Voter Registration- FAQ's

VOTER REGISTRATION PROCESS FOR PE AND MA SITES

Effective: JULY 2ND, 2012!

1. **Does the Voter Registration Application need to be offered to a client each time the client presents at the agency's office?**
   No. The Voter Registration Application is to only be offered:
   - Upon client's initial request for services
   - At time of renewal services
   - Upon an address change
2. **Does a client need to provide a current ID or is an expired ID acceptable?**
   The client must provide a current ID. For a list of acceptable identity documents go to: www.elections.colorado.gov
3. **Can a client be a Legal Permanent Resident and still be able to register to vote?**
   No. The client must be a U.S. Citizen in order to be able to register to vote.
4. **Is there a special way to deliver the Voter Registration Applications to the Clerk and Recorder's Office?**
   Voter Registration Applications must be mailed within 10 business days of receipt. In an election year the voter registration must be mailed within 5 days of the last day to register to vote. The last day to register to vote is October 9, 2012.
5. **Will agencies be provided with marketing material?**
   No. If your agency wishes to obtain any marketing information, contact the Secretary of State for more information. www.elections.colorado.gov
6. **Should the Voter Registration Application only be offered to the head of household when they come in to apply? Can the form be given to the client to take home to fill out and bring back?**
   No. The Voter Registration Application can be offered to anyone who is at least 18 years of age and is present in your agency's office. The Secretary of State and the Department of Health Care Policy and Financing is requiring sites to keep track of the number of forms offered and collected, and have advised agencies to have the client complete the forms while on site.
7. **Can the forms be scanned and emailed to the Secretary of State?**
   No. All forms need to be mailed to the county Clerk and Recorder's Office for that agency. Note: If you are an agency who assists clients from different counties, the Voter Registration Applications must be sent to the Clerk and Recorder's Office for the client's county of residence.
8. **Are the Voter Registration Applications in more than one language?**
   Yes. Voter Registration Applications are available in English and Spanish.
9. **What is the last day an applicant can apply to vote?**
   October 9th, 2012 is the last day an applicant can apply to vote in the current general election.
10. **Do agencies need to continue with the Voter Registration process after the general election takes place?**
    Yes. Agencies are instructed to maintain this process even after the general election.
11. **Where can Voter Registration Applications be ordered?**
    Voter Registration Applications can be ordered from either the Secretary of State or the county Clerk and Recorder's Office.

12. **Who should be contacted when the appointed person for the Voter Registration process at our agency changes?**
    An email needs to be sent to Monica.owens@state.co.us with the new contact person's information. Monica will update information with the Secretary of State.
13. **Do sites that primarily assist with CICP still need to follow the Voter Registration process?**
    If your agency also assists clients with CICP you are required to offer the Voter Registration Application when you are assisting a client with a Medical Application. The Voter Registration process needs to be followed for all MA and PE sites regardless if you provide other application assistance.
14. **How often do reports need to be sent to the Secretary of State and the Department of Health Care Policy and Financing?**
    Once a month the contact person for the agency will receive an email from the Secretary of State that contains a Survey Monkey. The contact from the agency will need to answer the Survey Monkey using information the agency tracks regarding their Voter Registration activities. A separate report will also need to be sent to monica.owens@state.co.us.
15. **What Voter Registration Applications need to be sent the Clerk and Recorder's Office?**
    Complete and incomplete applications need to be sent to the Clerk and Recorders office. Declination forms are to be kept at the agency. Copies of the complete and incomplete applications along with declination forms are to be kept by the agency for 24 months. Copies must not be retained with the public assistance case record. (8.100.3.D.7)