VOTER REGISTRATION APPLICATION

PURPOSE: Voter registration services must be made available to all public assistance applicants and recipients. This includes all members who could register to vote in a household. Voter registration services are to be made available at in-person interviews (including home visits) for:

- application for any IM program, including recertifications;
- reinvestigations; and
- a change of address report.

NOTE: Offer to send Voter Registration forms with the applicant or recipient for other individuals listed in the household who may want to register to vote but are not physically present in the office.

Voter Registration services must also be made available for non-applicants who come into the office and request a voter registration application.

NUMBER OF COPIES AND DISPOSITION: Follow policy at 0105.026.05.10 Procedure for Completed Forms, 0105.026.05.15 Out of State Residents, 0105.026.15 Corrective Action Required When There Is No Record That An Applicant/EU Was Offered The Opportunity To Register To Vote, and 0105.026.20 Transmission of Completed Forms.

MANUAL REFERENCE: General Information Manual section 0105.026.00 – 0105.026.25.

INSTRUCTIONS FOR COMPLETION: Offer the same degree of assistance to individuals in completing a Voter Registration application form as offered to individuals in completing agency forms, unless the individual refuses such assistance.

Eligibility specialists providing assistance in completing Voter Registration application forms are prohibited from:

- seeking to influence an individual's party preference or party registration;
- displaying any political preference or party allegiance;
- making any statement or taking any action whose purpose of effect is to discourage the individual from registering to vote; or
- making any statement or taking any action whose purpose or effect is to lead the individual to believe that a decision whether or not to register has any bearing on the availability of services or benefits.

If an individual believes that someone has interfered with their voter registration rights, they may file a complaint with the Secretary of State.

> **NOTE**: If an ES has a reason to believe the individual does not meet eligibility requirements for voting, DO NOT deny the right to fill out and submit the form. The election official will determine if eligibility requirements are met.

Instructions for Completion (also provided on the top section of the form):

Box 1 and 2 – Citizen and Age Requirements
Federal Law requires voter registration applicants to answer these two questions. If box 1 or 2 is left blank the registration will be incomplete and returned to the applicant.

Box 3 – Type of Application
Check appropriate box if this is a new registration or if you are changing a name or address on your current voter registration.

Box 4 – Name
Put in this box your full name (Last, First, Middle). DO NOT use nicknames or initials. For name changes, Box 12 should contain your old name.

Box 5 – Home Address
Put in this box your home address. DO NOT put your mailing address if it differs from your home address.

Box 6 – Mailing Address
If you get your mail at an address other than your home address in Box 5, put that address here.

Box 7 – Driver's License Number
Required for registration unless you do not have a Driver's License. (§115.158, RSMo.) If you do not have a Driver's License, leave blank.

Box 8 – Last Four Digits of Social Security Number
Required for registration unless you do not have a Social Security Number. (§115.155, RSMO, §115.158, RSMo.) If you do not have a Social Security Number, leave blank.

Box 9 – Date of Birth
Place your date of birth in this box (Month, Day, Year). DO NOT USE TODAY'S DATE.

Box 10 – Place of Birth (Optional)
List your place of birth (city/county/state).

Box 11 – Daytime Phone Number (Optional)

Please list a number at which the election authority may contact you for clarification of information.

Box 12 – Last Voter Registration Information
If you are currently registered, please list the name and address of your last registration and county.

Box 13 – Signature
Review the information. If you meet the requirements and all is correct, sign your full name or make your mark and print today's date.

Box 14 -- Rural Voters
If you live in a rural area without a street address, please supply information which may help in placing you in the proper voting district.