

How to fill out an Agency Based Registration Form

Absentee/Poll Worker

The first two questions on the agency-based voter registration section of the form are not numbered and are located above questions 1 and 2 in small fine print.

VOTER REGISTRATION APPLICATION (instructions on back)		
<input type="checkbox"/> Yes, I need an application for an Absentee Ballot		
Please print or type in blue or black ink		
<input type="checkbox"/> Yes, I would like to be an Election Day worker		
For Board Use Only		
1	Are you a U.S. citizen? <input type="checkbox"/> YES <input type="checkbox"/> NO <small>If you answered NO, do not complete this form</small>	2 A) Will you be 18 years old on or before election day? <input type="checkbox"/> YES <input type="checkbox"/> NO B) Are you at least 16 years of age and understand that you must be 18 years of age on or before election day to vote, and that until you will be eighteen years of age at the time of such election your registration will be marked "pending" and you will be unable to cast a ballot in any election? <input type="checkbox"/> YES <input type="checkbox"/> NO

The first of these two questions asks if the client would like an absentee application. The second question asks if the client would like to be an election day worker (poll worker). Clients should check these boxes if they are interested in either, however both questions are optional.

Question 1. Asks if the client is a U.S. Citizen. The client must be a citizen to register to vote. If a client is not a U.S. Citizen, they should not fill out the form.

Question 2: Question two is broken out into two parts, part A and part B.

Part A asks the client if they will be 18 years of age by the day of the election. New York State residents must be 18 years of age to participate in elections in New York, but 16- and 17-year-olds can pre-register.

Part B allows for those who are 16 and 17 years of age to pre-register to vote. Residents who are 16 and 17 can check the appropriate box and fill out this form, and those individuals would automatically be registered once they turn 18.

Question 3: Here, a client just needs to fill in their name (last name, then first name, middle and suffix).

Question 4: Asks for a client's physical address. A P.O. Box address cannot be used in this section.

Question 5: Asks for a client's mailing address. A P. O. Box can be used in this section.

For homeless clients: If an individual is homeless, they still need to fill out questions 4 and 5, which ask for both a physical and mailing address. For question 4, the client should try to provide a brief physical description of where they live (i.e., park bench on corner of Broadway & Main St.).

Homeless clients also need to provide a mailing address. An address for a local homeless shelter would suffice.

Question 6: Asks for a date of birth. This is required.

Question 7: Asks for a client's gender. This is optional to answer.

Question 8: Asks for a client's phone number and email address. Neither are required to be answered. However, filling in this information is useful for County Boards of Elections during verification.

Question 9: Asks for an Identification Number. A space is available for a client to fill out either their Department of Motor Vehicle (DMV) identification number or the last four numbers of their social security number.

It is required by law that if a client has a DMV ID Number, then they should give that ID number first. This will allow County Boards of Elections to better verify the voter's information.

If the client doesn't have a DMV ID Number, then the last four digits of the client's Social Security Number is acceptable.

If the client has neither a DMV ID Number or a social security number, then there is a space to indicate that. The County Board of Elections will likely attempt to reach out to that potential new voter to verify their identity. If they cannot verify their identity ahead of the election, the voter will be asked to provide some form of identification at the poll site. Identification can be a photo ID, bank statement, utility bill, lease agreement, or other government document with the voter's name and address listed.

QUESTION 10: Asks for a client's voter history. This is another means by which County Boards of Elections can better verify and identify clients.

QUESTION 11: Here is where the client is able to enroll in one of the recognized parties in the state, if they wish.

A client can choose one of the four recognized parties: Democrat, Republican, Conservative or Working Families.

Also, a client can instead choose to write-in their own party in the field indicated by "other".

Or a client can choose to not enroll in any of the parties.

IMPORTANT NOTE:

If a client would like to participate in a primary election in New York State, then they would need to be enrolled with one of these four recognized parties. If they do not enroll in a party, they cannot participate in that party's primary.

No voter is required to enroll in any party and, according to the NVRA law, **NO EMPLOYEE AT THE SITE SHOULD TRY TO INFLUENCE A CLIENT'S DECISION REGARDING THIS QUESTION.**

QUESTION 12 is the affirmation. A registration form is a legal affidavit document and when a client signs and dates the bottom, they are affirming that all information they provided in this document is true.

An optional question regarding organ donation is at the bottom of the form. This is completely up to the client as to whether they want to fill this section out or not. It is not required.