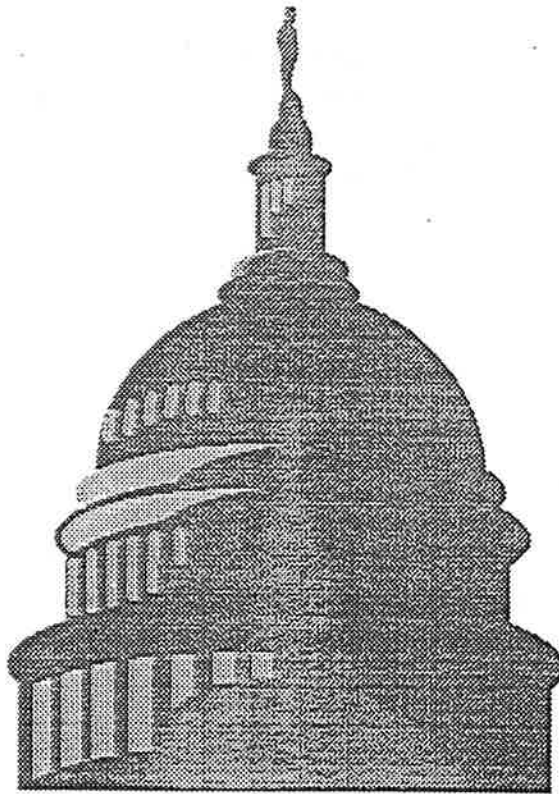


**National Voter Registration Act of 1993
A Guide For Nebraska State Agency Personnel
Implementation of The NVRA**



**Nebraska Secretary of State
State Capitol Building
Lincoln, Nebraska 68509-4608
Phone (402) 471-2554**

THE NATIONAL VOTER REGISTRATION ACT OF 1993

The Act

The intent of the National Voter Registration Act is to increase the number of Citizens registered to vote and to establish safeguards that ensure citizens' right to vote. The Act is designed to increase the number of Americans registered to vote by requiring many public agencies to provide registration opportunities to their clients simultaneous with other services.

When To Provide Persons An Opportunity To Register To Vote

The Act requires that the opportunity to register be provided with each application for assistance, renewal/recertification of assistance, or notification of change of address in agencies that serve persons with disabilities or that provide public assistance. Agency staff must provide the same amount of assistance to a person completing a voter registration form as they would provide to fill out an agency's own forms.

The opportunity to register must be provided to the person who applies for assistance, but not to others on whose behalf the person might be applying. If the person is applying only on behalf of others, the opportunity to register need not be offered. If uncertain whether to offer the opportunity to register to vote, the opportunity should be offered.

This Guide

This document has been prepared by the Nebraska Secretary of State's office to assist in the implementation of voter registration in state agencies and state funded contractors. It is not meant to supersede federal or state laws or rules, nor does it have the force of law. To make suggestions or modifications to this guide you may contact the:

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Step I Agency Voter Registration:

The Agency Voter Registration (if agency form not provided) form should be completed prior to going to Step II of these instructions. If the client does or does not want to register to vote as indicated in the appropriate box of the Agency Voter Registration, then please have the client sign their name and date the form.

The client must meet the eligibility requirements. If so, the Agency Voter Registration (or agency form) should be completed at this time. If the client checks "NO" or does not fill out the Agency Voter Registration Form, assume the client chooses not to register.

Agency Voter Registration

Eligibility: To Register to vote in Nebraska you must:

- Be a United States Citizen
- Be at least 18 years of age or will be 18 years of age on or before the first Tuesday after the first Monday of November
- Live in the State of Nebraska
- Have not been convicted of a felony or, if convicted, civil rights have been restored
- Have not been officially found to be mentally incompetent

1. If you are eligible to register to vote but you are not registered to vote where you live now, would you like to apply to register to vote here today? (Check One)

YES NO

2. If you do not check either box, you will be considered to have decided not to register to vote at this time.

3. Applying to register or declining to register to vote will not affect the amount of assistance or services that you will be provided by this agency.

4. 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.

5. 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:

Nebraska Secretary of State
State Capitol Building.
Lincoln, NE 68509-4608
Phone # (402) 471-2554

If you decline to register to vote or decide to register to vote, please note that the information and office to which application was made will remain confidential and be used only for voter registration purposes.

Printed name of applicant or declinee, Signature of applicant or declinee, Date,

(Agency use only)

Voter Registration Form completed: YES NO

Voter Registration Form given to applicant for later mailing (at applicant's request) _____

Agency or Contractor Staff Signature
(Individual who assisted client)

Date

(This form should be used only when the agency or contractor has not included this information into the agency form.)

Voter Registration

Step II Completing the Nebraska Voter Registration Form:

If the client has marked the YES box and wants to register to vote, a Nebraska Voter Registration Form should be provided at this time. You the service provider may want to briefly go over the voter registration form with the client and answer any questions they may have. You may then be asked to help provide the following information as necessary on the registration form:

- **Print Full Name:** circle Mr.Mrs.Ms.Miss., Last Name, First Name, Middle Initial, suffix (Sr. Jr. II, III, IV.)
- **County:** In which the voter lives in.
- **Residence Address:** Print the full address including the Street, City or Town and Zip code.
- **Rural Residents only,** The Section/Township/Range should be provided if known, If unknown the local election official will contact the voter to verify location.
- **School District:** In which the voter resides.
- **Postal Address:** If different from residence address.
- **Phone # (optional):** These numbers will help the election official contact the applicant to clarify information on the registration form that may be needed.
- **Birthdate:** Month/Day/Year, This information is necessary to verify voter age requirements.
- **Birthplace:** (optional) This will help the election official identify if there are two registered voters in the county with the same name.
- **Maiden Name:** (optional) This information assists the election official in matching a previously registered voter who has changed their name due to marriage.
- **Previously Registered Name or Address:** To be completed if applicant was previously registered under a different name or address.
- **Political Party Affiliation:** Check one box. Note, If the applicant wishes to vote in both partisan and nonpartisan primary election they must indicate a political party affiliation on the registration form. If they register without a political party they will receive only a nonpartisan ballot at the primary election. The exception to this rule is that the voter may request a partisan ballot for only the offices of the U.S. House of Representatives and U.S. Senate at primary elections.

Voter Registration Information

The information contained in this section is intended to help agencies and contractors respond to commonly asked questions about voter registration.

Who may Register to Vote?

1. You can register to vote if you are:

- A United States citizen by birth or naturalization.
- At least 18 years of age or will be 18 years of age on or before the first Tuesday after the first Monday of November.
- A resident of the State of Nebraska.

2. You cannot register to vote if you have:

- been convicted of a felony or, if convicted civil rights have not been restored.
- been found to be mentally incompetent.

How often should one Register?

Anytime that information on the voter registration form has changed since the person last registered. This may include a change of name, home address or political party. If a person is unsure about the status of their registration, then the person should fill out a new registration form.

How will I know if my Voter Registration was accepted?

The county election official will mail the voter a polling place card. This card tells the voter that the registration was accepted and provides the location of where the voter is to vote. If no information or contact has been received from the election office within thirty days then the voter should contact the election office to see what is the status of the registration.

What if I don't know my Section/Township/Range, or School District, can I still Register to Vote?

Yes you can, but please provide as much information as possible. The county election official will contact the voter to get the additional information.

How does a Voter know where to Vote?

The polling place card will provide the voter the address of the voting location. A voter may contact the local county election official to find out where to vote.

Will there be someone at the Polling Place to help?

Yes. The election judge will demonstrate how to mark ballots. If asked, election judges will help voters complete their ballots. Voters can also take someone with them to help vote.

To obtain answers to other questions that may arise about voter registration or voting, you may contact the Secretary of State's office or the County Election Official.

- **Signature of Applicant and Date:** If the applicant is unable to sign his or her full name or mark, then the name and address of the person who assisted the applicant in completing the form must be provided.
- **Registrar:** This block to be filled in by the local election official.

Step III Voter Registration Form Processing and Record Keeping Requirements.

1. The client may return the completed Voter Registration Form to you, mail it, deliver in person or by messenger to the election office.
2. Each agency or contractor office shall sort by county and forward within 10 days, or if received within five days before the registration deadline, it must be transmitted within five days of acceptance to the County Clerk or Election Commissioner in which the registered voter resides.
3. The Agency Voter Registration form should be filed (minimum 24 months) in a safe place for retrieval at a later date if necessary.

Agency personnel who are providing voter registration services are prohibited from:

- Seeking to influence an applicant's party preference or party registration
- Displaying any such political preference or party allegiance
- Making any statement or taking any action whose purpose or effect is to discourage the applicant from registering to vote, or
- Making any statement or taking any action whose purpose or effect is to lead the applicant to believe that a decision whether or not to register will have any bearing on the availability of services or benefits.

Agency Voter Registration Coordinator

Each state agency should have a coordinator who is responsible for Voter Registration activities that are conducted within their agency or by their contractors/sub-grantees. This person is the liaison between the state agency and the Secretary of State's office to ensure that the voter registration process is being performed in accordance with the NVRA of 1993 and LB76 of the 1994 Nebraska Legislature. Each coordinator should secure the necessary registration forms as needed from the Secretary of State. Each agency should notify the Secretary of State in writing of the name of the agency coordinator and the location of each registration site.

NEBRASKA VOTER REGISTRATION

You can use this form to:

- Register to vote in Nebraska
- Change your name and/or address, if there is a change since you last voted
- Change your party affiliation

Deadline Information:

The registration form if mailed must be postmarked on or before the fourth Tuesday before the election. Upon receipt of the registration form the election commissioner or county clerk will send you notice of registration if the registration form is proper.

To Register to Vote in Nebraska you must:

1. Be a United States Citizen
2. Be at least 18 years of age or will be 18 years of age on or before the first Tuesday after the first Monday of November
3. Live in the State of Nebraska
4. Have not been convicted of a felony or, if convicted civil rights have been restored
5. Have not been officially found to be mentally incompetent

Political Party Affiliation:

If you wish to vote in both partisan and nonpartisan primary elections you must indicate a political party affiliation on the registration form. If you register without a political party affiliation (independent) you will receive only the nonpartisan ballots at primary elections.

Questions ?

Call your County Clerk or Election Commissioner.

TDD call Nebraska Relay at 1-800-833-7352

(Please detach before mailing)

Please Print

NEBRASKA VOTER REGISTRATION FORM

O 00001

THIS REGISTRATION FORM MUST BE POSTMARKED ON OR BEFORE THE FOURTH TUESDAY BEFORE THE ELECTION.

Upon receipt of the registration form, the county clerk or election commissioner will send a notice of registration to you if the registration form is proper. This application may be delivered to the office of the county clerk or election commissioner by mail, in person, or by personal messenger.

Mr. Mrs. Ms. Miss.	Last Name	First Name	Middle Initial	(Circle one) Jr. Sr. II III IV	County
Residence Address (Street or Route and Box #)		City or Town	State	Zip	Sec. / Township / Range / /
Postal Address (if different from above)		City or Town	State	Zip	Phone Number(Optional) Home: Work:
Birthdate	Month / Day / Year / /	Birthplace - City/State or Country (Optional)		Maiden Name(Optional)	
Previously Registered Name (if different from above)		Previously Registered Address		City	State
Political Party Affiliation-check one box <input type="checkbox"/> Democrat <input type="checkbox"/> Republican <input type="checkbox"/> Nonpartisan (Independent) <input type="checkbox"/> Other(Specify) _____					
(Note: If you wish to vote in both partisan and nonpartisan primary elections you must indicate a political party affiliation on the registration form. If you register without a political party affiliation (independent) you will receive only the nonpartisan ballots at primary elections.)					
To the best of my knowledge and belief, I declare under penalty of election falsification that: I am at least eighteen years of age or will be eighteen years of age on or before the first Tuesday after the first Monday of November; I am a citizen of the United States; I live in the State of Nebraska at the address provided above; I have not been convicted of a felony or, if convicted, my civil rights have been restored; and I have not been officially found to be non compos mentis(mentally incompetent). Any registrant who signs this form knowing that any of the information on the form is false shall be guilty of a Class IV felony under section 32-1502 of the statutes of Nebraska. The penalty for a class IV felony is up to five years imprisonment, a fine of up to ten thousand dollars, or both.					
Signature of Applicant (Please sign full name or put mark) If you are unable to sign your name, who helped you fill out this application? Give name and address.				Registrar, Signature of Registrar not needed for agency or mail-in registration.	
Date:					

Mailing Address by County/City/Zip Code

Adams/Hastings/68901	Cuming/West Point/68788	Greeley/Greeley 68842	Loup/Taylor/68879	Sarpy/Papillion/68046
Antelope/Neligh/68756	Custer/Broken Bow/68822	Hall/Grand Island/68801	Madison/Madison/68748	Saunders/Wahoo/68066
Arthur/Arthur/69121	Dakota/Dakota City/68731	Hamilton/Aurora/68818	McPherson/Tryon/69167	Scotts Bluff/Gering/69341
Banner/Harrisburg/69345	Dawes/Chadron/69337	Harlan/Alma/68920	Merrick/Central City/68826	Seward/Seward/68434
Blaine/Brewster/68821	Dawson/Lexington/68850	Hayes/Hayes Center/69032	Morrill/Bridgeport/69336	Sheridan/Rushville/69360
Boone/Albion/68620	Deuel/Chappell/69129	Hitchcock/Trenton/69044	Nance/Fullerton/68638	Sherman/Loup City/68853
Box Butte/Alliance/69301	Dixon/Ponca/68770	Holt/O'Neill/68763	Nemaha/Auburn/68305	Sioux/Harrison/69346
Boyd/Butte/68722	Dodge/Fremont/68025	Hooker/Mullen/69152	Nuckolls/Nelson/68961	Stanton/Stanton/68779
Brown/Ainsworth/69210	Douglas/Omaha/68183	Howard/St. Paul/68873	Otoe/Nebraska City/68410	Thayer/Hebron/68370
Buffalo/Kearney/68847	Dundy/Benkelman/69021	Jefferson/Fairbury/68352	Pawnee/Pawnee City/68420	Thomas/Theadford/69166
Burt/Tekamah/68061	Fillmore/Geneva/68361	Johnson/Tecumseh/68450	Perkins/Grant/69140	Thurston/Pender/68047
Butler/David City/68632	Franklin/Franklin/68939	Kearney/Minden/68959	Phelps/Holdrege/68949	Valley/Ord/68362
Cass/Plattsmouth/68048	Frontier/Stockville/69042	Keith/Ogallala/69153	Pierce/Pierce/68767	Washington/Blair/68008
Cedar/Hartington/68739	Furnas/Beaver City/68926	Keya Paha/Springview/68778	Platte/Columbus/68601	Wayne/Wayne/68787
Chase/Imperial/69033	Gage/Beatrice/68310	Kimball/Kimball/69145	Polk/Osceola/68651	Webster/Red Cloud/68970
Cherry/Valentine/69201	Garden/Oshkosh/69154	Knox/Center/68724	Red Willow/McCook/69001	Wheeler/Bartlett/68622
Cheyenne/Sidney/69162	Garfield/Burwell/68823	Lancaster/Lincoln/68508	Richardson/Falls City/68355	York/York/68467
Clay/Clay Center/68933	Gosper/Elwood/68937	Lincoln/North Platte/69101	Rock/Bassett/68714	
Colfax/Schuyler/68661	Grant/Hyannis/69350	Logan/Stapleton/69163	Saline/Wilber/68465	

Return Address

First Class Postage Required

To: Election Commissioner or County Clerk

_____ County

_____ Nebraska

_____ Zip Code

November 29, 1994

National Voter Registration Act of 1993

Contacts within the Department of Public Institutions:

To order forms: Barb O'Toole, Accounting and Purchasing Division
DPI Central Office (402)479-5557

- *Barb Thomas, Office of Community Mental Health
- *John McVay, Division on Alcoholism and Drug Abuse
- *Kathy Mathias, Developmental Disabilities Division
- *Jeanne Atkinson, Public Information Officer, DPI

The National Voter Registration Act of 1993 goes into effect on January 1, 1995, and ✓ **applies only to persons applying for services on or after that date. There is no requirement to go back to persons already receiving services.**

✓ **It is not necessary to offer an opportunity to register to vote to persons with guardians or persons deemed incompetent by a court.**

✓ **The opportunity to register to vote must be provided to the person who applies for assistance, but not to others on whose behalf the person might be applying. If the person is applying only on behalf of others, the opportunity to register need not be offered. If uncertain whether to offer the opportunity to register to vote, the opportunity should be offered.**

✓ **Agencies do not have to pursue eligibility.** County Election Commissioners or County Clerks will have that responsibility.

There is no reporting required for agencies. Simply having the signed acceptance or declination form in a person's file is enough. If there's a complaint, then the Secretary of State's office will tell you the person's name, and ask you to check the file. So there's no reporting, no keeping track of numbers.

What about people coming into services who have no permanent address?

✓ If a person is homeless, they can give the address of a City Mission. It is up to them what address to provide. If they can't give an address, just putting their county of residence would be sufficient. It is the Election Commissioner/County Clerks job to check for duplicates, etc.

What about people going to community programs for services on a regular basis?

You only have to ask if they'd like to register when the person comes into the service. So if they're on a weekly/monthly schedule for counseling, for instance, staff would only need to ask them on the first visit.

What about people on a waiting list?

When someone "applies" for services, and an application form is filled out for them, that's the time to ask about registering (even if they're put on a waiting list). However, we don't have to go back to persons already on a list or already in services. **The requirement begins with those persons who apply on and after January 1, 1995.**

What about applications made by telephone?

For some services, application information is taken over the phone. In that case, you can offer to mail a voter registration form to them, and make a notation in the file showing that's what you did.

If a person is uncomfortable telling staff their party affiliation, is it our responsibility to take them to an election office, or find a neutral outsider to assist?

No. Registering is optional, and if they don't wish to provide all the information, then they are declining to register.

Is there a penalty for agencies if someone files a complaint with the Nebraska Secretary of State's office?

There is no penalty provision now. The Secretary of State's office would like to leave it that way unless there are numerous complaints, at which time they could write rules and regulations to monitor the process.

What if someone is already registered to vote?

If they're already registered to vote, saying they don't want to now would just be a declination.

If someone is developmentally disabled but does not have a guardian, and can't write their name, is making a mark sufficient?

Yes. Under the Agency Voter Registration instructions, #8, it says:

"Signature of applicant OR if applicant is unable to sign his or her name, the name and address of the person who assisted the applicant in completing the form. Don't forget to date the registration form when completed."

What about people coming into services who will only be in a facility for a relatively short time?

If a person does have a residence that they will be returning to, they should use that address. In the case of the veterans' homes, the person can choose to use the address of their residence, and change it later to the home. Or they can choose to use the veterans home's address from the beginning.

What if someone is incapacitated, either because they are intoxicated and taken to a detox program, or because they are brought to a crisis center/EPC program?

The key is "is the person applying for services?" If they are simply being taken to a safe place (like detox), then there is no obligation to ask about registering.

What about people readmitted to services several times a year?

Again, the key is "applying" for services. If they are, then the offer must be made.

LB 76 says: "The State Department of Education, the Department of Health, the Department of Public Institutions, and the Department of Social Services shall provide the opportunity to register to vote at the time of application, review, or change of address for the following programs, as applicable: (a) the food stamp program; (b) the medicaid program; (c) the WIC program; (d) the aid to dependent children program; (e) the vocational rehabilitation program; and **(f) any other public assistance program or program primarily for the purpose of providing services to persons with disabilities.**"

