

# REGISTRAR HANDBOOK



STATE OF ALASKA  
DIVISION OF ELECTIONS

# DIVISION OF ELECTIONS

## DIRECTORY

### **Director of Elections**

240 Main Street, 4<sup>th</sup> Floor  
PO Box 110017  
Juneau, Alaska 99811-0017

Phone: (907) 465-4611  
FAX: (907) 465-3203

### **Region I Elections Office**

9109 Mendenhall Mall Road, Suite 3  
PO Box 110018  
Juneau, Alaska 99811-0018

### **House Districts 1-5, 33-36**

Phone: (907) 465-3021  
FAX: (907) 465-2289

### **Region II Elections Office**

#### **Anchorage Office**

2525 Gambell Street, Suite 100  
Anchorage, Alaska 99503-2838

### **House Districts 17-32**

Phone: (907) 522-8683  
FAX: (907) 522-2341

### **Matanuska-Susitna Office**

North Fork Professional Building  
1700 E. Bogard Road, Suite B102  
Wasilla, Alaska 99654-6565

### **House Districts 13-16**

Phone: (907) 373-8952  
FAX: (907) 373-8953

### **Region III Elections Office**

675 7<sup>th</sup> Avenue, Suite H3  
Fairbanks, Alaska 99701-4592

### **House Districts 6-12**

Phone: (907) 451-2835  
FAX: (907) 451-2832

### **Region IV Elections Office**

Alaska State Office Building  
103 E. Front Street  
PO Box 577  
Nome, Alaska 99762-0577

### **House Districts 37-40**

Phone: (907) 443-5285  
FAX: (907) 443-2973

Visit our website: [www.elections.alaska.gov](http://www.elections.alaska.gov)

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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 on page 1 of this book.

# 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 registrars, we ask that you use the provided registration applications to register only individuals who are in your presence. 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 application.

Please review any materials that are sent to you by the Division of Elections so that you are aware of any new voter registration requirements resulting from changes in regulation or law. As a registrar, you will be responsible for submitting completed applications to the Division within five days of completion.

# FORMS AND SUPPLIES

## **Registrar Supply Packet**

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 (see page 1).

## **Alaska Voter Registration Application**

The Voter Registration Application is used to register first time voters, update a voter's existing record or reregistering those voters whose registration in Alaska has been cancelled. The Division will provide you with an initial supply of approximately 10 to 25 applications at the time you attend registrar training. When you turn in completed applications to the Division, the Division will replace your supply upon request.

At times, you may be contacted and provided with new updated registration forms. You will be instructed to discard all outdated forms. It is important to discard all outdated forms that you may have on hand as they may no longer 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 application. The provided envelopes are for your use to return completed applications and are not to be handed out to applicants.

## **"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 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 an 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.

If applicants want to register to vote or update their registration record after the 30 day registration deadline, follow normal procedures. Advise applicants to contact their regional elections supervisor (see page 1) to receive information on their voting rights.

# COMPLETING A VOTER REGISTRATION APPLICATION

## **Instructions to Applicants**

- Applicants are to complete their own registration application unless an applicant needs assistance in completing the form due to a disability. You may also assist those who are unable to read or write the English language to register to vote. You may translate the required information and the oath appearing on the registration form and/or complete the application for applicants.
- 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 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 form. 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 form.

### **3.Name Previously Registered - MANDATORY**

Applicants that were previously registered in Alaska under a different name and are reregistering, or if they are making a name change to an active voter record, both the new and the former name must be provided. Check each applicant's signature to be sure that he or she signed the form using the new name.

#### **4. Alaska Residence Address - MANDATORY**

The residence address must be a physical description of where applicants live: a house number and street name, highway name and milepost, boat harbor and slip number, etc. In rural or remote areas where street names are not commonly used, applicants may use some other phrase to 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., Diomedes, Alaska.

If applicants have a different mailing address than their residence address, they may choose to have their residence address maintained as confidential information. 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 - MANDATORY**

Applicants should supply their full mailing address. This address is used to send voter identification cards, election pamphlets, and other voter information. If an applicant's mailing address is the same as the residence address, the applicant may write "same as above" or "SAA" on the mailing address line. It is acceptable for applicants to provide an out-of-state mailing address.

#### **6. Identifiers - MANDATORY**

The Division is required to verify each applicant's identity. Applicants 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 form.

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

**7. Date of Birth – MANDATORY**

This should be written month/day/year. Check that the current date is not entered by mistake.

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

**8. Sex - MANDATORY**

If applicants do 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.

**9. Political Affiliation - OPTIONAL**

Applicants may choose to select a political affiliation. Political parties that have gained recognized political party status are listed on the 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 on the application under political groups. In addition, Nonpartisan and undeclared are listed on the application. You may be asked the difference between nonpartisan and undeclared. “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. If an applicant does not select a political affiliation on the application, they will be registered as undeclared unless they are already registered under an affiliation. If an applicant is already registered with a political affiliation, that affiliation will be maintained on the applicant voting record.

In your capacity as a registrar, you must not persuade or attempt to persuade an applicant to register with a political party or group.

**10. Voter Number - OPTIONAL**

If applicants have a current Alaska voter identification card, request them to supply their voter number if they know it. This will help the Division to identify each applicant’s registration record when processing applications.

**11. Phone Numbers - OPTIONAL**

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

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

**12. Election Official - *OPTIONAL***

Election officials serve on election day by setting up the polling place in the morning, assisting voters in signing the register, distributing ballots to voters, assisting voters at the ballot counting machine, assisting those voters who vote a questioned ballot, providing language assistance to voters and closing the polling place at the end of the night. 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 (see page 1).

**13. Special Assistance - *OPTIONAL***

This question helps the Division assess special needs of voters in Alaska and allows the Division to send information that notifies voters on alternative voting methods.

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

Applicants who are registered in another state must cancel that registration to be qualified to register to vote in Alaska. Applicants may cancel their voter registration in another state at the same time they apply for voter registration in Alaska. Applicants are asked to provide the city, state, county and zip code of the state where they were last registered or as much information as they can remember.

**15. Voter Oath, Signature and Date - *MANDATORY***

Applicants should understand the voter oath that appears on the voter registration application. By signing a registration application, applicants are taking an oath that they meet the legal requirements for becoming a registered voter in Alaska.

**Applicants MUST sign the registration application.** Applicants should sign their normal signature. When applicants sign their name, you should verify the signature with the printed name. Applicants may make a mark such as an "X" if they cannot write.

**Be sure that applicants provide a signature date.** If a signature date is not provided, the effective date of the registration is the date that an elections office receives the application. This delay may prevent a voter from having their ballot count in a specific election if the application is received by an elections office fewer than 30 days prior to an election.

# **CHECK IDENTIFICATION AND SUBMIT COMPLETED 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 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 Application while in the Presence of the Applicant**

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

## **Complete Registrar Information**

After you have reviewed the application, complete the "Registrar/Agency/Official" box.

- If you are an individual registrar provide your name and 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.

Please do not write in the "**FOR OFFICE USE ONLY**" section of the application.

## **Submit Completed Applications**

Mail or deliver completed registration applications to your regional elections supervisor (see page 1). State law requires you to submit registration applications no later than **FIVE DAYS** following completion. It is important near election time to mail or deliver applications as soon as possible or within the five day requirement to ensure the names of properly registered voters appear on election precinct registers.

As a registrar, you may not reproduce or store copies of completed voter registration and absentee by-mail applications nor may you collect or store any confidential information supplied on completed voter registration or absentee by-mail applications.

## **Incomplete Applications**

If an application cannot be processed, the applicant will be notified by mail by the Division. If the applicant needs to provide additional information in which to complete his or her registration, the effective date of the applicant's registration is the date when the *elections office receives the properly completed application*. Delays in processing may affect an applicant's eligibility to vote in an election therefore, use care in reviewing the applicant's form for completion.

## **Voter Notification**

After the Division processes the voter 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 continue to maintain Alaska residency for voting purposes even if temporarily living outside the state as long as the voter has intention to return to the State of Alaska and does not register to vote in another state. Advise people to contact any elections office if they have questions regarding out-of-state residency.

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 i.e., students going to college. These applicants may choose to maintain their former address as their residence address. If a new residence address is provided on their application, their residence address will be updated to the new address.

## **Power of Attorney**

Applicants 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 authorizing the individual 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 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 form to allow for the Division to process the application appropriately. If the PoA does not have a copy of his or her authorizing PoA, make a note at the bottom of the application. The PoA will be required to provide this information before the application can be processed on behalf of the applicant.

## **Absentee By-Mail Applications**

Voters may apply to receive a by-mail ballot beginning in January of an election year by completing an absentee by-mail ballot application. The application also serves as a voter registration application and should be completed in its entirety. State law requires you to submit absentee by-mail applications no later than **FIVE DAYS** following completion to the Division. However, it is extremely important to turn in absentee by-mail applications as soon as possible to enable the Division to quickly mail a ballot to voters and to meet absentee by-mail application deadlines. For absentee deadline dates, applications and additional information on how to vote absentee, see our web site or contact your regional elections office (see page 1).

## **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. If applicants are not sure of their felony status, encourage them to contact the Department of Corrections or their regional elections office.

## **Cancellation of Registration**

Voters may wish to cancel their voter registration in Alaska. When notifying the Division, ask them to write a statement to that fact such as: I, [name here], request cancellation of my Alaska voter registration. Have them sign and date the statement and request them to provide at least one identifier (social security number, voter number or date of birth). If the voter still has a voter ID card, the card should be attached to the statement. This gives the elections office authority to remove the voter's name from the active voter file. They may provide this information to you or they may mail it directly to their regional election office (see page 1).

## **Cancellation of Deceased Voters**

The Division receives a monthly list of deceased persons from the Division of Vital Statistics. The list is used to remove deceased voters from the voter registration list. However, the Division encourages family members of deceased voters to notify an elections office in case the family member's name does not appear on the vital statistics list.

Family members may provide this information to you or they may contact their regional election office (see page 1) 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 inform your regional elections supervisor if you change your address or telephone information. 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 name will 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.