

Voter Registration Training Program

Office of the
Secretary of State
Of West Virginia

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Nationwide Agency Based Program

In 1995 the National Voter Registration Act was implemented for all public agencies in West Virginia. This act provides for an agency based voter registration program to increase the opportunities for citizens to register to vote.

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Opportunity to Register to Vote

The opportunity to complete a voter registration application must be provided to **every** client receiving services, whether at an agency location, through an offsite representative, or through transactions occurring remotely – by mail, telephone, or over the Internet.

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Motor Voter Agency

- The agency must identify a contact person to serve as a state supervisor to administer voter registration services for all required programs falling within that agency.
- This agency contact person will be the individual the Secretary of State's Office will rely upon for agency updates and to ensure compliance with voter registration requirements.

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Agency State Supervisor Responsibilities

- Appoint a current employee as **local coordinator** of voter registration services for each office.
- Attend training provided by the Secretary of State's Office and train others within the agency.
- Administer voter registration services in all programs within the jurisdiction.
- Coordinate voter registration services with the Secretary of State.
- Supervise the local coordinators regarding voter registration services.

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- Ensure all coordinators and staff have reviewed all training material and receive periodic updates.
- Review complaints concerning voter registration activities by the staff.
- Notify the Secretary of State within five days of any change of local coordinators.
- Post all required notices as provided by the Secretary of State.

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Local Coordinator Responsibilities

- Coordinate voter registration services within the local office.
- Ensure that the offer to register to vote is practiced by all employees.
- Maintain adequate supply of declination forms, voter registration applications and related materials.
- Train designated alternates to assume coordinator duties in case of absence.

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- Maintain and secure a voter registration 'date' hand stamp. Hand stamps are provided by the Secretary of State's Office.
- Ensure that each application is stamped the day it is received in the agency office.
- Forward completed voter registration applications to Secretary of State's Office within five (5) days of receipt.

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- Retain declination forms in the local office for 22 months in a secure location. It is recommended that the forms be filed by date in order to make it easier to clear the files as each group reaches the 22nd month. At the end of 22 months, those declinations must be destroyed.
- Provide training for new employees.
- Report and coordinate with the state supervisor.
- Maintain the confidentiality of the applications, declinations, and applicants.

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Agency Employee Responsibilities

- Provide a declination form and a voter registration application to every client seeking an application for new services or assistance, recertification, renewal or change of address form relating to such services or assistance. This is applicable to those seeking an application for services or assistance in-person, via telephone, via mail or online.
- Assist clients with completing the voter registration application, if requested. Give the same degree of assistance as provided for the agency forms.

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- Accept completed voter registration applications and declination forms. These are to be given to the local coordinator of your office daily. **DO NOT KEEP THESE FORMS IN THE CLIENT'S FILE!**
- Maintain the confidentiality of the applications, declinations, and applicants.
- Ensure that no political party preferences are indicated to the client.
- Allow client to make his/her own decision about registering or not registering to vote.

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- Refrain from making any statement that could be interpreted to mean that any action on the part of the client could affect the availability of services or benefits from your agency.
- Receive appropriate training as required by state law from the local coordinator.

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The client will read the declination form, then mark the appropriate box.

Voter Registration Agency Certification		WEST VIRGINIA
<hr/>		
IF YOU ARE NOT REGISTERED TO VOTE WHERE YOU LIVE NOW, WOULD YOU LIKE TO APPLY TO REGISTER TO VOTE HERE TODAY?		
IF YOU WOULD LIKE TO REGISTER TO VOTE, CHANGE YOUR ADDRESS OR YOUR PARTY, MARK :		IF YOU ARE ALREADY REGISTERED TO VOTE OR DO NOT WANT TO REGISTER, MARK:
YES <input type="checkbox"/>		NO <input type="checkbox"/>
<p>✓ IF YOU DO NOT CHECK EITHER BOX, YOU WILL BE CONSIDERED TO HAVE DECIDED <u>NOT</u> TO REGISTER TO VOTE AT THIS TIME. APPLYING TO REGISTER TO VOTE OR DECLINING TO REGISTER TO VOTE WILL NOT AFFECT THE AMOUNT OF ASSISTANCE OR SERVICES THAT YOU WILL BE PROVIDED BY THIS AGENCY.</p> <p>✓ IF YOU DECLINE TO REGISTER TO VOTE, THIS FACT WILL REMAIN CONFIDENTIAL. IF YOU DO REGISTER TO VOTE, THE OFFICE WHERE YOUR APPLICATION WAS SUBMITTED WILL REMAIN CONFIDENTIAL AND MAY BE USED ONLY FOR VOTER REGISTRATION PURPOSES.</p> <p>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 in private if you desire.</p>		
Date	Applicant's Name	Signature
<input type="checkbox"/> Received complete <input type="checkbox"/> Received incomplete <input type="checkbox"/> Mail-In form given		
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:		
West Virginia Secretary of State Elections Division Building 1, Suite 157-K 1900 Kanawha Blvd., East Charleston, West Virginia 25305-0770		
Email: elections@wvsos.com Toll Free: 866-SOS-VOTE (866-767-8683) or 304-558-6000		
<small>R-5 / 6-2006</small>		

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If the client marked NO on the declination form, this client does not wish to register to vote. *The declination form will remain on file with your agency for 22 months.*

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IF YOU WOULD LIKE TO REGISTER TO VOTE, CHANGE YOUR ADDRESS OR YOUR PARTY, MARK :	IF YOU ARE ALREADY REGISTERED TO VOTE OR DO NOT WANT TO REGISTER, MARK:	
YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
✓IF YOU DO NOT CHECK EITHER BOX, YOU WILL BE CONSIDERED TO HAVE DECIDED <u>NOT</u> TO REGISTER TO VOTE AT THIS TIME. APPLYING TO REGISTER TO VOTE OR DECLINING TO REGISTER TO VOTE WILL NOT AFFECT THE AMOUNT OF ASSISTANCE OR SERVICES THAT YOU WILL BE PROVIDED BY THIS AGENCY.		
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If the client marked YES on the declination form, the client wishes to register to vote. You must then offer to assist the client in completing the voter registration application. *The declination form will remain on file with your agency for 22 months.*

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IF YOU WOULD LIKE TO REGISTER TO VOTE, CHANGE YOUR ADDRESS OR YOUR PARTY, MARK:		IF YOU ARE ALREADY REGISTERED TO VOTE OR DO NOT WANT TO REGISTER, MARK:
YES <input checked="" type="checkbox"/>		NO <input type="checkbox"/>
<p>✓ IF YOU DO NOT CHECK EITHER BOX, YOU WILL BE CONSIDERED TO HAVE DECIDED <u>NOT</u> TO REGISTER TO VOTE AT THIS TIME. APPLYING TO REGISTER TO VOTE OR DECLINING TO REGISTER TO VOTE WILL NOT AFFECT THE AMOUNT OF ASSISTANCE OR SERVICES THAT YOU WILL BE PROVIDED BY THIS AGENCY.</p> <p>✓ IF YOU DECLINE TO REGISTER TO VOTE, THIS FACT WILL REMAIN CONFIDENTIAL. IF YOU DO REGISTER TO VOTE, THE OFFICE WHERE YOUR APPLICATION WAS SUBMITTED WILL REMAIN CONFIDENTIAL AND MAY BE USED ONLY FOR VOTER REGISTRATION PURPOSES.</p> <p>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 in private if you desire.</p>		
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Voter Registration Application

- When the client returns the voter registration application, check to ensure that the application is complete.
- The information in boxes 2, 3, 4, 9 and signature are mandatory and must be provided or the application will be considered incomplete. Please note that the information in boxes 1, 5, 6, 7, and 8 should be provided so that the County Clerk can accurately process the voter registration application.
- When the application is complete, stamp the application with the current date. Hand stamps are provided by the Secretary of State's Office.

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Application Checklist

- Every client must be provided with a voter registration application and a declination form.
- If client declares NO, then he/she does not wish to register to vote. The declination application form is kept for 22 months.
- If client declares Yes, the declination application is kept for 22 months and client completes voter registration application. Encourage the client to complete the application at the agency to help ensure submission to the Secretary of State's Office. If the client wishes, though, he or she may complete it elsewhere.

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- Client's completed voter registration application is date stamped with current date and the client receives a "what happens next" card.
- All completed voter registration applications are forwarded to the Secretary of State's Office once a week.

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If you need any supplies for your agency please contact the Secretary of State's Office at 304-558-6000 or 1-866-767-8683.

THANK YOU

from the West Virginia Secretary of State's Office for your help with registering citizens to vote in West Virginia.

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