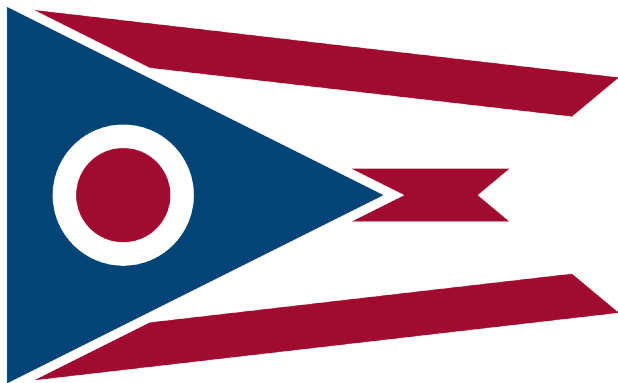


VOTER REGISTRATION

for the Ohio Department of Job and Family Services and
County Departments of Job and Family Services



An Instruction Manual

LAST REVISED: 09/2024



printed in-house



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INTRODUCTION

The Office of the Ohio Secretary of State has prepared this manual to assist you in the implementation of voter registration programs under the National Voter Registration Act of 1993 (NVRA) and Ohio law. The manual will aid personnel who assist applicants in completing voter registration forms. It also will (1) answer questions related to voter registration and (2) outline the duties of personnel of the Ohio Department of Job and Family Services and County Departments of Job and Family Services who provide voter registration in fulfilling their duties under the NVRA.

If you have a question that is not answered in this manual, contact the board of elections in your county (please refer to the Ohio County Boards of Elections Directory located here: VoteOhio.gov/boards), or the Office of the Secretary of State at the address or phone number listed below:

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NATIONAL VOTER REGISTRATION ACT OF 1993

The National Voter Registration Act of 1993 (NVRA), Pub. L. 103-31, May 20, 1993, 107 Stat. 77, 52 U.S.C.A. §20501 — commonly referred to as the “motor voter law”— became effective on January 1, 1995. One purpose of this Act was to establish procedures to increase the number of eligible citizens who register to vote by mandating that voter registration opportunities be provided at certain designated agencies and other public sites designated by the Secretary of State.

Following NVRA’s passage, the Ohio General Assembly incorporated the requirements of the federal law into Ohio law. Ohio’s laws governing voter registration have been

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amended occasionally since then. Currently, state law requires the following offices and other public entities to provide, in each of its offices or locations, voter registration applications and assistance in the registration of qualified persons, in accordance with R.C. Chapter 3503:

- All designated agencies, in accordance with R.C. 3503.10. "Designated agency" is defined in R.C. 3501.01(X) to mean "an office or agency in the state that provides public assistance or that provides state- funded programs primarily engaged in providing services to persons with disabilities and that is required by the National Voter Registration Act of 1993 to implement a program designed and administered by the Secretary of State for registering voters, or any other public or government office or agency that implements a program designed and administered by the Secretary of State for registering voters, including the department of job and family services, the program administered under section 3701.132 of the Revised Code by the department of health, the department of mental health, the department of developmental disabilities, the rehabilitation services commission, and any other agency the Secretary of State designates."
 - Included in this definition of "designated agency" is each office of a state assisted college or university that provides assistance to disabled students; the Women, Infants, and Children (WIC) program of the Ohio Department of Health; the Ohio Department of Mental Health; the Ohio Department of Developmental Disabilities; Opportunities for Ohioans with Disabilities; and the Ohio Department of Job & Family Services, including county offices.
- All public libraries, county treasurer's offices, and public high schools and vocational schools in accordance with R.C. 3503.10.
- All locations of the Bureau of Motor Vehicles, in accordance with R.C. 3503.11.

Voter registration services also are available to qualified individuals using the services of a United States Armed Forces recruitment office.



ODJFS NVRA COORDINATOR

Appointment

The Ohio Department of Job and Family Services (ODJFS) must appoint one person to serve as the “NVRA coordinator” for the voter registration program conducted within the state and overseen by ODJFS. The designated person shall be trained under a program designed by the Secretary of State. The designated person shall receive no additional compensation for performing such duties. (R.C. 3503.10(A))

Responsibilities

The ODJFS NVRA coordinator has the following duties, in addition to those assigned by ODJFS:

- Communication with the Secretary of State’s Office, County Department of Job and Family Services (CDJFS offices), and members of the public regarding issues concerning the NVRA.
- Maintaining a list of CDJFS agency coordinators whose responsibility it is to administer the voter registration program and, therefore, oversee the provision of voter registration services under the NVRA by each CDJFS. The list of CDJFS NVRA coordinators shall be updated whenever a CDJFS alerts the ODJFS of a change in the agency coordinator and, at a minimum, on an annual basis. The ODJFS NVRA coordinator shall provide a list of any changes to the agency coordinator list to the Secretary of State’s office.
- Coordination of annual training of CDJFS agency coordinators with the Secretary of State’s Office and keeping records regarding any training conducted by the NVRA coordinator with CDJFS staff including CDJFS agency coordinators. These records will include the identities of those who participated in the training and any training materials provided. ODJFS will follow up with CDJFS agency coordinators who are not in attendance.
- Coordination of annual training for CDJFS agency coordinators and providing training materials for use by agency coordinators to train county personnel. If an agency coordinator submits alternative training materials for review, the ODJFS NVRA coordinator must review and provide approval of such materials before such alternative training materials may be used by the CDJFS. In

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addition, ODJFS shall direct the CDJFS offices to notify the ODJFS NVRA coordinator when the CDJFS has conducted a training of CDJFS staff regarding the NVRA.

- Oversight of the monitoring of CDJFS offices' compliance with the NVRA and corrective action plans as needed. This oversight shall include coordination of management evaluation reviews and ODJFS spot checks, as well as review on a monthly basis of the CDJFS-reported number of completed voter registration applications submitted by each CDJFS to the county boards of elections as well as the following data collected by CRIS-E: (i) the number of notice of rights information documents printed; (ii) the total number of voter registrations reported to have been provided as well as the breakdown of voter registrations reported to have been provided in person, by mail or attached to other forms; and (iii) the number of applications, reapplications, and changes of address ("covered transactions"). If any specific county has an abnormally low number of voter registrations or the data show any other significant anomalies, the ODJFS NVRA coordinator shall begin an inquiry of the CDJFS in question. The ODJFS NVRA coordinator shall also provide such data, by county, to the Secretary of State's office on a monthly basis.
- Taking complaints regarding violations of the NVRA by CDJFS offices.
- The NVRA coordinator may delegate duties as appropriate.

CDJFS AGENCY COORDINATOR

Appointment

Each county Department of Job and Family Services (CDJFS) must appoint one person to serve as the "agency coordinator" for the voter registration program within the CDJFS. The appointed person shall be trained under a program designed by the Secretary of State. The appointed person shall receive no additional compensation for performing such duties. (R.C. 3503.10(A))



Responsibilities

Under R.C. 3503.10(A), each CDJFS agency coordinator “shall be responsible for administering all aspects of the voter registration program for that agency as prescribed by the Secretary of State.” This includes the following duties:

- **Development of plan.** Each CDJFS agency coordinator is responsible for preparing the written plan by which the CDJFS will implement its voter registration program and for the filing of the plan with the Secretary of State. This plan must be prepared or updated annually. (O.A.C. 111: 3-5-02)
 - Anytime a CDJFS changes its plan, its agency coordinator must file an amendment to the plan with the Secretary of State.
 - The plan must indicate whether its agency practice is to have relevant personnel orally ask individuals applying or reapplying for public benefits, or changing their address with respect to public benefits, if they wish to register to vote and offer assistance in doing so.
- **Serving as liaison.** The CDJFS agency coordinator shall serve as the liaison between the county’s different CDJFS sites, the ODJFS NVRA coordinator, the Secretary of State, and the board of elections in the county where the CDJFS is located. It is a decision of the particular CDJFS whether to designate one coordinator for each separate site or one coordinator for all sites within the county; however, the Secretary of State recommends that each CDJFS site should have a site coordinator. The ODJFS NVRA coordinator shall be notified within two weeks of a change of the CDJFS agency coordinator.
- **Overseeing Voter Registration Program at CDJFS Sites.** It is the agency coordinator’s responsibility to ensure that all employees at the agency comply with the requirements of the voter registration program. If the CDJFS includes multiple sites, the CDJFS agency coordinator must compile and maintain a list of agency sites and employees providing voter registration opportunities. A list of sites, phone numbers, and the name of the site coordinator of each, as may be appropriate, is to be submitted to the board of elections in the county where each CDJFS site is located and to the Secretary of State.



- **Training.** Agency coordinators are responsible for training frontline CDJFS personnel, using materials created by the Office of the Secretary of State with input from ODJFS, with respect to voter registration responsibilities under the NVRA. A CDJFS agency coordinator may use training materials other than that provided by the Secretary of State but only if the CDJFS provides such materials to the ODJFS NVRA coordinator for review and approval prior to use at any training. The CDJFS agency coordinator shall provide training to each employee on the operations of the voter registration program annually, with the first session occurring no later than September of each year. Training for new staff shall take place within 30 days after the hire date or before the new hire's first public contact, whichever occurs first. The training should include directing the staff to ask the client orally if the client wishes to register to vote and an offer of assistance in doing so. The CDJFS agency coordinator shall notify the ODJFS NVRA coordinator whenever a training has occurred.
- **Reporting.** The CDJFS NVRA coordinator has responsibility for two types of reporting, unless these duties have been delegated to the site coordinator.
 - The agency coordinator is responsible for reporting in writing to the board of elections the total number of voter registration forms transmitted from the agency. This reporting requirement is satisfied by completing the transmittal form enclosed with these materials and submitting that form along with completed voter registration forms to the board of elections in the county where the CDJFS is located. Each CDJFS is required to submit the voter registration forms with the properly completed transmittal form to the board of elections at least once every five (5) days.
 - The agency coordinator shall report the total number of voter registration forms submitted to the local board of elections during each calendar month to the ODJFS NVRA coordinator no later than the 10th day of the month following the one for which numbers are reported.
- **Ordering Supplies and Displaying Promotional Materials.** The agency coordinator is responsible for ensuring that:

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- The agency has a sufficient supply of materials, including voter registration forms, transmittal forms, posters, voter information brochures, and other materials necessary to conduct the voter registration services program.
- All promotional materials designated by the Secretary of State to be used in the program are prominently displayed at CDJFS sites.

SITE COORDINATOR

Appointment

The Secretary of State recommends that, in counties with multiple CDJFS offices, the CDJFS should appoint a site coordinator (for each office) who is responsible for the daily administration of the voter registration program at that site. Sites are defined as the offices or locations within each CDJFS that participate in the voter registration program.

Responsibilities

Site coordinators are responsible for the following:

- Unless conducted by the CDJFS agency coordinator, the site coordinator, using materials provided by the Secretary of State or alternative materials approved by the ODJFS NVRA coordinator, shall provide training to each employee on the operations of the voter registration program annually, with the first session occurring no later than September of each year. Training for new staff shall take place within 30 days after the hire date or before the new hire's first public contact, whichever occurs first. The training should include directing the staff to ask the client orally if the client wishes to register to vote and an offer of assistance in doing so. It is the site coordinator's responsibility to ensure that all employees at the agency comply with the requirements of the program. The site coordinator should notify the CDJFS agency coordinator whenever a training has occurred so that the agency coordinator can notify the ODJFS NVRA coordinator.
- **Ordering Supplies and Displaying Promotional Materials.** Site coordinators are responsible for ensuring that:



- The CDJFS site has a sufficient supply of materials, including voter registration forms, transmittal forms, posters, voter information brochures, and other materials necessary to conduct the voter registration services program.
 - All promotional materials designated by the Secretary of State to be used in the program are prominently displayed at the CDJFS site.
- **Reporting.** If delegated by the CDJFS agency coordinator, each site coordinator is responsible for reporting in writing to the board of elections the total number of voter registration forms transmitted from the agency. This reporting requirement is satisfied by completing the transmittal form enclosed with these materials and submitting that form along with completed voter registration forms to the board of elections in the county where the CDJFS site is located. Each CDJFS site is required to submit the voter registration forms with the properly completed transmittal form to the board of elections within five (5) days.

VOTER REGISTRATION CHECKLIST

A successful voter registration services program depends on creating and implementing a simple internal system that will run smoothly with little maintenance. The following checklist will help agency and site coordinators to determine if they have established a simple and effective program.

Checklist for Agency and Site Coordinators

- Become familiar with all aspects of the voter registration program and how the program works at the CDJFS and/or site.
- Make arrangements for initial and on-going training of personnel.
- Establish a system for program monitoring, transmitting the completed forms to the boards of elections, and sending monthly data to the ODJFS NVRA coordinator.

Note: This should be reflected within the required written agency plan.

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- Gather an adequate supply of all materials needed to operate the voter registration program and create a system to ensure that an adequate supply is always on hand.

Note: This includes voter registration forms and informational materials that may be provided to clients, as well as posters and training materials for staff.

Supplies for Each Participating Site

To implement and operate a designated agency voter registration program, each CDJFS site shall have the following supplies:

- Voter registration forms. The Secretary of State has prescribed the voter registration form mandated by R.C. 3503.14. The form does not identify the designated agency that issued the form. No amendments or modifications can be made to this form. A sample of this form is included with this manual and is attached to the ODJFS distributed application and re-application forms. (Exhibit A) Separate voter registration forms must be used in connection with changes of address, covered transactions made from outside the office (by mail, phone, or Internet), and in connection with the Prevention, Retention and Contingency program.
- Notice of rights/declination form. The CDJFS must provide a “notice of rights” form to each individual to whom voter registration must be offered. Clients completing general benefits application forms are asked the declination/voter registration question initially within that form, and the CRIS-E system will automatically print out a copy of the notice of rights form to be given to the client. For those changing their address in any way, applying or reapplying from outside the office (by mail, phone, or Internet), or applying or receiving Prevention, Retention and Contingency aid, a separate notice of rights/declination form must be provided. A sample of the form is included with this manual. This form may be copied by the agency for use. (Exhibit B)
- Transmittal form. The transmittal form enclosed with this manual should be used by each CDJFS when sending voter registration applications to a county board of elections. The form may be copied by the CDJFS, or the CDJFS can design a form that captures the same information for agency reporting. (Exhibit C)

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- Voter registration notification poster. Each CDJFS site shall receive a voter registration notice prescribed and produced by the Secretary of State pursuant to R.C. 3503.10(I). The poster lists the voter registration services available at the CDJFS, identifies the site (or agency) coordinator, and states where and when that person is available. The notice must be displayed in a prominent location in the office of each CDJFS. (Exhibit D)
- Voter Registration Instructions brochure. This brochure is to be given to any person who requests three (3) or more voter registration forms from the CDJFS. (Exhibit E)

Procedures for ordering supplies

Each CDJFS is responsible for using the forms prescribed by ODJFS and the CRIS-E system for voter registration activities. Voter registration forms prescribed by the Secretary of State are attached to the benefits application package ordered through ODJFS. Voter registration forms for “covered transactions” not using the CRIS-E system, such as Prevention, Retention and Contingency or other programs, through phone, mail, or Internet contacts should use the separate voter registration application form ordered through ODJFS.

Each CDJFS has been supplied with an electronic file containing the format for the prescribed voter registration form and the Voter Registration Instructions brochure. Each CDJFS site is required to maintain a sufficient supply of voter registration materials.

Each CDJFS will need to determine the number of clients it serves both agency- wide and per site to ensure adequate supplies.

- The agency coordinator will determine the number of forms and the sites where the supplies are to be sent. Therefore, it is critical for the agency coordinator to remain in constant communication with the site coordinator to ensure an adequate supply of forms is maintained at all times.
- The agency coordinator is responsible for allocating supplies, but the site coordinator must be aware of the level of supplies at the site office and contact the agency coordinator promptly when in need of additional supplies.



Note: A sufficient supply of forms is particularly critical during pre-election periods. Timely ordering of supplies will ensure that the year-round voter registration program will run smoothly.

EMPLOYEE TRAINING

"Any person employed by the designated agency . . . may be designated to assist with voter registration pursuant to this section." (R.C. 3503.10(H))

For an agency-based voter registration program to be successful, all employees participating in the program must be adequately trained to provide and assist clients with completing voter registration forms. Training gives employees the skills and information needed to provide this assistance. In particular, training must be provided to personnel who have contact with the public during which "covered transactions" take place. A "covered transaction" is the application, reapplication, or change of address with respect to the Supplemental Nutrition Assistance Program (formerly Food Stamps), Medicaid, Ohio Works First, Disability Financial Assistance, and Prevention, Retention, and Contingency.

The Secretary of State's Office, with input from ODJFS, has created materials for use in connection with voter registration training. These materials are available on the ODJFS intranet as well as the website of the Secretary of State. These training materials must be used unless a CDJFS first submits alternative materials for review to, and approval from, the ODJFS NVRA coordinator.

Arrangements to train new employees and to orient existing employees to new or updated program information should be included within each CDJFS written plan. Training on the operations of the voter registration program must be provided annually to each employee, with the first session occurring no later than September of each year. Training for new staff shall take place within 30 days after the hire date or before the new hire's first public contact, whichever occurs first. The training should include directing the staff to ask the client orally if the client wishes to register to vote and an offer of assistance in doing so.

Training, based on the materials provided by the Secretary of State's Office or such other materials approved by ODJFS, shall include all of the following:

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- An overview of the program and explanation of the program's goals and benefits.
- A discussion of the roles and responsibilities of employees, including how voter registration is integrated into the agency process.
- A review of all materials used in the program.
- An orientation to voter registration rules and regulations, including deadlines.
- A step-by-step guide to completing the voter registration form.
- A discussion of non-partisanship and how to handle questions regarding enrollment or affiliation with a political party. Employees being trained to provide voter registration services must be instructed that they are required to maintain political neutrality and to refrain from demonstrating political preference or party allegiance.
- Instructions that a client's decision about registering to vote will not affect the amount of assistance, or the extent of the service, that the client will be provided by the agency.
- Instructions for recapture (e.g., what to do if personnel find that an individual was not previously given the opportunity to register to vote.)
- Instructions for program maintenance (e.g., ordering or printing supplies, program monitoring and reporting).

VOTER REGISTRATION PROCEDURES – INSTRUCTIONS FOR EMPLOYEES

ODJFS and CDJFS employees must do all of the following in executing their voter registration responsibilities under the NVRA:

- Provide each individual engaging in a covered transaction, application, reapplication, or change of address with respect to benefits with a voter registration application and notice of rights form.
- Mail a voter registration form and notice of rights/declination form to the individual when the individual has notified CDJFS of a change of address or

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has applied or reapplied for benefits, outside of the office (including notice by mail, phone, or the Internet).

- Provide each individual who wishes to register to vote and who accepts assistance with the same degree of assistance in completing the voter registration application as provided in completing other ODJFS and/or CDJFS forms.
- Maintain strict political neutrality and refrain from any partisan political statements.
- Transmit completed voter registration forms to the board of elections within five (5) days.
- Keep confidential any information about a voter registration application originating from or submitted to ODJFS or a CDJFS, except for reporting the total number of registrants from ODJFS or the CDJFS as required by the Secretary of State.

Employees shall NOT do any of the following while registering persons to vote:

- Seek to influence a client's decision to register to vote or not.
- Display or demonstrate any political preference or party allegiance.
- Do anything to lead a client to believe that registering (or not registering) to vote has a bearing on availability of services or benefits to the client. I.

CDJFS Offices

Step one:

The agency employee:

- Provides a blank voter registration application (Exhibit A) and a notice of rights/declination form (Exhibit B) to the client with each application for service or assistance, and with each written application or form for recertification, renewal, or change of address.
- States to the client: "In addition to other materials, we are providing you with a voter registration application. If you are not already registered to vote, or if you are registered and want to update your registration, you may do so here."

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- Where the individual has notified the CDJFS employee of a change of address (or applied or reapplied for benefits) from outside of the office (including notice by mail, phone or the Internet), CDJFS shall mail a voter registration form and notice of rights/declination form to the individual.

Step two:

If the client desires to register to vote or to update his or her current registration, the employee:

- Advises the client "If you need help in filling out the form, I can assist you."
- Informs the client that the client may either return the form to the employee for transmittal to the county board of elections, or return it in person, via another person, or by mail to the office of a county board of elections, the Secretary of State, a county treasurer, a designated agency, or any public library, public high school or vocational school.

Completing the Voter Registration Application

An employee responsible for providing voter registration services must answer questions the applicant has about the instructions printed on the voter registration form.

The following instructions will help the employee to answer questions and assist the applicant in filling out the voter registration form:

Box 1 and 2: "Citizenship and Age"

Must be answered. If the applicant answers "No" to either question, the applicant is not eligible to register to vote and may not complete the form.

Box 3: "Last Name, First Name, Middle Name or Initial, Jr., II, etc."

Applicant must enter his or her full name. If this is a change of name, the applicant's new name must be entered in this space.

Box 4: "House Number and Street"

Applicant must enter his or her current street address, including apartment or lot number, if applicable. A homeless person may use the address of a shelter or other location at which the applicant has been a consistent or regular inhabitant and to which



the applicant has the intention of returning. A post office box or postal service address cannot be used in place of a residence street address.

Box 5: "City or Post Office"

Applicant must enter his or her city, village or post office station.

Box 6: "ZIP Code"

Applicant must enter ZIP code for his or her residence address.

Box 7: "Additional Rural or Mailing Address"

Enter any additional address information, including a mailing address if different than residence address (e.g., a post office box, etc.).

Box 8: "County Where You Live"

Applicant enters county of his or her residence.

Box 9: "Birth Date"

Applicant must enter his or her date of birth. Please be sure that the applicant does not write today's date on this line.

Box 10: "Ohio Driver's License Number or Last Four Digits of Social Security Number"

If the applicant has a current Ohio's driver's license, that number must be entered in Box 10. If the applicant does not have an Ohio driver's license, the last four digits of the applicant's Social Security Number must be entered. If the applicant does not have either an Ohio's driver's license number or Social Security Number, the applicant must enter "None" in Box 10.

Box 11: "Telephone Number"

Applicant enters telephone number. This is voluntary information, but it is helpful to the county board of elections if it needs to contact the applicant concerning his or her registration.

Box 12: "Previous Address if Updating Current Registration"

If this is a change of address update, applicant must fill in his or her previous voter registration address.



Box 13: "Change of Name Only"

If updating current registration record to reflect a name change, applicant must provide both his or her previous name and previous signature.

Box 14: "Signature"

Registration cannot be processed without the applicant's signature. The applicant must affix his or her signature or mark, taking care that it does not touch surrounding lines of type. If the applicant's signature is a mark, the person assisting the applicant completing the registration form must also include his or her name and address.

Attorney in fact: If, by reason of disability, an applicant or elector is unable to physically affix his or her signature or mark to the voter registration/change of name/change of address form, the person whom the applicant or elector has appointed his or her attorney in fact under R.C. 3501.382 may sign that form on behalf of the applicant, at the direction and in the presence, of the applicant or elector.

PROCESSING COMPLETED VOTER REGISTRATION

An employee who receives a voter registration form will place it with all other voter registration forms to be transmitted to the board of elections.

Note: The applicant may choose not to return his or her completed application to the employee for transmittal to the county board of elections, but may, pursuant to R.C. 3503.19(B)(2)(a), deliver or mail the completed voter registration form to the office of any designated agency, public high school or vocational school, public library or county treasurer's office, county board of elections, or the Secretary of State.

The employee who receives a voter registration application should do all of the following with it:

1. Date stamp each voter registration form (Exhibit A) in a manner that does not identify the agency or office. Affix the date in a blank space on the form so that the date stamp does not interfere with reading the information on the form or scanning the signature. If no date stamp is available, the date may be written on the form.



2. **Not later than five (5) days** after the date stamped on the form(s), batch together the voter registration forms with a properly completed voter registration transmittal form (Exhibit C):
 - Insert the total number of voter registration forms received at the agency or office on the appropriate line of the transmittal form.
 - Fill out the remaining information on the transmittal form (e.g., agency/office name, address, date, name of person completing the form, and phone number).
3. Deliver in person or mail the packet containing the transmittal form and the filled out voter registration forms to the board of elections in the county where the agency/office is located. The forms must be transmitted to the board within five (5) days of the agency/office receiving the registration form. The method of transmittal must be mutually agreed upon by the agency/office and the board of elections.
4. **Note:** Establishing a regular routine of delivering or mailing the forms to the board of elections on a given day of a week helps to provide consistency of delivery to meet the five-day submission requirement.

If a CDJFS employee has a question as to whether a voter registration form is completed properly, the employee must submit the voter registration form to the board of elections, as in the case of any completed voter registration form. The board of elections will determine the validity of the application and, if necessary, contact the person named on the registration form for any additional information. The CDJFS employee shall not destroy any voter registration form entrusted to the employee.

RECAPTURE PROCEDURES

If ODJFS or CDJFS personnel learn that a client was not given the opportunity to register to vote, they must immediately send a letter to the individual. The letter shall provide the individual with an opportunity to register to vote and instructions to the client. The mailing must include the following:

- A voter registration application and notice of rights/declination form.



- Instructions advising the client that ODJFS or local CDJFS can provide the client with assistance in filling out the voter registration form. Should assistance be needed, the client may call or visit ODJFS or the local CDJFS office. The instructions also should advise that the completed form may be returned to the local CDJFS office or to the county board of elections and provide an address for each.
- A letter advising the client that 1) he or she is receiving the mailing because it has been determined that he or she may not have been given the opportunity to register to vote, and 2) the mailing does not affect the client's registration status if the client is already registered to vote at his or her current address.
- The letter also must advise the client that the mailing is not a predetermination that the individual is eligible to register to vote.

REGISTRATION FACTS

The following are some frequently asked questions regarding voter registration:

Q. To vote in an election in Ohio, does a person have to be registered to vote?

A. Yes.

Q. What are the qualifications for registration?

A. A person is qualified to register to vote in Ohio if that person meets all the following requirements:

- The person is a citizen of the United States.
- The person will be at least 18 years old on or before the day of the next general election.
- The person will be a resident of Ohio for at least 30 days immediately before the election in which the person wants to vote.
- The person is not incarcerated (in prison) for a felony conviction under the laws of this state, another state, or the United States.
- The person has not been declared incompetent for voting purposes by a probate court.

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- The person has not been permanently disenfranchised for violations of the election laws.

Q. Where can I register?

A. 1) In person:

You may register in person at any of the public offices listed below:

- Any county board of elections,
- Office of the Secretary of State,
- Public libraries,
- Public high schools or vocational schools,
- County treasurers' offices,
- At the office of any registrar or deputy registrar of the Bureau of Motor Vehicles, and
- State and local offices of designated agencies that provide public assistance or disability programs, including: Department of Job and Family Services, Department of Health, Department of Mental Health, Department of Developmental Disabilities, Opportunities for Ohioans With Disabilities, or each office that provides assistance to disabled students of a state-supported college or university.

2) Online:

You may register to vote online by visiting VoteOhio.gov. If you are already registered and need to update your voter registration information, you can do so online by visiting the same site, VoteOhio.gov.

3) By mail:

You may request a registration form from a board of elections or the Secretary of State's Office by mail, telephone, in person, or by having another person obtain it for you. If you have access to the Internet and do not wish to register online, you may download a voter registration application from the Secretary of State's website at OhioSoS.gov.

Not for use by Bureau of Motor Vehicles or Designated Agencies, which have specific NVRA instruction manuals.



You may return your completed registration application in person or via another person to any of the locations listed previously. You may return your completed voter registration by mail to the locations listed previously, with the exception of offices of the Bureau of Motor Vehicles or its deputy registrars.

Q. What is the registration deadline?

A. A voter registration form must be received 30 days before an election for the applicant to be eligible to vote at that election. If the 30th day before the election falls on a Sunday, the registration deadline is extended to the next business day that is not a legal holiday.

Q. Does an applicant declare his or her political party affiliation at the time of registration?

A. No.

Q. Does an applicant ever have to re-register to vote?

A. No, but if a voter moves or changes his or her name, he or she will need to update his or her voter registration.

Q. What if an applicant has moved or changed his or her name?

A. A voter must notify the board of elections if there are any changes to the voter's registration information. The voter must complete and sign another voter registration form with the changes of information and submit it in the same manner as an original voter registration application or, for an address change, visit VoteOhio.gov and update his or her address online.

Q. How can I assist a person with a disability with registering to vote?

A. If the individual is unable to read or write and wishes to register or update an existing registration, you can read the instructions to the individual and help him or her complete the form. If the individual is unable to sign, then pursuant to R.C. 3503.14, he or she is allowed to mark an "X" in the signature box indicating the individual's intent to register to vote or update a current voter registration. If the individual registers in this manner, the employee helping must sign the individual's name in the signature box and then sign the employee's own name.



If an individual is unable to make a mark, the individual must indicate in some manner his or her desire to register to vote or update a current registration. The employee shall sign the individual's name and the employee's own name and attest that the individual desires to register or update his or her voter registration.

Attorney in fact: If, by reason of disability, an applicant or elector is unable to physically affix his or her signature or mark to the voter registration/change of name/change of address form, the person whom the applicant or elector has appointed his or her attorney in fact under R.C. 3501.382 may sign that form on behalf of the applicant, at the direction and in the presence, of the applicant or elector.

Q. Who is a United States citizen?

A. Anyone born in the United States, except a child of a foreign diplomat, is a United States citizen. For purposes of citizenship, being born in the United States includes the 50 states, District of Columbia, Puerto Rico, United States Virgin Islands, Guam, and American Samoa.

Immigrants who are granted citizenship status by the United States Citizenship and Immigration Services (USCIS), a bureau of the United States Department of Homeland Security.



EXHIBITS

Exhibit A: Voter Registration Form

Side 1

Voter Registration and Information Update Form

Please read instructions carefully. Please type or print clearly with blue or black ink.
For further information, you may consult the Secretary of State's website at: VoteOhio.gov or call 877-SOS-OHIO (877-767-6446).

Eligibility

You are qualified to register to vote in Ohio if you meet all the following requirements:

1. You are a citizen of the United States.
2. You will be at least 18 years old on or before the day of the general election.
3. You will be a resident of Ohio for at least 30 days immediately before the election in which you want to vote.
4. You are not incarcerated (in jail or in prison) for a felony conviction.
5. You have not been declared incompetent for voting purposes by a probate court.
6. You have not been permanently disenfranchised for violations of election laws.

Use this form to register to vote or to update your current Ohio registration if you have changed your address or name.

NOTICE: This form must be received or postmarked by the 30th day before an election at which you intend to vote. You will be notified by your county board of elections of the location where you vote. If you do not receive a notice following timely submission of this form, please contact your county board of elections.

Numbers 1 and 2 below are required by law. You must answer both of the questions for your registration to be processed.

Identification Requirements

If you have a current Ohio driver's license or state ID card, you must provide that number on line 10. If you do not have an Ohio driver's license or state ID card, you must provide the last four digits of your Social Security number on line 10. If you have neither, please write "None."

Residency Requirements

Your voting residence is the location that you consider to be a permanent, not a temporary, residence. Your voting residence is the place in which your habitation is fixed and to which, whenever you are absent, you intend to return. If you do not have a fixed place of habitation, but you are a consistent or regular inhabitant of a shelter or other location to which you intend to return, you may use that shelter or other location as your residence for purposes of registering to vote. If you have questions about your specific residency circumstances, you may contact your local board of elections for further information.

Your Signature

In the area below the arrow in Box 14, please write your cursive, hand-written signature or make your legal mark, taking care that it does not touch the surrounding lines so when it is digitally imaged by your county board of elections it can effectively be used to identify your signature.

Please see information on back of this form to learn how to obtain an absentee ballot.

WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE

I am: ☐ Registering as an Ohio voter ☐ Updating my address ☐ Updating my name

1. Are you a U.S. citizen? ☐ Yes ☐ No

2. Will you be at least 18 years of age on or before the next general election? ☐ Yes ☐ No

If you answered NO to either of the questions, do not complete this form.

3. Last Name		First Name		Middle Name or Initial	Jr., II, etc.
4. House Number and Street (Enter new address if changed)		Apt. or Lot #	5. City or Post Office		6. ZIP Code
7. Additional Mailing Address (if necessary)			8. County (where you live)		FOR BOARD USE ONLY SEC4010 (rev. 2/7/23) City, Village, Twp. Ward Precinct School Dist. Cong. Dist. Senate Dist. House Dist.
9. Birthdate (MM/DD/YYYY) (required)	10. Ohio driver's license number, state ID card number, OR last four digits of Social Security number (one form of ID required to be listed or provided)		11. Phone Number (voluntary)		
12. PREVIOUS ADDRESS IF UPDATING CURRENT REGISTRATION - Previous House Number and Street					
Previous City or Post Office		Previous County	Previous State		
13. CHANGE OF NAME ONLY Former Legal Name			Former Signature		
14. I declare under penalty of election falsification I am a citizen of the United States, will have lived in this state for 30 days immediately preceding the next election, and will be at least 18 years of age at the time of the general election.					
Your Signature			Date (MM/DD/YYYY)		

Not for use by Bureau of Motor Vehicles or Designated Agencies, which have specific NVRA instruction manuals.



Side 2

**TO ENSURE YOUR INFORMATION IS RECEIVED,
PLEASE DO THE FOLLOWING:**

1. Print this form.
2. Make sure all required fields are complete.
3. Sign and date your form.
4. Fold and insert your form into an envelope.
5. Mail your form to your county board of elections.

For your county board's address please visit VoteOhio.gov/Boards

If you have additional questions, please call the office of the Ohio Secretary of State at 877-SOS-OHIO (877-767-6446).

HOW TO OBTAIN AN OHIO ABSENTEE BALLOT

You are entitled to vote by absentee ballot in Ohio without providing a reason. Absentee ballot applications may be obtained from your county board of elections or from the Secretary of State online at VoteOhio.gov or by phone at 877-SOS-OHIO (877-767-6446).

OHIO VOTER IDENTIFICATION REQUIREMENTS

Voters must bring photo identification to the polls in order to verify identity. Voters who do not provide identification will still be able to cast a provisional ballot pursuant to R.C. 3505.181. For more information on voter identification requirements, please visit the Secretary of State's website at VoteOhio.gov or call 877-SOS-OHIO (877-767-6446).

**WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A
FELONY OF THE FIFTH DEGREE.**



Exhibit B: Voter Registration Notice of Rights and Declination Form

Reset Form Ohio Department of Job and Family Services VOTER REGISTRATION NOTICE OF RIGHTS AND DECLINATION County Department of Job and Family Services <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 60%; padding: 2px;">Name</td><td style="width: 40%; padding: 2px;">Date</td></tr></table> If you are not registered to vote where you live now, would you like to apply to register to vote here today? YES, I want to register to vote. NO, I do not want to register to vote. IF YOU DO NOT CHECK EITHER BOX, YOU WILL BE CONSIDERED TO HAVE DECIDED NOT TO REGISTER TO VOTE AT THIS TIME. 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 would like help filling out the voter registration application form, we will help you. The decision whether to seek or accept help is yours. You may fill out the application form in private. Signature (This portion to be retained by agency) ----- (This portion to be given to applicant/recipient) Date If you have not received any verification of your voter registration from the county board of elections in which you reside within 21 days from the date you registered, you may inquire about the status of your registration by contacting your county board of elections. If you believe that someone has interfered with your right to register or 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 prosecuting attorney of your county or with the Secretary of State: Ohio Secretary of State 180 E. Broad Street Columbus, OH 43215 (614) 466-2585 Toll Free: (877) 868-3874 <table border="1" style="width: 55%; border-collapse: collapse;"><tr><td style="padding: 2px;">Address of County Prosecutor</td></tr><tr><td style="padding: 2px;">City, State and Zip Code of County Prosecutor</td></tr><tr><td style="padding: 2px;">Phone Number of County Prosecutor</td></tr></table> JFS 07217 (1/2019)		Name	Date	Address of County Prosecutor	City, State and Zip Code of County Prosecutor	Phone Number of County Prosecutor
Name	Date					
Address of County Prosecutor						
City, State and Zip Code of County Prosecutor						
Phone Number of County Prosecutor						

Not for use by Bureau of Motor Vehicles or Designated Agencies, which have specific NVRA instruction manuals.



Exhibit C: Agency-Based Registration Voter Registration Transmittal Form

Agency-Based Registration Voter Registration Transmittal Form	
Agency Name	_____
Agency Address (local address)	_____ _____
Transmission Date	_____
Number of Registration Forms	_____
Agency Designee Signature	_____
Title	_____
Phone Number	_____
Comments or Explanation	For Board Use Only Duplicates _____ _____ _____ _____ _____ _____ _____ _____

Not for use by Bureau of Motor Vehicles or Designated Agencies, which have specific NVRA instruction manuals.



Exhibit D: Voter Registration Poster

REGISTER TO VOTE

OR UPDATE YOUR CURRENT OHIO VOTER REGISTRATION AT THIS OFFICE.



During the hours this office is open, you may:

- Obtain forms to register to vote or update your existing Ohio voter registration.
- Receive assistance in filling out and submitting a Voter Registration Form from a member of this office's staff.
- Return your completed voter registration form to this office for submission to the county board of elections **OR** submit your completed form to your county board of elections.

Section 3503.10(l) of the Revised Code of Ohio

NVRA SITE COORDINATOR INFORMATION

Name/Title:

Office Location:

Available Hours:



Frank LaRose
Ohio Secretary of State

ELECTIONS NVRA
OhioSoS.gov | elections@OhioSoS.gov
877.767.6446 | TTY 877.889.6446
180 Civic Center Drive | Columbus, Ohio 43215

printed in-house SOS 2223 (02/2024)

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Exhibit E: Voter Registration Instructions Brochure

Side 1

Penalties

No person shall:

- Knowingly aid or abet any person to register in violation of law: 5th degree felony (R.C. 3599.11(A)).
- Knowingly destroy, or help to destroy, any completed voter registration form: 5th degree felony (R.C. 3599.11(B)(1)).
- Knowingly fail to timely return any voter registration form entrusted to him or her to a board of elections or the Secretary of State: 5th degree felony or 1st degree misdemeanor (R.C. 3599.11(B)(2)).

Under Ohio law, a 5th degree felony conviction may result in a prison sentence of six to 12 months and/or a fine of up to \$2500. A 1st degree misdemeanor conviction may result in up to six months in jail and/or a fine of up to \$1000.

For more information about registering and voting in Ohio, please visit
VoteOhio.gov.

Frank LaRose
Ohio Secretary of State

**VOTER
REGISTRATION
INSTRUCTIONS**

(Ohio Revised Code Section 3503.28)

Frank LaRose
Ohio Secretary of State

ELECTIONS DIVISION
VoteOhio.gov | elections@OhioSoS.gov
877.767.6446 | TTY 877.889.6446
180 Civic Center Drive | Columbus, Ohio 43215-4138

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Side 2



Voter Registration Information

Eligibility

You are qualified to register to vote in Ohio if you meet all the following requirements:

1. You are a citizen of the United States.
2. You will be at least 18 years old on or before the next general election.
3. You will be a resident of Ohio for at least 30 days immediately before the election in which you want to vote.
4. You are not incarcerated (in jail or prison) for a felony conviction under the laws of Ohio, another state, or the United States.
5. You have not been declared incompetent for voting purposes by a probate court.
6. You have not been permanently denied the right to vote for violations of the election laws.

You are eligible to vote in elections in your voting precinct held at least 30 days after you are registered to vote in Ohio.

Submitting Your Paper Voter Registration Form

Returning your own form:

You may return your completed voter registration form in person or by U.S. Mail to any of the following public offices:

- Any county board of elections;
- The Ohio Secretary of State's office;
- BMV or Deputy Registrars;
- Office of designated agencies, including:
 - » The Department of Job and Family Services,
 - » The Department of Health (including the Women, Infants and Children (WIC) program),

- » The Department of Mental Health and Addiction Services,
 - » The Department of Developmental Disabilities,
 - » Opportunities for Ohioans With Disabilities, or
 - » Any state-assisted college or university that provides assistance to disabled students;
- Any county treasurer's office;
 - Any public high school or vocational school; or
 - Any public library.

If you are updating your current Ohio voter registration and returning your completed change of name and/or address form by U.S. Mail, you must send it to your county board of elections or the Secretary of State's office. Most registered voters in the state are also able to register and update their addresses online at VoteOhio.gov.

Returning someone else's form:

Anyone entrusted to return a completed voter registration form on behalf of another person must return the completed form to a board of elections or to the office of the Secretary of State. Forms must be returned the earlier of 1) within 10 days after the registration form is completed, or 2) by the voter registration deadline before an election if the registration form has been signed more than 24 hours before the registration deadline for the next upcoming election in the voter's precinct.

Registration Deadlines

Your properly completed voter registration form must be postmarked or received 30 days before the election in which you wish to vote. If the voter registration deadline falls on a day when offices of the Secretary of State and county boards of elections are closed, the deadline is extended to the succeeding business day when the office is open.

Notice to All Voters

Voters must bring photo identification to the polls in order to verify identity. Voters who do not provide photo identification will still be able to vote by casting a provisional ballot.

R.C. 3503.28(A)(6).

**WHOEVER COMMITS ELECTION
FALSIFICATION IS GUILTY OF
A FELONY OF THE FIFTH DEGREE.**

Notice from County Board of Elections

After receiving your properly completed voter registration form, your county board of elections must register you to vote and promptly notify you by mail of your precinct, polling location and the identification requirements for voting.

Find your county board of elections at VoteOhio.gov/boards.



VoteOhio.gov | aorelien@OhioSoS.gov

PO Box 2828 | Columbus, Ohio 43216-2828

614.697.3131 | 877.767.6446 | TTY 877.889.6446