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;
2. 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 days[1].

WorkOne staff are prohibited[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 or declining to register to vote will not 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

INDIANA VOTER REGISTRATION APPLICATION

(VRG-7)

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

For election info, see: **www.indianavoters.com**

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 Election Division.

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.

1	Check boxes that apply: ☐ New registration ☐ Address change ***(See Box 6)*** ☐ Name change ***(See Box 13)***	2	Indiana county where you live:	**COUNTY USE ONLY**	**Date processed**	**Township / precinct**	**County tracking number**
3	Gender ☐ Female ☐ Male	Last Name	First Name	Middle Name or Initial	Suffix **Jr. Sr. II III IV**		
4	Residence Address (No Post Office Boxes) ***if no address, write short description or attach map.***	Apartment Number	City / Town	State **IN**	ZIP Code		
5	Mailing Address, if different from Box 4, ***if same, print "SAME"***	Apartment Number	City / Town	State	ZIP Code		
6	Previous Voter Registration Address	County	Apartment Number	City / Town	State	ZIP Code	
7	Date of Birth *(mm/dd/yy)*	8	Telephone number *(Optional)*	9	E-mail *(Optional)*		
10	Are you a citizen of the United States of America? ☐ Yes ☐ No	11	Will you be at least 18 years of age on or before election day? ☐ Yes ☐ No	12	Establish a Voter Identification Number—Applicant must provide a number or indicate "None". Provide your 10-digit Indiana issued driver's license number. If you do not possess an Indiana driver's license, then provide the last 4 digits of your social security number here. If you have none of these, check "None".	☐ Indiana Driver's License Number or Bureau of Motor Vehicles ID Card Number ☐ Last 4 Digits of Social Security Number ☐ None	
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	Middle Name or Initial	Suffix **Jr. Sr. II III IV**		

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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 up to $10,000, jailed for up to three years or both.

Signature of Applicant | Date *(mm/dd/yy)*

If applicant is unable to sign the application due to a disability, the person who wrote the applicant's name on the line above at the applicant's request, must provide his/her name and address below.

Name | Address | Telephone number *(Optional)*

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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

Signature

If you accept a completed form from another person, you must submit it to the county voter registration office or Indiana Election Division by noon 10 days after receipt or the registration deadline, whichever occurs first.

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

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

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

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

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

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

FOUNTAIN
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
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

HAMILTON
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

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

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

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

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

HUNTINGTON
Huntington Co. Circuit Court Clerk
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
Jefferson County Voter Registration
Courthouse, Room 203
300 E. 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 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

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

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
(812) 277-2036

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
Shoals, IN 47581
(812) 247-3651

MIAMI
Miami County Voter Registration
25 N. Broadway, Room 108
Peru, IN 46970-0184
(765) 472-3995

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

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

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

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

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

WARREN
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

WASHINGTON
Washington County Justice Center
801 S Jackson St
Salem, IN 47167-2098
(812) 883-5748

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

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

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