

New York State Board of Elections

Agency-Based Voter Registration

Agency Employee Quick Reference Guide

“...to establish new procedures that will enhance and increase the number of opportunities for eligible citizens to register to vote, and remain registered...”

- The **National Voter Registration Act**

Thank you for participating in the National Voter Registration Act (NVRA) agency-based voter registration program. By offering the opportunity to register to vote, your agency is providing an important service to the public. Many of your clients will be registering to vote for the first time and will appreciate your service.

This guide is designed to serve as a quick reference on the requirements of the National Voter Registration Act.

Employee Responsibilities

Offer the Opportunity to Vote.

Your main responsibility as an NVRA site is to offer the opportunity to register to vote when a client applies for services from your agency. This is done by offering clients the opportunity to fill out an Agency Based Voter Registration Form that should be included among other forms or paperwork your agency offers to clients.

To offer the opportunity to register to vote, simply say, “If you are not registered where you live now, would you like to register to vote here today?”.

Also, be sure to indicate that registering or declining to register will not affect the level of assistance or benefits provided by your agency.

Provide Assistance

If the client chooses to register, say, “If you need help filling out the form, I can assist you”. You should offer the same level of assistance you provide when handling your own agency’s applications. Employees should be able to answer questions about each section of the form and assist the applicant in completing the form if necessary. Also, sites should check forms that are filled out for completeness.

Collect Forms

Completed voter registration applications should be collected and stored in a secure place in your site until you send them to the County Board of Elections in your weekly transmittals.

Transmittal forms

The agency site coordinator should forward completed registration applications to the County Board of Elections along with transmittal forms provided to each site by the State Board of Elections. Transmittal forms are the basis for all NVRA data tracking and by law must be sent from your sites to the appropriate County Board of Elections **every ten days** of receipt by your agency. The State Board of Elections recommends sending weekly (every 7 days!) transmittals.

ALL SITES ARE RESPONSIBLE FOR FILLING OUT **SECTION 1** ON THE TRANSMITTAL FORMS.

Sites should include the 6-digit site code assigned to their site, date of transmittal, and the number of new registration applications attached.

Also included on the forms should be the number of declinations (clients who checked “no” on the application or left blank), the number of people who indicated they are “already registered” and the number of clients who requested a mail-in registration form (see more on mail-in forms below).

Agency-Based Voter Registration Transmittal Form	
SECTION I. [To be completed by agency site coordinator]	
NVRA 6-digit Site Code Number	_____
Date of Transmittal	_____
Applications [Number who registered to vote, changed address, name or party enrollment]	
Number of voter registration APPLICATIONS contained in this transmittal	_____
Declinations [Number received since last transmittal broken down into the following categories]	
Enter the number who checked the NO box on the agency-based form OR left the form BLANK	_____
Enter the number who checked the ALREADY REGISTERED box on the agency-based form	_____
Enter the number who checked the REQUESTED AND RECEIVED A MAIL REGISTRATION FORM box on the agency-based form	_____
Other Applications [Individuals who did NOT appear at your agency office]	
Enter the number (if any) of voter registration forms SENT to individuals.	_____
SECTION II. [To be completed by county board of elections]	
Number of new registrations contained in this batch	

Completed registration applications and corresponding transmittal forms must be forwarded to the County Board of Elections **within ten days** of receipt of your agency. The State Board of Elections recommends sending weekly (every 7 days!) transmittals.

SITES SHOULD **NEVER** HOLD ONTO NEW REGISTRATION FORMS OR TRANSMITTAL FORMS FOR MORE THAN TEN DAYS.

If a person declines the opportunity to register, ask them to check the appropriate box on the registration form and date the declination. Do not force anyone to sign. If the client chooses not to sign the declination, sites should tally and report all **BLANK** declinations on the transmittal forms.

What is considered a BLANK?

- Applicant neglects to make any marks on the agency-based registration form.
- Applicant is unable to respond to voter registration question.
- Applicant is not a US citizen.
- Applicant places multiple checkmarks in declination area.

Transmittal Form Storage and Retention Requirements

Transmittal forms are separated with an original copy (WHITE copy) and two carbon copies (YELLOW and PINK).

Once Section 1 of the transmittal form is filled out by the site, they should mail the WHITE and YELLOW copies of the transmittal form (with new agency-based voter registration applications) to the appropriate County Board of Elections and keep the PINK copy for your records for 22 months.

Mail-In “Blue Dot” Registration forms

If a client would prefer to fill out a registration form at home and then mail it in, an employee at one of the participating NVRA sites should then give that client a special BLUE DOT mail-in registration form. These blue dots forms help the County Board of Elections to keep track of the NVRA application when they are received and processed at the county level.

Blue Dot mail-in registration forms do not look like the Agency Based Registration forms that are handed out by the NVRA sites. Instead, Blue Dot mail-in registration forms are longer, in blue ink, and have an identifiable large Blue Dot in the address portion on the back of the application. (See example below)

Address and stamp this section

Your address

Place First-Class Stamp Here

OFFICIAL ELECTION MAIL

Your County Board of Elections address (select from below)

Before mailing, fold and seal closed

The number of Blue Dot mail-in registration forms given out to clients should also be recorded weekly under the “Declinations” section in section 1 of the transmittal forms as seen in the example below:

Declinations [Number received since last transmittal broken down into the following categories]	
Enter the number who checked the NO box on the agency-based form OR left the form BLANK	
Enter the number who checked the ALREADY REGISTERED box on the agency-based form	
Enter the number who checked the REQUESTED AND RECEIVED A MAIL REGISTRATION FORM box on the agency-based form	

SUPPLY ORDER FORMS

Under the NVRA law, sites are responsible for ensuring that the agency has a sufficient supply of materials that are necessary to conduct voter registration services.

Things like the NVRA registration forms, blue dot registration forms, transmittal forms, envelopes, posters, etc. are all important to help sign up new clients or promote the program and are required under NVRA guidelines.

Registration forms, posters and mail-in Blue Dot registration forms are also available in the following languages: English, Spanish, Chinese, Bengali and Korean. Depending on where your site is located in the state, you may be required to keep forms in multiple languages.

If sites do not have supply order forms, they can reach out to the State Board of Election’s NVRA coordinator to get more, or you can download them via this link [HERE](#).