

Memorandum 2019-02

Voter Registration, Change 1

To: Indiana's Workforce System

From: Indiana Department of Workforce Development (DWD)

Date: November 13, 2019

Purpose

To remind WorkOne staff of the requirement and procedures to offer voter registration to clients, and to provide the new IN DWD Voter Registration Information sheet and new Indiana Voter Registration Application (VRG-7) form. *Change 1* removes all references to Uplink, as this option is not currently available.

Rescission DWD Memorandum 2019-02 Voter Registration

References The National Voter Registration Act of 1993 (PL 103-31)

Content

The National Voter Registration Act of 1993 (NVRA) is a federal law designed to increase citizen's access to voter registration opportunities. DWD, in accordance with the NVRA, is designated as a voter registration agency. As a voter registration agency, DWD will offer voter registration services to persons applying for, recertifying, renewing or changing an address related to assistance and/or services provided by the agency. Voter registration will be offered at all WorkOne locations. This is to be done through WorkOne public access computers with a link to the Indiana voter registration website or paper applications (when requested). At the official website customers may register to vote, check and/or update their voter registration and find poling locations.

WorkOne staff must:

- 1. Ensure a link to the Indiana voter portal website (https://indianavoters.in.gov/) is on the desktop of each public access computer;
- Ask each customer if they would like to register to vote or update their voter registration during their visit, and if so provide a copy of the DWD Voter Registration Information sheet (Attachment A);
- 3. Direct them to the link on one of the public access computers to register to vote or update their voter registration;
- 4. If a customer requests to use a paper application, provide a printed voter registration application (VRG-7, *Attachment B*) to the customer along with a blue or black ink pen;
- 5. Separate the voter registration application at the perforated line located in the center of the voter registration form, complete the date, name and residence address section in the bottom right corner and provide the top portion to the customer as a receipt;
- 6. Keep the bottom portion of the VRG-7 (this is the voter registration application) and place it in a secure location, as Personally Identifiable Information (PII) is contained on this part of the document;

7. Mail all voter registration applications to the appropriate county voter registration office (see page 2 of the VRG-7 voter registration application, *Attachment B*) every 5 business days¹.

WorkOne staff are <u>prohibited</u>² from:

- Seeking to influence an applicant's political preference or party registration;
- Displaying any political preference or party allegiance;
- Taking any action or making any statement to an applicant to discourage the applicant from registering to vote;
- Taking any action or making any statement that may lead an applicant to believe that the decision to register or not has any bearing on the availability of services or benefits; or
- Requiring a registrant to mail in the voter registration application himself or herself or to discourage him or her in any manner from submitting the application to the agency.

Attachments

- Attachment A DWD Voter Registration Information
- Attachment B IN Voter Registration Application

Additional Information Questions may be directed to DWD Policy: policy@dwd.in.gov.

¹ NVRA Sec. 7 (14)

² NVRA Sec. 7 (12)

Attachment A

Voter Registration Information

In addition to employment and education services, the Indiana Department of Workforce Development offers voter registration services at our WorkOne Offices.

Please let a staff member know if you would you like to apply to register to vote or update your voter registration here today.

Disclosures

Failure to advise staff of your decision is deemed a declination to register for purposes of receiving assistance in registration but is not deemed a declination to receive an application. Applying to register <u>or</u> declining to register to vote <u>will not</u> affect the amount of assistance that you will be provided by this agency.

If you register to vote, information submitted will be used only for voter-registration purposes. No information relating to a declination to register to vote may be used for any purpose other than voter registration.

You may request a paper voter registration application, should this be your preference. If you would like help in filling out the voter registration application form, whether the online or paper version, 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 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 Indiana Election Division.

Indiana Election Division 302 W. Washington St., Rm E204 Indianapolis, IN 46204 (800) 622-4941 (Toll free in IN)

For additional Information on registering to vote, updating your registration to vote and/ or elections in Indiana please use the following resources:

Website: https://indianavoters.in.gov
Telephone: (866) IN-1-VOTE / (866) 461-8683

E-mail: elections@iec.in.gov

For election info, see: www.indianav



State Form 50504 (R18 / 3-19) **Indiana Election Division**

You can use this application to: Apply to register to vote in Indiana or change your name and address on your record or transfer your registration if you move out of your precinct.

To register you must: Be a citizen of the United States; be at least 18 years old on the day of the next general or municipal election, have lived in your precinct for at least 30 days before the next election; and not currently be imprisoned after being convicted of a crime.

If you are registering to vote in Indiana for the first time, and send this application by mail, you must provide additional residence documentation before voting. If the county is able to match your driver's license number or social security number with an existing Indiana identification record bearing the same number, name and date of birth you provide on the application, you have met the requirement. You can also meet this requirement by submitting proof of residence with this application or anytime up until election day. Proof of residence can be met by submitting either: (1) a COPY of your current and valid photo identification or (2) a current utility bill, bank statement, government check. paycheck, or government document that shows your name and address at the address you provided on this application. Please do not send originals. Cover any account information with a permanent marker.

FILL IN ALL APPLICABLE BOXES IN BLUE OR BLACK INK. DO NOT FAX OR EMAIL FORM AFTER COMPLETING IT.

Mail or hand deliver the completed application to your county registration office (addresses on reverse side) or the Indiana Flection Division

☐ New registration

Box 4: Residence Address Print the address where you live. If your address is a rural route, include the box number. If your residence has no address or street number, write a short description of its location in Box 4 or attach a map. Boxes 10 or 11: If you check "no" in response to either question in Boxes 10 or 11, do not complete this

application. Box 12: Voter Identification Number: You are required to provide your Indiana driver's license number as issued by the Indiana Bureau of Motor Vehicles. If you do not have an Indiana driver's license, provide the last four digits of your social security number. If you do not have an Indiana driver's license number, or a social security number, you must indicate "None".

Box 14: This application cannot be processed without the voter's original signature in this section.

Registration Deadline: This application must be postmarked or hand delivered to your county voter registration office no later than 29 days before the next election. If you miss this deadline, your application will be processed when registration reopens.

Box 15: If you or the Indiana Election Division do not file this application with the county voter registration office, the person who accepts custody of the application (with the exception of a member of the same household) must complete this certification before filing the application with the county voter registration office or the Indiana Election Division by noon 10 days after receipt or the registration deadline, whichever occurs first.

Acknowledgment Notice: You will be sent a notice from your county voter registration office acknowledging receipt of your application. The notice informs you whether your application was approved by the county voter registration office. If your application is incomplete, you will be asked to provide additional information. If you do not receive a notice within 30 days of filing this application, contact your county voter registration office.

Indiana Election Division

302 West Washington Street, Room E204 Indianapolis, IN 46204-2743 Telephone: (317) 232-3939 Toll-free (Indiana only): (800) 622-4941 www.in.gov/sos/elections

APPLICANT'S RECEIPT FROM INDIVIDUAL ACCEPTING **CUSTODY OF A COMPLETED VOTER REGISTRATION FORM** (not a receipt from the county for voter registration purposes)

NOTE: If you accept a completed form from another person, in order to submit his or her registration for consideration, you must submit the completed form to the county voter registration office or Indiana Election Division by noon 10 days after receipt or the registration deadline, whichever occurs first.

| I accepted custody of this completed application on//20 |
|---|
| Printed Name |
| Residence Address |

Please detach and give the receipt above to the applicant if you are accepting custody of a completed application.

Indiana county where you live

| 1 | Check boxes that apply: Address change Name change (S | | vanity amore you are: | ONLY | | | | | , | |
|----|---|---|--|--|---|--|--------------------------|------------------|-----------------------------|--|
| 3 | Gender Last Name Female Male | First Name | | | Midd | le Name or Initial | Suffix Jr. Sr. II III IV | | | |
| 4 | Residence Address (No Post Office Boxes) if no address, write short description or a | | | Apartment Number | City / T | own | | State IN | ZIP Code | |
| 5 | Mailing Address, if different from Box 4, if same, print "SAME" | | | Apartment Number | City / T | own | | State | ZIP Code | |
| 6 | Previous Voter Registration Address | County | Apartment Number | City / Town | | | State | ZIP Code | | |
| 7 | Date of Birth (mm/dd/yy) | Telephone number (Option | | 9 | E-mail (Optional) | | | | | |
| 10 | Are you a citizen of the United States of America? | Will you be at least 18 years of age on or before election day? | Provide your 10-diging license number. If Indiana driver's license | it Indiana issued driver's you do not possess an se, then provide the last 4 ecurity number here. If you | do not possess an hen provide the <u>last 4</u> ity number here. If you | | | | ehicles ID Card Number | |
| 13 | If you changed your name, what was your name before you changed it? If you have not changed your name, skip this question. Last Name First Name | | | t Name | Middle Name or Initial | | | | Suffix Jr. Sr. II III IV | |
| 14 | I authorize my voter registration at any other address to be cancelled. I swear or affirm that: I am a citizen of the United States. I will be at least 18 years of age at the next general or municipal election. I will have lived in my precinct for at least 30 days before the next election. I am not currently in prison after being convicted of a crime. All the above information and all other statements on this form are true. I understand that if I sign this statement knowing that it is not true I am committing perjury and can be fined | | | | l affirm applica Printec | CERTIFIED STATEMENT OF ACCEPTANCE To be completed by a person who accepts custody of the completed application before filing with a county voter registration office or Indiana Election Division. Does not apply to a person accepting a form from member of household. I affirm under the penalties for perjury that I accepted custody of this completed application from the applicant on (insert date)://20 Printed Name Residence Address | | | | |
| 16 | accent a completed form from another person | and a short it to the country of a second | intration office or Indiana Florida | Division by noon 10 days | Signat | | an deadline whicheve | a a a sura firet | 50504 | |

Indiana County Voter Registration Offices

Sign and Mail this Completed Voter Registration Application to the county where you live or to the Indiana Election Division.

ADAMS

Adams County Circuit Court Clerk 112 S 2nd St Rm A Decatur, IN 46733-1618 (260) 724-5300 ext 2104

ALLEN Allen Co. Voter Registration Rousseau Centre 1 East Main Street, Suite 176 Ft. Wayne, IN 46802 (260) 449-7154

BARTHOLOMEW

Bartholomew County Clerk P.O. Box 924 Columbus, IN 47202 (812) 379-1604

BENTON

Benton Co. Circuit Court Clerk 706 E. 5th Street, Suite 37 Fowler, IN 47944-1556 (765) 884-0930

BLACKFORD

Blackford Co. Circuit Court Clerk 110 West Washington Street Hartford City, IN 47348-2298 (765) 348-7217

Boone County Voter Registration Office 212 Courthouse Square Lebanon, IN 46052-2126 (765) 483-5251

BROWN

Brown County Voter Registration 20 East Main Street P.O. Box 85 Nashville, IN 47448 (812) 988-5511

CARROLL

Carroll County Voter Registration 101 W. Main Street, Ste. 206 Delphi, IN 46923 (765) 564-6795

Cass Co. Circuit Court Clerk 200 Court Park, Room 103 Logansport, IN 46947- 3192 (574) 753-7870

CLARK Clark Co. Circuit Court Clerk 501 E. Court Avenue, Room 139 Jeffersonville, IN 47130-4090 (812) 285-6329

Clay Co. Circuit Court Clerk 609 E. National Ave., Room 211 Brazil, IN 47834-0033 (812) 448-9023

Clinton Co. Circuit Court Clerk 265 Courthouse Square Frankfort, IN 46041-1993 (765) 659-6337

CRAWFORD Crawford Co. Circuit Court Clerk 715 Judicial Plaza Drive P.O. Box 375 English, IN 47118 (812) 338-2565

DAVIESS

Daviess County Voter Registration Office 200 East Walnut, P.O. Box 739 Washington, IN 47501-0739 (812) 254-8679

DEARBORN

Dearborn County Election Clerk 165 Mary Street Lawrenceburg, IN 47025 (812) 537-8867

Decatur Co. Circuit Court Clerk 150 Courthouse Square, Suite 244 Greensburg, IN 47240-2080 (812) 663-8223

DEKALB

DEKALB
DeKalb Co. Circuit Court Clerk
100 S. Main Street
P.O. Box 230
Auburn, IN 46706-0230
(260) 925-9787

DEL AWARE

Delaware Co. Board of Voter Registration 100 West Main Street, Room 104 Muncie, IN 47305-2836 (765) 747-7812

DUBOIS
Dubois Co. Circuit Court Clerk
One Courthouse Square
Jasper, IN 47546-3058
(812) 481-7035

Elkhart Co. Voter Registration Office 117 North 2nd Street, Lower Level Goshen, IN 46526 (574) 535-6775

Fayette Co. Circuit Court Clerk 401 Central Avenue Connersville, IN 47331 (765) 825-1813

Floyd Co. Circuit Court Clerk 311 Hauss Square, Rm. 235 New Albany, IN 47150 (812) 948-5419

Fountain Co. Circuit Court Clerk 301 4th Street, P.O. Box 183 Covington, IN 47932 (765) 793-2192

FRANKLIN

Franklin County Voter Registration 459 Main Street Brookville, IN 47012-1486 (765) 647-5111 ext. 3

FULTON

Fulton Co. Circuit Court Clerk 815 Main Street Rochester, IN 46975-0524 (574) 223-4824

Gibson Co. Circuit Court Clerk 101 N. Main St., P.O. Box 630 Princeton, IN 47670-0630 (812) 385-2541

GRANT Grant Co. Circuit Court Clerk Courthouse Suite B-9 101 E. 4th Street Marion, IN 46952-4055 (765) 664-9880

GREENE

Greene County Voter Registration 1 East Main St Bloomfield, IN 47424 (812) 384-2015

HAMII TON

Hamilton County Voter Registration Office 1 Hamilton County Square, Suite 13 Noblesville, IN 46060-2219 (317) 776-9632

HANCOCK

Hancock County Voter Registration 9 East Main Street, Room 213 Greenfield, IN 46140-2320 (317) 477-1171

HADDISON

Harrison Co. Circuit Court Clerk Courthouse, Room 203 300 North Capitol Avenue Corydon, IN 47112-1155 (812) 738-8790

Hendricks Co. Voter Registration Office Election Supervisor 355 S. Washington St. #120 Danville, IN 46122 (317) 745-9249

Henry County Voter Registration Office 1215 Race St, Suite 130 New Castle, IN 47362 (765) 529-9310

Howard County Voter Registration 104 N Buckeye Street Room 104B Kokomo, IN 46901 (765) 456-2219

HUNTINGTON

HUNTINGTON
HUNTINGTON
HUNTINGTON
201 North Jefferson Street
P.O. Box 228
Huntington, IN 46750
(260) 358-4820

JACKSON

Jackson Co. Voter Registration 109 S Sugar St, Suite 130 Brownstown, IN 47220 (812) 358-6120

JASPER

Jasper Co. Circuit Court Clerk 115 W. Washington Rensselaer, IN 47978 (219) 866-4929

JAY
Jay Co. Circuit Court Clerk
120 North Court Street, Ste. 209
Portland, IN 47371
(260) 726-4951

Jefferson County Voter Registration Courthouse, Room 203 300 F. Main Street Madison, IN 47250-3594 (812) 265-8926

JENNINGS

Jennings County Election Office 24 Pike St., P.O. Box 385 Vernon, IN 47282-0385 (812) 352-3080

JOHNSON

Johnson Co. Voter Registration P.O. Box 451 Franklin, IN 46131-0451 (317) 346-4467

KNOX

Knox County Voter Registration 111 N. 7th Street, Suite 27 Vincennes, IN 47591-2022 (812) 895-4927

KOSCIUSKO

KOSCIUSKO Kosciusko Co. Circuit Court Clerk 121 N. Lake Street, D162 Warsaw, IN 46580-2788 (574) 372-2332

LAGRANGE

LaGrange County Voter Registration 105 North Detroit Street LaGrange, IN 46761-1801 (260) 499-6392

Co. Board of Elections and Registration 2293 N. Main Street, A-205 Crown Point, IN 46307 (219) 755-3795

LAPORTE

LAPORTE
LaPorte Co. Board of Voter Registration
813 Lincolnway, Suite 103
LaPorte, IN 46350-3401
(219) 326-6808 EXT 2250

LAWRENCE Lawrence Co. Circuit Court Clerk 916 15th Street, Room 11 Bedford, IN 47421-3800

MADISON

MADISON
Madison Co. Board of Voter Registration
16 East 9th Street, Suite 208
Anderson, IN 46016-1588
(765) 641-9657

MARION
Marion Co. Board of Voter Registration
200 East Washington, W131
Indianapolis, IN 46204
(317) 327-5040

MARSHALL Marshall Co. Circuit Court Clerk 211 West Madison Street Plymouth, IN 46563-1762 (574) 935-8713

MARTIN Martin Co. Circuit Court Clerk 129 Main Street P.O. Box 120 nals IN 47581

Miami County Voter Registration 25 N. Broadway, Room 108 Peru, IN 46970-0184

MONROF

Monroe Co. Voter Registration 401 W. 7th Street, Suite 100 Bloomington, IN 47404 (812) 349-2690

MONTGOMERY

Montgomery Co. Circuit Court Clerk 100 East Main Street, Room 203 P.O. Box 768 Crawfordsville, IN 47933-0768 (765) 364-6437

MORGAN

Morgan County Election Division 180 S. Main St., Suite 1 Martinsville, IN 46151-1556 (765) 342-1029

NEWTON

Newton Co. Circuit Court Clerk P.O. Box 49 Kentland, IN 47951-0049 (219) 474-6081

NOBLE
Noble Co. Circuit Court Clerk
101 North Orange Street
Albion, IN 46701-1092
(260) 636-2736 ext. 1806

OHIO Ohio Co. Circuit Court Clerk P.O. Box 185 Rising Sun, IN 47040-0185 (812) 438-2610

Orange Co. Circuit Court Clerk Orange County Courthouse

1 Court Street Paoli, IN 47454-9632 (812) 723-2649 OWEN Owen Co. Circuit Court Clerk

60 S. Main St. Spencer, IN 47460- 0146 (812) 829-5028 PARKE

Parke Co. Circuit Court Clerk 116 West High St., Room 204 Rockville, IN 47872-1781 (765) 569-5132

PERRY
Perry Co. Circuit Court Clerk
2219 Payne Street
Tell City, IN 47586-2832
(812) 547-3741

Pike Co. Circuit Court Clerk 801 Main St., 2nd Floor, P.O. Box 125 Petersburg, IN 47567-1298 (812) 354-6025

PORTER
Porter Co. Board of Voter Registration
Administration Center
155 Indiana Avenue, Ste. 105
Valparaiso, IN 46383-5555
(219) 465-3484 / (219) 465-3486

POSEY

Posey Co. Circuit Court Clerk 300 Main Street, Rm 115 Mt. Vernon, IN 47620 (812) 838-1339

PULASKI

Pulaski Co. Circuit Court Clerk 112 E. Main Street, Room 230 Winamac, IN 46996-1394 (574) 946-4401

Putnam County Voter Registration
1 W. Washington St., Room 21, P.O. Box 546
Greencastle, IN 46135-0546
(765) 655-1538

RANDOLPH

Randolph Co. Circuit Court Clerk 100 S. Main St., P.O. Box 230 Winchester, IN 47394 (765) 584-4717

Ripley Co. Circuit Court Clerk 115 N. Main Street P.O. Box 177 Versailles, IN 47042 (812) 689-4783

RUSH

Rush Co. Circuit Court Clerk 101 East 2nd Street, Rm 209 Rushville, IN 46173-0429 (765) 932-2086

SCOTT

Scott County Voter Registration 1 East McClain Avenue, Suite 120 Scottsburg, IN 47170 (812) 752-8420

Shelby Co. Circuit Court Clerk 407 S. Harrison Street P.O. Box 198 Shelbyville, IN 46176-0198 (317) 392-6324

SPENCER

Spencer County Voter Registration 200 Main Street, Ste. 5 P.O. Box 523 Rockport, IN 47635 (812) 649-6017

ST. JOSEPH St. Joseph Co. Board of Voter Registration City-County Building, 4th Floor 227 West Jefferson Blvd. South Bend, IN 46601-1871 (574) 235-9520

STARKE Starke County Election 53 East Washington Street, P.O. Box 395 Knox, IN 46534-1197 (574) 772-9160

STEUBEN Steuben Co. Circuit Court Clerk 55 South Public Square Angola, IN 46703-1945 (260) 668-1000 EXT 2220

SULLIVAN Sullivan Co. Circuit Court Clerk Courthouse, Room 370 100 Courthouse Square Sullivan, IN 47882-0370 (812) 268-4657

SWITZERLAND

Switzerland Co. Circuit Court Clerk Courthouse 212 West Main Street Vevay, IN 47043-1180 (812) 427-4415

TIPPECANOE

Tippecanoe Co. Board of Elections & Registration 20 N. 3rd Street P.O. Box 619 Lafayette, IN 47902 (765) 423-9316

Tipton Co. Circuit Court Clerk 101 East Jefferson Street Tipton, IN 46072-1901 (765) 675-2795

Union Co. Circuit Court Clerk 26 West Union Street Liberty, IN 47353-1396 (765) 458-6121

VANDERBURGH

VANDENBURGH
Vanderburgh Co. Voter Registration
Civic Center Complex, Room 214
1 NW Martin Luther King Jr. Blvd.
Evansville, IN 47708-1828
(812) 435-5222

VERMILLION

VERMILLION
Vermillion Co. Circuit Court Clerk
255 S. Main Street, Room 304
P.O. Box 10
Newport, IN 47966
(765) 492-5350

Vigo Co. Board of Voter Registration Courthouse, Room 3 33 South 3rd Street Terre Haute, IN 47808-3472 (812) 462-3393

Wabash County Voter Registration 69 West Hill Street Wabash, IN 46992-3151 (260) 563-0661 EXT 1238

WABASH

Warren County Voter Registration 125 N. Monroe Street, Suite 11 Williamsport, IN 47993-1198 (765) 762-2834

WARRICK Warrick Co. Election Office 1 County Square, Suite 220 Boonville, IN 47601-1594 (812) 897-6161

Salem. IN 47167-2098 (812) 883-5748

Wayne Co. Circuit Court Clerk 301 East Main Street Richmond, IN 47374 (765) 973-9304

Washington County Justice Center 801 S Jackson St

Wells Co. Clerk 102 W. Market St., Suite 201 Bluffton, IN 46714-2091 (260) 824-6479 WHITE

WHITE
White Co. Circuit Court Clerk
110 Main Street
P.O. Box 350
Monticello, IN 47960-0350
(574) 583-1531

WHITLEY Whitley Co. Circuit Court Clerk 101 W. Van Buren Street Columbia City, IN 46725-2087 (260) 248-3164