

REGISTRAR HANDBOOK



STATE OF ALASKA
DIVISION OF ELECTIONS

DIVISION OF ELECTIONS DIRECTORY

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INTRODUCTION

Thank you for serving as a voter registrar for the State of Alaska. Your assistance is appreciated by the Lieutenant Governor and the Division of Elections.

As a registration official, you will be helping Alaskans exercise their right to vote. Your dedication to our system of democracy will encourage others in the community to get involved and to make a difference.

The Division of Elections developed this handbook to explain your responsibilities and provide you with the necessary information to fulfill your duties. The instructions must be followed closely to ensure voters are registered properly.

If you have any questions that are not answered by the information and instructions in this handbook, please feel free to contact the regional elections supervisor for your area. A directory of regional elections offices can be found at the beginning of this handbook.

REGISTRAR RESPONSIBILITIES

Duties

Registrars assist voters with the proper completion of voter registration applications. Registrars assist Alaska residents in registering to vote for the first time, reregistering when their voter registration in Alaska has been cancelled, and updating their existing voter information. You may provide this assistance to anyone in the state. As a registrar, we ask that you use the provided registration applications to register only individuals who are in your presence. Registration applications completed in your presence will be effective the date they are signed. If applicants request registration applications to take with them, their registration will be effective the date an elections office receives their properly completed registration application.

Please review any materials that are sent to you by the Division of Elections (Division) so that you are aware of any new voter registration requirements resulting from changes in regulation or law. As a registrar, you are responsible for submitting completed registration applications to the Division **WITHIN FIVE DAYS** of completion.

FORMS AND SUPPLIES

The Division will provide you with a packet of registration materials that includes voter registration applications, postage-paid return envelopes and posters. To obtain additional materials, notify your regional elections office.

Alaska Voter Registration Applications

The voter registration application is used to register first time voters, update a voter's existing record or reregistering voters whose registration in Alaska has been cancelled. You will be provided with a supply of voter registration applications during training. You may contact your regional elections office to request additional registration applications when needed.

In the event there are updates made to the registration application, the Division will provide you with a new supply of updated registration applications. It is important to discard all outdated registration applications as they may contain information that may not meet the legal requirements to register a person to vote.

Postage Paid Envelopes

The Division provides postage paid return envelopes for you to mail completed registration applications to your regional elections office. By law, you must send completed voter registration applications to the Division **WITHIN FIVE DAYS** of the applicant completing the registration application.

The provided envelopes are for your use to return completed registration applications and are not to be handed out to applicants. Applicants that choose to return their registration application to the Division may use the contact information listed in the instructions.

"Voter Registration HERE" Poster and Other Information

Posters stating "Voter Registration HERE" are provided for you to display at your location to advertise voter registration. In addition, your packet may contain informational handouts or quick reference sheets for your use.

REGISTRATION AND VOTING QUALIFICATIONS

Who May Register

A person may register to vote if that person is:

- a citizen of the United States;
- at least 18 years old or will be 18 years of age within 90 days of registering to vote;
- a resident of Alaska;
- not a convicted felon, unless unconditionally discharged;
- not registered to vote in another state or cancels the registration in another state when completing an Alaska voter registration application

Who May Vote

A person is eligible to vote in an election if that person is:

- a citizen of the United States;
- 18 years of age or older;
- has registered to vote at least 30 days before the election as required and is not registered to vote in another jurisdiction;
- not a convicted felon

During presidential elections, a person may register to vote and vote for President and Vice-President on Election Day.

When a Person May Register to Vote

There is no required length of residency for voter registration in Alaska. People who move to Alaska may register immediately as long as they meet voter qualifications (specified above) and properly complete a registration application.

Applicants may register to vote up to 90 days before their 18th birthday, however, to be eligible to vote, they must be 18 years old on or before Election Day.

For applicants who want to register to vote or update their registration record after the 30 day registration deadline, follow normal procedures. When applicants have questions regarding their voter registration record; advise them to contact their regional elections office.

COMPLETING A VOTER REGISTRATION APPLICATION

Instructions to Applicants

- Applicants should complete their own registration application; however, when requested, you may assist them in reading, writing and translating the required information and voter certificate.
- Applicants **MUST** sign their name or make a mark such as an "X". Be sure applicants understand the oath before signing.
- Encourage applicants to complete the entire registration application, even when making a minor change.
- The Division requests applicants to provide the following information when completing a registration application:

1. **Voter Qualifications – MANDATORY**

Applicants **MUST** complete this section to determine their eligibility to register to vote. If applicants answer "NO" to any of the questions, they are not eligible to register to vote and should not complete the registration application. Upon meeting the requirements set out in this section, they may then register to vote.

2. **Voter Name – MANDATORY**

Applicants must print their full name on the registration application: last, first, and middle initial. A name suffix such as "Jr.", "Sr." or "III" should follow the middle initial. Please check that the applicant lists their last name first on the registration application.

3. **Name Previously Registered – MANDATORY**

Applicants previously registered in Alaska under a different name and are reregistering or need to make a name change to a current voter record, both the new and the former name must be provided.

4. **Alaska Residence Address – MANDATORY**

The residence address must be a physical description of where an applicant resides such as: house number and street name; highway name and milepost; boat harbor and slip number, etc. In many areas of Alaska where street names are not commonly used, applicants may describe the location of their residence, for example: school housing; 3 miles east of air terminal; Cove Bay; Crescent Sound; or the village or community name i.e., Diomed.

If an applicant has a different mailing address than their residence address, they may maintain their residence address as confidential. Confidential addresses are not released to the general public by the Division, but may be released to government agencies or during election processes as set out in state law.

DO NOT allow applicants to provide a PO Box, Rural Route, PSC Box number, HC Box number, Commercial Address, General Delivery or other mailing address as a residence address. Exact descriptions are necessary to determine district and precinct assignments.

5. **Mailing Address – OPTIONAL**

Applicants should supply their full mailing address. This address is used to send voter identification cards, election pamphlets, and other voter information. It is acceptable for applicants to provide an out-of-state mailing address.

6. **Voter Number – OPTIONAL**

Applicants that have a current Alaska voter identification card may provide the voter number listed on their card. This helps the Division when identifying existing voter registration records.

This information is confidential and will not be released by the Division to the general public.

7. **Special Assistance – OPTIONAL**

If an applicant has a disability that may require alternative voting methods; they may indicate this by marking the box.

8. **Election Official – OPTIONAL**

Alaskans who are willing to serve their communities as members of an election board must provide a phone number or an email address where they may be contacted. They may obtain additional information on serving as an election official by contacting their regional elections office.

9. **Phone Numbers – OPTIONAL**

The Division will attempt to contact applicants if clarification is needed in regards to their information provided on the registration application.

10. **Identifiers – MANDATORY**

The Division is required to verify each applicant's identity. An applicant must provide at least one of the following identifiers:

- Social Security Number
- Last 4 Digits of Social Security Number
- Alaska Driver's License Number
- Alaska State Identification Number

If an applicant has not been issued a Social Security, Alaska Driver's License or State identification number, he or she may check the available box and complete the remainder of the registration application.

This information is confidential and will not be released by the Division to the general public.

11. **Date of Birth – MANDATORY**

Applicants must provide their date of birth when registering to vote. This date should be written as month/day/year.

This information is confidential and will not be released by the Division to the general public.

12. **Gender – MANDATORY**

If the applicant does not complete this section; you may check the appropriate box on their behalf. The applicant's sex is mandatory information and is used for statistical purposes.

13. **Political Affiliation – OPTIONAL**

Applicants are requested to select a political affiliation. Applicants who are not registered to vote and do not indicate a political affiliation on their registration application will be registered as undeclared. Applicants registered with a political affiliation on their voting record and leave their political affiliation blank; the affiliation they are currently registered under will be maintained on their voting record.

Political parties that have gained recognized political party status are listed in the instructions on the registration application under political parties. Groups that have applied for party status; but have not met the qualifications to be a recognized political party, are listed in the instructions of the registration application under political groups. In addition, nonpartisan and undeclared are listed in the instructions on the registration application. The difference between nonpartisan and undeclared is: "nonpartisan" means that a person is not associated with or does not support the policies or interests of a political party; "undeclared" means that a voter does not wish to declare an affiliation.

14. **Out-of-State Cancellation – MANDATORY**

Applicants are required to cancel their registration in another state when registering to vote in Alaska. They may cancel their voter registration in another state on the registration application. The Division will send notification to the other state.

15. **Voter Certificate, Signature and Date – MANDATORY**

By signing a registration application; applicants are taking an oath that they meet the legal requirements for becoming a registered voter in Alaska as outlined in the voter certificate.

Applicants MUST sign the registration application. Applicants should sign their normal signature. Applicants must sign their legal name as it appears in box 2 of the registration application. Applicants may make a mark such as an "X" if they are unable to sign.

Be sure that applicants provide a signature date. Applicants should provide a signature date. The date provided becomes the effective date of the voter's registration record. If the date signed is not provided, the effective date of the voter's record will be the date the Division receives the registration application and can prevent the voter from voting a regular ballot in an election.

CHECK IDENTIFICATION AND SUBMIT COMPLETED REGISTRATION APPLICATIONS

Check Each Applicant's Identification

You are verifying that, to the best of your knowledge, the person is who he or she claims to be. If the applicant does not have identification, make a note "no identification provided" at the bottom of the registration application.

Types of Acceptable Identification

- Driver's License
- State Identification Card
- Passport
- Birth Certificate
- Hunting or Fishing License
- Other Current and Valid Photo ID

Review Each Completed Registration Application while in the Presence of the Applicant

- Verify that the applicant's printed name is listed with the last name listed first
- Verify that the applicant provided a physical residence address
- Verify that the applicant provided at least one identifier
- Verify that the applicant provided his or her date of birth
- Verify that that applicant signed and dated the registration application

Complete Registrar Information

After you have reviewed the registration application, complete the Registrar/Agency/Official" box as follows:

- If you are an individual registrar, print and sign your name and provide your voter number or social security number
- If you are serving as a registrar for an agency, write your name as well as the agency name. For example: library; DMV; or city name

Submit Completed Applications

Mail or deliver completed registration applications to your regional elections office. State law requires you to submit registration applications **WITHIN FIVE DAYS** following completion. As a registrar, you may not reproduce or store copies of completed registration applications nor may you collect or store any confidential information supplied on completed registration applications.

Incomplete Registration Applications

If a registration application cannot be processed, the applicant will be notified by the Division. If the applicant needs to provide additional information to complete his or her registration application, the effective date of the applicant's registration record will be the date the elections office receives the properly completed registration application.

Voter Notification

After the Division processes the registration application, a voter identification card will be mailed to the applicant's mailing address confirming the registration or change. If the registration application is completed properly, the applicant will receive a voter identification card within two to four weeks.

ADDITIONAL INFORMATION

Maintenance of Alaska Residency

A registered voter may maintain their Alaska residency for voting purposes if temporarily living outside the state as long as the voter has the intention to return to the state of Alaska and does not register to vote in another state (active military members and spouses are exempt from the intention requirement under federal law).

As long as an Alaska *residence* address is maintained, voters may request absentee ballots for Alaska state elections even if their *mailing* address is outside the state.

At times applicants may be temporarily living away from their residence address. These applicants may choose to maintain their former address as their residence address. If a new residence address is provided on their registration application, their residence address will be updated to the new address.

Power of Attorney

An applicant may request registration through Power of Attorney (POA). A POA may perform an initial registration, reregistration or update an applicant's existing record. The POA will sign on behalf of the applicant.

The POA must provide:

- A copy of his or her Power of Attorney that specifically states that the individual is authorized to register the applicant. If possible, attach the copy of the POA to the applicant's registration application.
- If the applicant is initially registering to vote or reregistering, request a copy of the applicant's identification, if available.
- The POA must present his or her identification to you as the registrar. If the POA does not have identification, make a note "no identification by POA" at the bottom of the registration application. If the POA does not have a copy of the applicant's identification, make a note "no identification for applicant" at the bottom of the registration application to allow for the Division to process the registration application appropriately. If the POA does not have a copy of his or her authorizing POA, make a note at the bottom of the registration application. The POA will be required to provide this information before the registration application can be processed on behalf of the applicant.

Absentee Ballot Applications

Voters may apply to receive an absentee ballot beginning in January of an election year by completing an absentee ballot application. The absentee ballot application also serves as a voter registration application and should be completed in its entirety. State law requires you to submit absentee ballot application **WITHIN FIVE DAYS** following completion to the Division. However, it is important to submit absentee ballot applications as soon as possible to prevent any delay of

mailing ballots to a voter. For absentee deadline dates, absentee ballot applications and additional information on how to apply for an absentee ballot contact a regional elections office.

Felony Conviction and Cancellation of Registration

Alaska election law requires the Director of Elections to cancel the registration of a person convicted of a felony involving moral turpitude. A person may complete a registration application to reregister once he or she has been unconditionally discharged. Applicants that are not sure of their felony status can complete and submit a registration application. Prior to processing the registration application, the regional elections office will confirm with the Department of Corrections whether the applicant has completed their felony sentence.

Cancellation of Registration

A voter may request at any time that his or her Alaska registration record be cancelled. The voter may provide his or her request in writing, providing a statement such as "I, (name here), request cancellation of my Alaska voter registration." The voter must date and sign the statement and provide an identifier. A voter may also contact a regional elections office to cancel his or her voter record over the phone.

Cancellation of Deceased Voters

The Division receives a monthly list of deceased persons from the Bureau of Vital Statistics. The list is used to cancel deceased voter's records in the statewide voter registration database.

Family members may provide this information to you or they may contact a regional elections office directly. When notifying the Division in the event of a death, the voter's name, date of death, and one identifier (social security number, last four of social security number, voter number or date of birth) must be provided.

Maintenance of Registrar Records

Please notify your regional elections office if you have changed your mailing address or telephone number. Registrar records are reviewed for activity at the beginning of each even numbered year. If you have not submitted registration applications in a two year period, your registrar status may be inactivated.

Registration Drives

You may conduct a registration drive at any time. Please notify the regional elections office in your area of any voter registration drives that you plan to conduct. The Division requests that you obtain permission from the owner or lessee for the use of any premises where you conduct registration drives.

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