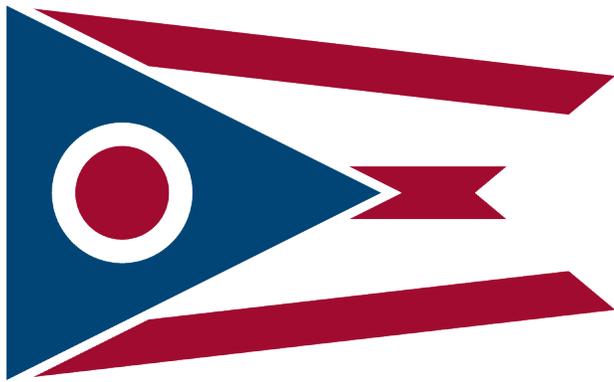


VOTER REGISTRATION

at the Bureau of Motor Vehicles



An Instruction Manual

LAST REVISED: 3/2020



printed in-house



TABLE OF CONTENTS

Introduction.....	3
National Voter Registration Act of 1993.....	3
BMV Administrator	4
Deputy Registrar’s Office Manager.....	5
Appointment.....	5
Responsibilities.....	5
Voter Registration Checklist.....	7
Checklist for Office Managers	7
Supplies for Each Registrar’s Office	7
Procedures for ordering supplies	8
Employee Training	8
Voter Registration Procedure	9
Each deputy registrar employee shall:.....	9
If the customer wants to register to vote or update his or her current voter registration:.....	10
Completing the Voter Registration Form	10
Using a blank voter registration form.....	12
Vehicle Registration Transactions.....	14
Processing Completed Voter Registration Forms	14
Registration Facts.....	15
Exhibits.....	19
Exhibit A: Voter Registration Form.....	19
Exhibit B: Bureau of Motor Vehicles Voter Registration Transmittal Form	21
Exhibit C: Voter Registration Poster for Public Libraries, Public High Schools and Vocational Schools and Office of County Treasures.....	22
Exhibit D: Voter Registration Instructions Brochure.....	23

Not for use by Designated Agencies or Job & Family Services agencies, which have specific NVRA instruction manuals.



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 Bureau of Motor Vehicles 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:

Pat Currie | NVRA Coordinator
Office of Ohio Secretary of State Frank LaRose
22 North Fourth Street | Columbus, Ohio 43215

Phone: 614.728.8241
Fax: 614.485.7693
pcurrie@OhioSoS.gov
OhioSoS.gov

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 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:

Not for use by Designated Agencies or Job & Family Services agencies, which have specific NVRA instruction manuals.



- All Bureau of Motor Vehicle locations, in accordance with R.C. 3503.11.
- 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.
- All public libraries, county treasurer offices, and public high schools and vocational schools (which R.C. 3501.01(X) specifically exempts from the definition of “designated agency”), in accordance with R.C. 3503.10.

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

BMV ADMINISTRATOR

The BMV’s administrator for deputy registrar services is responsible for overseeing all voter registration activities for the BMV. The administrator has the following duties:

Not for use by Designated Agencies or Job & Family Services agencies, which have specific NVRA instruction manuals.



- **Liaison.** The administrator serves as the liaison between the BMV and the Secretary of State.
- **Training.** The administrator, in cooperation with the office of the Secretary of State, must develop a training program and provide training materials for deputy registrars and their employees.
- **Reporting.** According to R.C. 4503.03(J), each deputy registrar shall file a report semi-annually with the registrar of motor vehicles listing the number of applicants for licenses the deputy has served, the number of voter registration applications the deputy has completed and transmitted to the board of elections, and the number of voter registration applications declined.
- **Ordering supplies.** The administrator is responsible for ensuring that each deputy registrar's office has a sufficient supply of voter registration forms, transmittal forms, posters, voter registration instructions brochures, and other necessary materials.

DEPUTY REGISTRAR'S OFFICE MANAGER

Appointment

The office manager for each deputy registrar's office shall be designated by the deputy registrar to be in charge of, and responsible for, voter registration in that office, unless the deputy registrar designates, in writing to the BMV administrator, another individual to perform these duties.

Responsibilities

The office manager has the following duties:

- **Liaison.** The office manager serves as the liaison between the deputy registrar's office and the board of elections in the county in which the deputy registrar's office is located.
- **Site employee training.** Each employee at a deputy registrar's office must be trained on the operations of the voter registration program. The office manager shall provide training to current employees and to new employees upon their arrival. The office manager is responsible for ensuring that all the



office's employees comply with the requirements of the voter registration program.

- **Ordering supplies and display of promotional materials.** The office manager must ensure the deputy registrar's office has an adequate supply of the materials necessary to conduct the voter registration services program.
- **Reporting.** Each office manager must report to the board of elections the total number of voter registration forms transmitted from that office. This number includes the office's computer-generated forms and any other voter registration forms (prescribed state and county voter registration forms) received at the deputy registrar's office.

The office manager satisfies this reporting requirement by enclosing a properly completed voter registration transmittal form (Exhibit B) with the voter registration forms that are submitted to the board of elections in the county in which the deputy registrar's agency is located. Each deputy registrar's office must submit the voter registration forms with the properly completed transmittal form to the board of elections at least once every five days after receipt of form.

The office manager must record (1) the number of applicants for licenses served in that office, (2) the number of voter registrations, change of address and change of name notices completed in that office by customers who apply for a driver's license, commercial driver's license, a State of Ohio identification card, or motorcycle operator's license, or endorsement, renewal, or duplicate of any of these, and transmitted by the office to the board of elections, and the number of voter registration forms declined. (R.C. 4503.03(J)) These numbers shall be reported to the administrator at least semi-annually. Upon request, any additional information required by the administrator must be reported. For specific information and instructions on reporting, please see the "Handling Completed Voter Registration Forms" sub-section of this manual



VOTER REGISTRATION CHECKLIST

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

Checklist for Office Managers

- I am familiar with all aspects of the voter registration program developed by the Secretary of State and how the program works at the deputy registrar's office.
- I have made arrangements with the BMV administrator for initial and on-going training of agency personnel.
- I have established a system for program monitoring, reporting to the BMV administrator, and transmitting the completed forms to the board of elections. This is best accomplished by creating a written plan.
- I have an adequate supply of all materials that I need to operate the voter registration program.

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

Supplies for Each Registrar's Office

To implement and operate a voter registration program, each office shall have the following supplies:

- **Voter registration forms:**
 - The Secretary of State has prescribed the format of the computer-generated voter registration form to be used by all BMV offices
 - Deputy Registrars also must have a supply of the standard state or county (non- computer-generated) voter registration forms. (Exhibit A)
- **Transmittal forms.** The transmittal form that is enclosed with this manual must be used by each office manager when submitting voter registration forms to the county board of elections. It may be reproduced by the office manager as needed. (Exhibit B)

Not for use by Designated Agencies or Job & Family Services agencies, which have specific NVRA instruction manuals.



- **Voter Registration Instructions brochure.** This brochure is to be given to any person who requests three (3) or more voter registration forms from a BMV office. (Exhibit C)

Procedures for ordering supplies

The BMV is required to supply each deputy registrar with a sufficient number of voter registration forms. The Secretary of State has given the BMV a formatted file of the voter registration form.

Each deputy registrar is required to maintain a sufficient supply of voter registration materials. Therefore, it is critical for the BMV administrator and a deputy registrar's office manager to remain in constant communication to ensure that an adequate supply of forms is maintained at all times. The BMV administrator is responsible for allocating supplies, but the office manager must be aware of the level of supplies in each deputy registrar's office and contact the administrator promptly when additional supplies are needed.

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

For BMV voter registration services program to be successful, all employees participating in the program must be adequately trained. In many cases, deputy registrars will be providing customers with assistance in completing voter registration forms. Training gives employees of a deputy registrar's office the skills and information needed to provide this assistance. Additionally, arrangements to train new employees and orient existing employees to new or updated program information should be included in the voter registration program.

Training shall include all of the following:

- A program overview and explanation of the voter registration program's goals and benefits.
- A discussion of the roles and responsibilities of employees.

Not for use by Designated Agencies or Job & Family Services agencies, which have specific NVRA instruction manuals.



- A review of all materials used in the program.
- An education on 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 the decision of a customer on whether to register as an elector does not impact the decision of whether to issue the customer a license, a state identification card, an endorsement, a renewal, or a duplicate.
- Instructions that the customer should not be required to fill out any information on the BMV computer-generated voter registration form, which duplicates information on the application for a license, identification card, or endorsement.
- Instructions for program maintenance (i.e., ordering supplies, program monitoring, and reporting).

VOTER REGISTRATION PROCEDURE

Each deputy registrar employee shall:

Ask each customer who is applying for a new, renewal, duplicate or endorsement of any of these:

- Driver's license,
- Commercial driver's license,
- State of Ohio identification card,
- Motorcycle operator's license.

if the customer would like to register to vote or update a current voter registration with a change of address or name.

Not for use by Designated Agencies or Job & Family Services agencies, which have specific NVRA instruction manuals.



If the customer wants to register to vote or update his or her current voter registration:

- Print out the computer-generated voter registration form for the customer.
- Offer to assist the customer in filling out the additional information not automatically printed on the form by the BMV computer.
- Instruct the customer that the form must be signed (See detailed instructions in completing the Voter Registration Form section below).
- Inform the customer that he or she will receive notice from the county board of elections concerning the status of the customer's voter registration application. Also inform the customer that, if the notice is not received in a timely manner, the customer should contact the board of elections of the county in which the customer resides.
- Offer to accept the customer's completed and signed form for transmittal to the board of elections.

Completing the Voter Registration Form

Using the computer-generated BMV form

Inform the customer that certain information from the license application has been pre-printed on the voter registration form. The customer does not need to fill out any information already printed on the form, but the employee should ask the customer to verify the information.

Review the form for missing information and advise the customer to fill in any missing information. Please refer to the voter registration form (Exhibit A) in the back of this manual to become familiar with the registration form requirements.

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. The applicant must be 18 years of age by the next general election.

Not for use by Designated Agencies or Job & Family Services agencies, which have specific NVRA instruction manuals.



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 10: “Ohio Driver’s License Number or Last Four Digits of Social Security Number”

If the applicant has a current Ohio driver’s license, that number is prepopulated 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 is helpful to the county board of elections if it needs to contact the person 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.

Not for use by Designated Agencies or Job & Family Services agencies, which have specific NVRA instruction manuals.



After the customer completes the voter registration form, the employee should review the form for completeness and advise the customer of any missing information.

Using a blank voter registration form

Any deputy registrar or employee of a deputy registrar's office who assists with the voter registration services program must answer questions an applicant may have about the instructions printed on a state or county prescribed 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. The applicant must be 18 years of age by the next general election.

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.).

Not for use by Designated Agencies or Job & Family Services agencies, which have specific NVRA instruction manuals.



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.

VEHICLE REGISTRATION TRANSACTIONS

Customers processing a change of address during a vehicle registration transaction must be asked if they wish to have that change also apply for voting purposes.

PROCESSING COMPLETED VOTER REGISTRATION FORMS

When a voter registration form is returned, the deputy registrar or employee of the deputy registrar's office places it with all other voter registration forms that are to be transmitted to the board of elections in the county in which the deputy registrar's office is located within five days after accepting the form. (R.C. 3503.11).

The office manager should process registration forms as follows:

1. Date stamp each voter registration form that is not a computer-generated BMV form.
 - The date stamp shall not identify the deputy registrar's location.
 - The date stamp shall be placed in a blank space on the form so that it does not interfere with reading the information on the form or scanning of the signature.
 - If no date stamp is available, the date may be written on the form.
2. **Not later than five days** after receipt, batch together all the voter registration forms with a properly completed voter registration transmittal form (Exhibit B):
 - Insert the total number of voter registration forms received at the deputy registrar's office on the appropriate line of the transmittal form.
 - Fill out the remaining information on the transmittal form (e.g., office name and number, address, date, name of person completing the form, and phone number).

Not for use by Designated Agencies or Job & Family Services agencies, which have specific NVRA instruction manuals.



- Attach a list of printed names by registration/update type (i.e., new, name change, address change, name and address change).
3. Deliver in person or mail the packet containing the transmittal form, list of names and the voter registration forms to the board of elections in the county in which the agency is located. The method of transmittal must be mutually agreed upon by the agency site and the board of elections.

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.

- Every voter registration form must be transmitted to the board within five days after the deputy registrar's office receives it.
- If a deputy registrar or employee of a deputy registrar's office has any question as to whether a voter registration form is completed properly, the voter registration form must be submitted 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 in the registration form for any additional information. No deputy registrar, office manager, or employee shall destroy any voter registration form entrusted to that deputy registrar's office.

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.

Not for use by Designated Agencies or Job & Family Services agencies, which have specific NVRA instruction manuals.



- 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.
- 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:

Not for use by Designated Agencies or Job & Family Services agencies, which have specific NVRA instruction manuals.



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.

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

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: www.OhioSecretaryofState.gov or call (877) 767-6446.

<p>Eligibility You are qualified to register to vote in Ohio if you meet all the following requirements:</p> <ol style="list-style-type: none"> 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. <p>Use this form to register to vote or to update your current Ohio registration if you have changed your address or name.</p> <p>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.</p> <p>Numbers 1 and 2 below are required by law. You must answer both of the questions for your registration to be processed.</p> <p>Registering in Person If you have a current valid Ohio driver's license, you must provide that number on line 10. If you do not have an Ohio driver's license, you must provide the last four digits of your Social Security number on line 10. If you have neither, please write "None."</p> <p style="text-align: center;">Please see information on back of this form to learn how to obtain an absentee ballot.</p>	<p>Registering by Mail If you register by mail and do not provide either an Ohio driver's license number or the last four digits of your Social Security number, you must enclose with your application a copy of one of the following forms of identification: Current and valid photo identification, a military identification, or a current (within the last 12 months) utility bill, bank statement, government check, paycheck, or government document (other than a notice of voter registration mailed by a board of elections) that shows the voter's name and current address.</p> <p>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.</p> <p>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.</p> <p style="text-align: center;">WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE</p>
---	---

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)		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. 4/15) 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 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: Ohio	
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)	
<div style="border: 1px solid black; height: 40px; width: 100%;"></div>			

Not for use by Designated Agencies or Job & Family Services agencies, which have specific NVRA instruction manuals.



PLACE
STAMP
HERE

|||
SECRETARY OF STATE
PO BOX 2828
COLUMBUS OH 43216-2828

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 at www.OhioSecretaryofState.gov or by calling (877) 767-6446.

OHIO VOTER IDENTIFICATION REQUIREMENTS

Voters must bring identification to the polls in order to verify identity. Identification may include current and valid photo identification, a military identification, or a copy of a current (within the last 12 months) utility bill, bank statement, government check, paycheck, or other government document (other than a notice of voter registration mailed by a board of elections) that shows the voter's name and current address. Voters who do not provide one of these documents will still be able to vote by providing the last four digits of the voter's Social Security number and by casting a provisional ballot pursuant to R.C. 3505.181. For more information on voter identification requirements, please consult the Secretary of State's website at: www.OhioSecretaryofState.gov or call (877) 767-6446.

Voters who have received a confirmation notice and fail to respond to that notice or participate in any voter activity (such as voting or updating their voter registration information) after a period of four years are subject to cancellation.

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

Not for use by Designated Agencies or Job & Family Services agencies, which have specific NVRA instruction manuals.



Exhibit B: Bureau of Motor Vehicles Voter Registration Transmittal Form

Bureau of Motor Vehicles		
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	<table border="1"><tr><td>For Board Use Only Duplicates _____</td></tr></table> _____ _____ _____ _____ _____ _____	For Board Use Only Duplicates _____
For Board Use Only Duplicates _____		

Not for use by Designated Agencies or Job & Family Services agencies, which have specific NVRA instruction manuals.



Exhibit C: Voter Registration Poster for Public Libraries, Public High Schools and Vocational Schools and Office of County Treasures

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.



ELECTIONS NVRA
OhioSoS.gov | elections@OhioSoS.gov
877.767.6446 | TTY 877.889.6446
22 North Fourth Street | Columbus, Ohio 43215

printed in-house SOS 2242 (01/2020)

Not for use by Designated Agencies or Job & Family Services agencies, which have specific NVRA instruction manuals.



Exhibit D: Voter Registration Instructions Brochure



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.



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 identification to the polls in order to verify identity. Identification may include current and valid photo identification, a military identification, or a copy of a current (within the last 12 months) utility bill, bank statement, government check, paycheck, or other government document (other than a notice of voter registration mailed by a board of elections) that shows the voter's name and current address. Voters who do not provide one of these documents will still be able to vote by providing the last four digits of the voter's Social Security number and by casting a provisional ballot pursuant to R.C. 3505.181.

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.



Elections Division | NVRA Coordinator

VoteOhio.gov | pcurrie@OhioSoS.gov

614.728.8241 | 877.767.6446 | TTY 877.889.6446

22 North Fourth Street | Columbus, Ohio 43215