
DWD Memorandum 2024-08: Voter Registration

To: Indiana's Workforce System
From: Indiana Department of Workforce Development (DWD)
Date: May 8, 2025

PURPOSE

To outline the appropriate procedures for WorkOne/American Job Center (AJC) offices to offer voter registration.

RESCISSION

DWD Memorandum 2019-02, Change 1 *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 citizens' 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 individuals applying for, recertifying, renewing, or changing addresses related to assistance and/or services provided by the agency. Voter registration will be offered at all WorkOne/AJC locations. This is to be done through WorkOne/AJC 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 polling locations.

WorkOne/AJC Procedure

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. Provide assistance to applicants in completing voter registration application forms, unless the applicant refuses such assistance;¹
4. Direct them to the link on one of the public access computers to register to vote or update their voter registration;

¹ NVRA Sec. 7(a)(4)(A)(ii).

5. If a customer requests to use a paper application, provide a printed voter registration application (VRG-7)² to the customer along with a blue or black ink pen;
6. 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;
7. 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 in this part of the document;³
8. Mail all voter registration applications to the appropriate county voter registration office (see page 2 of the VRG-7 voter registration application) every 5 business days.⁴

WorkOne staff are prohibited from:⁵

- 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 themselves or to discourage them in any manner from submitting the application to the agency.

ATTACHMENTS

Attachment A - Voter Registration Information

ADDITIONAL INFORMATION

Questions regarding the content of this publication should be directed to policy@dwd.in.gov.

² This form can be downloaded at <https://indianavoters.in.gov/>.

³ NVRA Sec. 7(a)(4)(A)(iii).

⁴ NVRA Sec. 7 (d)(2).

⁵ NVRA Sec. 7(a)(5).

ATTACHMENT A

VOTER REGISTRATION INFORMATION

The Voter Registration Information handout is a separate file that can be downloaded, printed, and provided to WorkOne/AJC customers. This file can be accessed [through this link](#).