENNE Box 567 Cheyenne Wells, CO 80810-0567 (719) 767-5885	FREMONT 615 Macon Ave., Suite 102 Canon City, CO 81212-3381 (719) 276-7330	LARIMER Box 1547 Fort Collins, CO 80522-1547 (970) 498-7820	PHILLIPS 221 S. Interoccean Ave. Holyoke, CO 80734-1521 (970) 854-3131	WASHINGTON Box L Akron, CO 80720-0380 (970) 345-6565
CLEAR CREEK Box 2000 Georgetown, CO 80444-2000 (303) 879-2339	GARFIELD 109 8th Street, Suite 200 Glenwood Springs, CO 81601-3303 (970) 945-2377	LAS ANIMAS Box 115 Trinidad, CO 81082-0115 (719) 846-3314	PITKIN 530 E. Main St., Suite 101 Aspen, CO 81611-1948 (970) 920-5180	WELD Box 459 Greeley, CO 80632-0459 (970) 304-6525
CONEJOS Box 127 Conejos, CO 81128-0127 (719) 376-5422	GILPIN Box 429 Central City, CO 80427-0429 (303) 582-5321	LINCOLN Box 67 Hugo, CO 80821-0067 (719) 743-2444	PROWERS 301 S. Main St., Suite 210 Lamar, CO 81052-2868 (719) 336-8011	YUMA 310 Ash St., Suite F Wray, CO 80758-1850 (970) 332-5809
COSTILLA Box 308 San Luis, CO 81152-0308 (719) 872-3301	GRAND P. O. Box 120 Hot Sulphur Springs, CO 80451 (970) 725-3347	LOGAN 315 Main St., Suite 3 Sterling, CO 80751-4357 (970) 522-1544	PUEBLO Box 878 Pueblo, CO 81002-0878 (719) 583-8620	

Under Colorado law, your mail-in ballot application must contain your printed name, signature, residence address, mailing address if you wish to receive the ballot by mail, and date of birth. If you do not provide all of this information, you may not receive a mail-in ballot according to the rules established by the Secretary of State.

Agency-Based Voter Registration



Please read the following information and complete and sign the declination form below. This agency will detach and keep the declination form for its records.

Information about agency-based voter registration

Must I fill out this application?

No, it is your choice.

How do I turn in the application?

You may

- leave it with us and we will turn it in for you
- mail or deliver it to your county clerk and recorder's office

Does filling out or not filling out the registration form affect services I am applying for?

No. Applying to register or declining to register to vote will not affect the amount of assistance that you will be provided by this agency.

How private is this process?

The name and location of the agency or public office where you received the voter registration application will not appear on your records. If you decide not to use this application to register to vote, that is also confidential.

Am I eligible to register to vote?

You are eligible to vote if you:

- will be 18 years of age or older at the time of the next election
- are a United States citizen
- are a Colorado resident and have lived in your current precinct for at least 30 days before the election
- are not serving a sentence (including parole) for a felony conviction

Important Notice:

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:

Colorado Secretary of State
1700 Broadway
Denver, CO 80290
Phone: (303) 894-2200

Declination form (Accept or decline this opportunity to register to vote)

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

Please check only one of the following boxes and sign below. *If you do not check any box, you will be considered to have decided not to register to vote at this time.*

- Yes, I want to apply to register to vote today. (Please fill out the Voter Registration Form)
- Yes, I am currently registered to vote and want to change my address, political party, or other information on my voter registration.
- No, I do not want to apply to register to vote today.
- No, I am currently registered to vote and do not want to update my information.

If you would like help in 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 voter registration form in private.

Print your full name

Sign here

Today's date

For agency use only

The applicant completed a voter registration form. Yes No

The applicant requested and was given a voter registration form for later delivery. Yes No

Information about registering to vote

If I don't know my Colorado driver's license or Colorado ID card number may I provide my Social Security Number instead?

No. If you have a Colorado driver's license or ID card issued by the Colorado Department of Revenue, you must provide that number for your application to be complete.

How will I know if my registration was processed?

You will receive an official information card from your county clerk and recorder's office approximately 20 days after they receive your registration form.

You may also check your status at the Colorado Secretary of State website by visiting www.sos.state.co.us, clicking on the "verify/update my voter registration" link.

When is the last day to register to vote?

29 days before an election.

Other frequently asked questions

Will I need identification to vote?

If you vote in person, yes. If you are voting by mail for the first time, you may need to provide a photocopy of your ID.

What is mail-in voting?

If you choose not to go to the polls on Election Day, you may apply to vote by mail-in ballot.

What is permanent mail-in voting?

If you choose to be placed on the list of Permanent Mail-in Voters, you will receive a mail-in ballot for every applicable election.

What is the deadline for requesting a mail-in ballot?

Your county clerk and recorder must receive your application no later than the close of business on the 7th day before the election. If you mail your application, make sure to allow time for delivery. If you want to pick up your mail-in ballot, you may pick it up at your county clerk's office no later than the Friday before the election.

May I register to vote if I was arrested for or convicted of a crime?

Yes, if you

- are on probation for either a misdemeanor or felony
- are a pretrial detainee awaiting trial
- are currently in jail serving a misdemeanor sentence only
- have served your sentence for a felony conviction, including any period of parole

Once you have served your complete sentence, you are automatically eligible to register to vote. If you were previously registered, that registration will have been canceled and you must re-register if you wish to vote.

Research Intern

From: Teresa James <tjames@projectvote.org>
Sent: Wednesday, December 09, 2009 1:40 PM
To: Christi Heppard; Wayne Munster
Cc: Nicole Kovite; Yolanda Sheffield; Doug Hess
Subject: Fwd: NVRA Requirement Reminder

Christi and Wayne,

We were pleased to see the email below giving such a clear and concise clarification of county agency duties in response to some apparent confusion. We appreciate the hard work you are all doing to assure that voter registration services are offered at Colorado Public Assistance Agencies.

Teresa

Teresa James
Election Counsel
Project Vote
202-553-4344
tjames@projectvote.org

The information contained in this electronic mail transmission may contain information that is privileged or otherwise confidential. If you have received this electronic mail transmission in error, please delete it from your system without copying or forwarding it, and notify the sender of the error.

Begin forwarded message:

From: "NVRA" <nvra.state@sos.state.co.us>
Date: December 9, 2009 1:21:39 PM EST
To: "NVRA" <nvra.state@sos.state.co.us>
Subject: NVRA Requirement Reminder

Good Morning,

There has been some correspondence between the Secretary of State's office and County Public Assistance Agencies that indicates that there may be some confusion regarding the agency's obligation relating to providing in-office applicants with NVRA required services and the central mailing by the Colorado Department of Human Services of RRR packets for renewal/recertification purposes. **Agencies are required to offer voter registration services to applicants who appear in-person to apply for services, renew/recertify, or change their address. The centralized RRR mailing sent by CDHS simply removes the requirement that local offices mail out forms to applicants who are *renewing/recertifying by mail.***

If you should have questions or concerns with regard to this or any other NVRA requirement, please contact me at your earliest convenience.

Thanks
Lisa Doran

Lisa Doran | Election Division Communication Lead | Colorado Department of State
303-894-2200 Ext 6104 | Direct E-mail: lisa.doran@sos.state.co.us | www.sos.state.co.us

Research Intern

From: Ali Cochran <acochran@projectvote.org>
Sent: Tuesday, March 01, 2011 5:20 PM
To: Christi Heppard
Subject: Fwd: PAVR Numbers

Hi Christi,

I'm looking for the Survey Monkey data for August 2010 - January 2011, do you have it?

Thank you!

Alice Cochran
Research & Compliance Manager
Project Vote
737½ 8th St. SE
Washington, DC 20003-2802
(Office) 202.546.4173 x305 or 1-888-546-4173
(Fax) 202.543.3675

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Begin forwarded message:

From: "Lorraine C. Minnite" <lminnite@projectvote.org>
Date: March 1, 2011 5:17:46 PM EST
To: Ali Cochran <acochran@projectvote.org>
Subject: Re: PAVR Numbers

I've been using the SCORE data, not the Survey Monkey data. I have in my records that we have to request this data from Christi Heppard. Could you ask her for it for August 2010 through January 2011?

On 3/1/11 5:07 PM, Ali Cochran wrote:

No what I just sent you are the Survey Monkey numbers through July. Then Aug-Dec are on the Server in separate files by month.

Alice Cochran
Research & Compliance Manager
Project Vote
737½ 8th St. SE
Washington, DC 20003-2802
(Office) 202.546.4173 x305 or 1-888-546-4173
(Fax) 202.543.3675

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On Mar 1, 2011, at 4:57 PM, Lorraine C. Minnite wrote:

Ali,

This looks like it only goes through July 2010 - what am I missing (I'm looking for 8/10-12/10 or beyond)?

On 3/1/11 4:53 PM, Ali Cochran wrote:
Woops, sent it to myself

Alice Cochran
Research & Compliance Manager
Project Vote
737½ 8th St. SE
Washington, DC 20003-2802
(Office) 202.546.4173 x305 or 1-888-546-4173
(Fax) 202.543.3675

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Begin forwarded message:

From: Ali Cochran <acochran@projectvote.org>
Date: March 1, 2011 4:51:27 PM EST
To: Ali Cochran <acochran@projectvote.org>
Subject: Re: PAVR Numbers

Here it is:

Alice Cochran
Research & Compliance Manager
Project Vote
737½ 8th St. SE
Washington, DC 20003-2802
(Office) 202.546.4173 x305 or 1-888-546-4173
(Fax) 202.543.3675

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On Mar 1, 2011, at 4:50 PM, Ali Cochran wrote:

It's all on the server except for July, which I'll look for now

Alice Cochran
Research & Compliance Manager
Project Vote
737½ 8th St. SE
Washington, DC 20003-2802
(Office) 202.546.4173 x305 or 1-888-546-4173
(Fax) 202.543.3675

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