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](mailto:policy@dwd.in.gov).

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\(^1\) NVRA Sec. 7 (14)

\(^2\) NVRA Sec. 7 (12)
**Voter Registration Information**

<table>
<thead>
<tr>
<th>In addition to employment and education services, the Indiana Department of Workforce Development offers voter registration services at our WorkOne Offices.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please let a staff member know if you would you like to apply to register to vote or update your voter registration here today.</td>
</tr>
</tbody>
</table>

**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**

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

1. you are a non-resident of Indiana domiciled in the United States who has been a resident of the United States and has resided in Indiana for at least 30 days prior to the next election, and is not currently in prison after being convicted of a crime.
2. you are an Indiana resident for at least 30 days before the next election, and
3. you are a U.S. citizen who is not currently in prison after being convicted of a crime.

You must register before filing with a county voter registration office or Indiana Election Division.

**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 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:** 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
Toll-free (Indiana only): (800) 622-4941
www.in.gov/sos/elections

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**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

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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.

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<table>
<thead>
<tr>
<th>1</th>
<th>Check boxes that apply: New registration Address change (See Box 6) Name change (See Box 13)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Indiana county where you live: COUNTY USE ONLY Date processed Township / precinct County tracking number</td>
</tr>
<tr>
<td>3</td>
<td>Gender Female Male Last Name First Name Middle Name or Initial Suffix Jr. Sr. II III IV</td>
</tr>
<tr>
<td>4</td>
<td>Residence Address (No Post Office Boxes) If no address, write short description or attach map. Apartment Number City / Town State ZIP Code</td>
</tr>
<tr>
<td>5</td>
<td>Mailing Address, if different from Box 4. If same, print “SAME” Apartment Number City / Town State ZIP Code</td>
</tr>
<tr>
<td>6</td>
<td>Previous Voter Registration Address County Apartment Number City / Town State ZIP Code</td>
</tr>
<tr>
<td>7</td>
<td>Date of Birth (mm/dd/yy) Telephone number (Optional) E-mail (Optional)</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>10</td>
<td>Are you a citizen of the United States of America? Yes No</td>
</tr>
<tr>
<td>11</td>
<td>Will you be at least 18 years of age on or before election day? Yes No</td>
</tr>
<tr>
<td>12</td>
<td>Establish a Voter Identification Number—Applicant must provide a number or indicate “None”. Indiana Driver’s License Number or Bureau of Motor Vehicles ID Card Number Last 4 Digits of Social Security Number None</td>
</tr>
<tr>
<td>13</td>
<td>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</td>
</tr>
<tr>
<td>14</td>
<td>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)</td>
</tr>
</tbody>
</table>
| 15 | 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

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50504