

**IMPLEMENTING
THE NATIONAL VOTER
REGISTRATION ACT OF 1993**

FOR

**MANDATORY VOTER REGISTRATION AGENCIES THAT
PROVIDE PUBLIC ASSISTANCE OR PROVIDE STATE-
FUNDED PROGRAMS PRIMARILY ENGAGED IN PROVIDING
SERVICES TO PERSONS WITH DISABILITIES**



**Prepared and distributed by:
Secretary of State**

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CHAPTER 1

INTRODUCTION TO THE NATIONAL VOTER REGISTRATION ACT OF 1993

I. BACKGROUND

The National Voter Registration Act of 1993 (NVRA), effective January 1, 1995, mandates the State of Louisiana to designate as voter registration agencies all offices in the State that provide public assistance and all offices in the State that provide State-funded programs primarily engaged in providing services to persons with disabilities. Each such mandatory voter registration agency is required to make the following services available to its applicants: 1) distribution of the state mail voter registration application form; 2) assistance to applicants in completing voter registration application forms, unless an applicant refuses such assistance; and 3) acceptance of completed voter registration application forms for transmittal to the appropriate registrar of voters.

II. ROLE OF THE SECRETARY OF STATE

The NVRA requires that each state designate a chief election official to be responsible for coordination of the state's responsibilities under the NVRA. The Secretary of State has been named as the chief election official for Louisiana.

III. ROLE OF THE REGISTRAR OF VOTERS

Each parish registrar of voters has the responsibility of registering voters and maintaining all registration records.

Registrars' duties include:

- Reviewing each voter registration application form received;
- Processing each voter registration application form; and
- Forwarding any voter registration application form received for another parish to the appropriate registrar of voters for processing.

IV. VOTER REGISTRATION ELIGIBILITY REQUIREMENTS

To be eligible to register to vote, a person must:

- Be a United States citizen.
- Be at least 17 years old to apply but must be 18 years old prior to next election to vote.
- Not be under an order of imprisonment for conviction of a felony.
** Beginning March 1, 2019: Persons under an order of imprisonment who have not been incarcerated pursuant to that order within the last 5 years can register and vote, except for persons under an order of imprisonment related to a felony conviction for election fraud or any other election offense pursuant to La. R.S. 18:1461.2.*
- Not be under a judgment of full interdiction or limited interdiction with suspension of voting rights.
- Reside in the state and parish in which registration is sought.

V. LOCATIONS FOR REGISTERING TO VOTE - MANDATORY VOTER REGISTRATION AGENCIES

The following are classified under the NVRA as mandatory voter registration agencies (offices in the State that ***shall*** offer voter registration services):

Public Assistance Offices

- Supplemental Nutrition Assistance Program (SNAP)
- Kinship Care Subsidy Program (KCSP)
- Child Care Assistance Program (CCAP)
- Family Independence Assistance Program (FITAP)
- Medicaid Program
- Women, Infants, and Children Program (WIC)

Disability Offices and other offices that provide state-fund programs primarily engaged in providing services to persons with disabilities

- Office of Behavioral Health (OBH)
- Office for Citizens with Developmental Disabilities (OCDD)
- Louisiana Commission for the Deaf (LCD)
- Office of Aging and Adult Services (OAAS)
- Rehabilitation Services
- Disability Service offices at colleges and universities

CHAPTER 2

REGISTERING APPLICANTS TO VOTE

I. ROLES OF EMPLOYEES OF MANDATORY VOTER REGISTRATION AGENCIES

An applicant shall be given the opportunity to register to vote when:

- applying for service or assistance;
- applying for recertification;
- applying to renew services; or
- applying to change his/her address.

As an employee of a mandatory voter registration agency, the NVRA requires that you **shall**:

- Distribute a voter registration application form each time an applicant applies for service or assistance, recertification, renewal, and change of address.
- Provide a declaration form each time an applicant applies for service or assistance, recertification, renewal, and change of address.
- Assist the applicant in completing the voter registration application form, unless the applicant refuses. You **shall** provide the same degree of assistance to each applicant in completing the voter registration application form as you provide to an applicant in completing the agency's forms.
- Accept completed voter registration application forms and transmit them to the appropriate parish registrar of voters.

If you provide services to a person with a disability at the person's home, you shall provide the same services described above at the person's home.

Additionally, State law requires that mandatory voter registration agencies treat a name change as a name change for voter registration purposes, unless the applicant does not wish the change to be for voter registration purposes.

II. CONVERSATIONS WHEN OFFERING VOTER REGISTRATION

Conversations with applicants should be handled with sensitivity. When you offer an applicant the opportunity to register to vote, you **shall NOT**:

- Seek to influence an applicant's political preference or party registration;
- Display any such political preference or party allegiance;
- Make any statement to an applicant or take any action which would discourage the applicant from registering to vote; or
- Make any statement to an applicant or take any action which would lead the applicant to believe that a decision to register to vote or not to register to vote would have any bearing on the availability of services or benefits from the agency.

III. CONFIDENTIAL INFORMATION

The following information is confidential. You cannot disclose it to anyone outside your office, other than the Secretary of State or a parish registrar of voters:

- Information about declining to register to vote;
- Information about the specific location where an applicant applies to register to vote;
- The fact that an applicant is entitled to assistance in voting;
- Social security number;
- Driver's license number;
- Day and month of the date of birth;
- Mother's maiden name; and
- Electronic mail address.

IV. PROCEDURES REQUIRED AT MANDATORY VOTER REGISTRATION AGENCIES

When an applicant is applying for service or assistance or applying for recertification, renewal or change of address, you **shall**:

A. Distribute the Louisiana Voter Registration Application Form

1. Distribute the Louisiana voter registration application form with EVERY application for service or assistance, and with each recertification, renewal, or change of address form relating to such service or assistance, whether the forms are in paper or electronic format.
2. "Distribution" does not include offering a link to an external website. The voter registration application form shall be distributed *with* the agency application, recertification, renewal, or change of address form.

B. Provide a Declaration Form

1. Provide a declaration form with EVERY application for service or assistance, and with each recertification, renewal, or change of address form relating to such service or assistance, whether the forms are in paper or electronic format.
2. During EVERY application for service or assistance, and with each recertification, renewal, or change of address form relating to such service or assistance, whether the forms are in paper or electronic format, offer the applicant an opportunity to register to vote.
 - If meeting with the applicant in-person, ask the applicant: **"If you are not registered to vote where you live now, would you like to apply to register to vote here today?"**
 - **During a telephone interview where an applicant has already received the mandatory voter registration agency's forms** (applications for service or assistance, recertifications, renewals or changes of address), you should remind the applicant that a declaration form and voter registration application form were provided with the agency forms. You should also remind the

applicant that you are available to provide assistance in completing the voter registration application form, that assistance is available at the local mandatory voter registration agency's office, and that the declaration form and voter registration application form may be returned by mail or in person to the local mandatory voter registration agency's office.

3. If the applicant declines to register to vote or is already registered, the applicant should complete the declaration form, marking "no", and you must retain it.
4. If the applicant wants to register to vote, the applicant should complete the declaration form, marking "yes", and you must retain it.
5. If an applicant wants to complete the voter registration application form at home or requests one for a friend or family member, provide the necessary voter registration application form. **You must not mark the voter registration application form in any manner. Make a note on the declaration form if the applicant indicated he/she wanted to register to vote, but took the voter registration application form home to complete.**
6. **A declaration form shall be completed for all applicants for service or assistance, recertifications, renewals and changes of address, whether the applicant is already registered to vote or elects not to complete a voter registration application form at the time of the agency transaction.** If an applicant fails to check either box on the declaration form or fails to complete or sign the declaration form, you should so indicate on the declaration form under the comments/remarks section. However, even if an applicant declines to complete a voter registration application form at the time of the transaction, you shall still give the applicant a voter registration application form.
7. A declaration form shall be maintained for at least **24 months**. Do not send declaration forms to the Secretary of State or the registrars of voters.
8. It will be the responsibility of the mandatory voter registration agency to reproduce the declaration form. A sample **declaration form** (NVRADF) is provided on page 15.

C. Assist the Applicant in Registering to Vote

1. If the applicant wishes to register to vote, and requires assistance in completing the voter registration application form, the same degree of assistance provided in the completion of the agency's forms shall be provided in completing the voter registration application form. See pages 8-9 for instructions on completing the Louisiana voter registration application form.
 - Example: If assistance in filling out the agency application forms is typically given over the telephone, assistance in filling out the voter registration application form shall also be available by telephone.

2. If the voter registration application form is for a new registration, tell the applicant: **“You are not officially registered to vote until the parish registrar of voters receives and approves your application.”** It is extremely important that you do NOT indicate to the applicant that the applicant is registered when you accept the application form.

D. Accept Completed Voter Registration Application Forms

1. When you receive a completed voter registration application form, you **shall** complete the following information on the **BOTTOM of the voter registration application form under “Official Use Only”**:
 - Sign your name on the line “Received by:”; **and**
 - Fill in the date that you received the application; **and**
 - Circle the appropriate agency office as follows:
 - SNAP, KCSP, CCAP, FITAP, Medicaid or WIC, circle **“PA”**.
 - Disability Offices and other agencies providing services to persons with disabilities, circle **“SS”**. Examples include, but are not limited to, OBH, OCDD, LCD, OAAS, Rehabilitation Services and Disability Service Offices at colleges and universities.
2. **NOTE: It is extremely important that you sign, date, and circle the bottom of the voter registration application form upon receipt of the completed voter registration application form.**

E. Transmittal of Voter Registration Applications

1. **If possible, mail voter registration application forms DAILY to the appropriate registrar of voters.** Mail the completed applications in an envelope from your office. The envelope should be addressed to “Registrar of Voters” using the appropriate address found on the reverse side of the voter registration application form or on the Secretary of State’s website at:
<http://www.sos.la.gov/ElectionsAndVoting/PublishedDocuments/ApplicationToRegisterToVote.pdf>
2. **DO NOT HOLD VOTER REGISTRATION APPLICATIONS. MAIL COMPLETED APPLICATIONS TO THE PARISH REGISTRAR OF VOTERS NO LATER THAN FIVE DAYS AFTER DATE OF ACCEPTANCE, BUT PREFERABLY EVERY DAY.** This is to ensure the timely processing of the voter registration application forms by the registrars of voters. Timely processing is critical to protect the applicants’ right to vote in upcoming elections.
3. If voter registration application forms are accepted within 5 days before the last day for registration, you **shall** transmit the applications to the appropriate registrar of voters at the conclusion of each business day.
 - The last day to apply to register to vote in any upcoming election is 30 days prior to that election.

F. Applications For Change Of Name

1. If the applicant is changing his/her name, ask the applicant: “**Do you want your change of name to be used for voter registration purposes?**” If the applicant declines, no further action is necessary. If the applicant accepts, have the applicant complete the voter registration application form.

G. Reporting

1. Declaration forms and completed voter registration application forms shall be noted and tracked for reporting purposes, as described in more detail on pages 11-12.

V. VOTER REGISTRATION QUESTIONS

If an applicant has any questions regarding voter registration, you may refer the applicant to the parish registrar of voters. Telephone numbers for the registrars of voters may be found on the attached list or on the Secretary of State’s website at:

<http://www.sos.la.gov/ElectionsAndVoting/PublishedDocuments/ApplicationToRegisterToVote.pdf>

VI. INSTRUCTIONS FOR COMPLETING THE LOUISIANA VOTER REGISTRATION APPLICATION FORM

The voter registration application form should be completed in ink, preferably black. **DO NOT USE PENCIL.** A **sample** (Form LA-VRA) of the application is attached. The instructions are printed at the top of the application and items are self-explanatory. An applicant may need assistance or have questions in completing the application. Instructions, if requested, are as follows:

1. **Citizenship**: First question asks if the applicant is a citizen of the United States. The applicant checks YES or NO.
Second question asks if the applicant will be 18 years of age on or before election day (for 17 year olds, “election day” means the future election in which the applicant will be eligible to vote). The applicant checks YES or NO.
IF “NO” WAS CHECKED FOR EITHER OF THESE QUESTIONS, THE FORM IS NOT TO BE COMPLETED.
2. **Name**: The applicant PRINTS his/her name in the sequence of last, first and full middle or maiden (maiden name is the last name of a female applicant prior to any marriage).
3. **Home Address and Mailing Address**: Residence address means the actual address where the applicant lives. **Inform the applicant that if he/she claims a homestead exemption, he/she must use that address as the residence address.** *Do not use a post office box.* This must be completed listing the house or apartment number, street, (if rural, route and box number) city or town, state and zip code.
If the applicant gives a rural route or box number as the residence address, make sure a map is drawn in the space in the upper right hand of the application labeled “Give Location.” Have the applicant write in the names of the crossroads (streets) nearest to where the applicant lives and draw an “X” to show the location. Also

instruct the applicant to show any landmarks nearby (i.e. schools, churches, stores, etc.). Check the box provided if mail is not delivered to the residence address by the post office, and a complete 'Mailing Address' must be provided. Otherwise, a mailing address may be provided and you may use a PO Box.

4. **Date of Birth:** Date of birth should be written month/day/year.
5. **Social Security Number:** The applicant circles NO or YES. The last four digits of the social security number are required if no Louisiana driver's license or special ID card is issued; giving the full social security number is **optional**. The applicant's social security number is intended to be used for voter registration purposes only. **If the applicant does not have a social security number, a Louisiana driver's license, or a Louisiana special identification card (see also #13), the applicant must provide the following which shall be attached to the application:**
 - a) A copy of a current and valid photo identification, or
 - b) A copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows the name and address of the applicant.
6. **Sex:** Sex is indicated by circling either male or female. (Sex helps for identification purposes in cases where a name is unisex or very similar to another.)
7. **Race/Ethnic Origin:** Race/Ethnic Origin is **optional** and is indicated by circling WHITE, BLACK, ASIAN, HISPANIC, AMER. INDIAN or OTHER. If OTHER is selected, the applicant should provide the race/ethnic origin on the line following OTHER. Leaving this box blank will not affect voter registration eligibility.
8. **Choice of Party:** Party affiliation is indicated by circling DEM (Democrat), GRN (Green), IND (Independent), LIB (Libertarian), REP (Republican), NO PARTY or OTHER. If OTHER is selected, the applicant should provide the name of the party on the line following (SPECIFY). If the applicant does not want to declare a party, NO PARTY should be circled. **If the applicant selects NO PARTY, fails to circle one of the abbreviated party names, fails to write in another party, or leaves the space blank, the party affiliation will be listed as NO PARTY.** Voters are eligible to vote in all elections regardless of party affiliation, except in the presidential preference primary and political party committee membership elections which are limited to certain party affiliations.
9. **Place of Birth:** The applicant lists his/her city or town, parish or county, state and country where he/she was born.
10. **Mother's Maiden Name:** The maiden name is the last name of the applicant's mother prior to any marriage. If unknown, write "unknown".
11. **Email Address:** E-mail address is **optional** (useful if the registrar of voters has questions about the application). It is protected from disclosure by law.
12. **Phone Number(s):** Daytime Phone and Home Phone are **optional** (useful if the registrar of voters has questions about the application).
13. **Louisiana Driver's License or Special ID Number:** The applicant must supply a Louisiana driver's license or Louisiana special identification card number, if issued. If not issued, the applicant must provide at least the last four digits of his/her social security number, if issued. **If the applicant does not have a social security number, a Louisiana driver's license, or a Louisiana special identification card (see also #5), the applicant must provide the following which shall be attached to the application:**
 - a) A copy of a current and valid photo identification, or
 - b) A copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows the name and address of the applicant.

14. **Assistance in Voting:** The applicant indicates whether assistance in voting is needed by circling either NO or YES. If YES, the applicant provides the reason he/she needs assistance in voting (he/she is unable to read or has a physical disability, including blindness).
15. **Last Address:** The applicant lists his/her last (former) residence address providing house or apartment number and street (if rural, route and box number), city or town, parish or county, and state.
16. **Last Registration:** The applicant lists his/her last (former) place of registration providing parish or county and state.
17. **Name Change:** If the applicant is using the application to request a change of name, the name to be changed must be printed here.
18. **Signature:** Review the Affirmation with the applicant and make sure he/she understands the requirements to register to vote. Print today's date and have the applicant sign the card with his/her signature or mark. If the applicant cannot read, you must read the affirmation to the applicant. Be sure the applicant's signature or mark is in the appropriate box.
19. **Witnesses:** If the applicant is unable to sign his/her name, the applicant makes a mark and two witnesses' signatures to the applicant's "mark" are required.

ANY ADDITIONAL QUESTIONS? Call your Parish Registrar of Voters OR call the Department of State at 1-800-883-2805 or (225) 922-0900.

CHAPTER 3

MANAGING THE PAPERWORK

I. NVRA SITE COORDINATORS AND NVRA DEPARTMENT COORDINATORS

Each mandatory voter registration agency office shall appoint a staff person to serve as a NVRA Site Coordinator for each physical location where voter registration is conducted. Each Department shall also appoint a NVRA Department Coordinator. The NVRA Site Coordinators and NVRA Department Coordinator shall be responsible for ensuring the agency's compliance with the duties and responsibilities provided in 42 U.S.C. §1973gg-5 and La. R.S. 18:116, and as detailed in any training, manuals, pamphlets, rules and procedures provided by the Secretary of State. The names and contact information for the NVRA Site Coordinators and NVRA Department Coordinator shall be submitted to the Secretary of State NVRA Coordinator, Lani Durio, 225-287-7476, lani.durio@sos.la.gov. In addition, when any mandatory voter registration agency makes a change in a NVRA Site Coordinator or NVRA Department Coordinator, the agency shall provide the name and contact information to the Secretary of State NVRA Coordinator within 10 calendar days.

On a quarterly basis, each NVRA Department Coordinator shall meet with the Secretary of State NVRA Coordinator to review procedures, forms, and registration data, and to monitor any problem areas where changes in rules or laws may be necessary, or where improvement is needed.

Each NVRA Department Coordinator shall also submit the Department's policies, procedures, and forms currently in use or to be used to implement the provisions of 42 U.S.C. §1973gg-5 and La. R.S. 18:116 to the Secretary of State for approval.

II. ORDERING APPLICATION FORMS

Louisiana voter registration application forms are available through the Secretary of State's Office and can be ordered by contacting the Secretary of State, Elections Services. NVRA Site Coordinators and NVRA Agency Coordinators are responsible for ensuring adequate supplies of voter registration application forms are maintained at each mandatory voter registration agency office. NVRA Site Coordinators and NVRA Agency Coordinators must also ensure that adequate supplies of declaration forms are printed by each mandatory voter registration agency and maintained at each mandatory voter registration agency office. Louisiana voter registration application forms are also available through each parish registrar of voters and can be downloaded and printed from www.GeauxVote.com.

III. KEEPING TRACK OF REGISTRATIONS AND DECLARATIONS

The NVRA requires the State to keep track of voter registrations. The number of voter registrations received will be recorded in the statewide voter registration system by the parish registrars of voters. The Secretary of State will report any statistics as required to the United States Election Assistance Commission.

In order to successfully monitor performance, the voter registration activities of each mandatory voter registration agency shall be tracked, reported, and regularly reviewed.

Beginning on January 1, 2014, and on a quarterly basis thereafter, the NVRA Department Coordinator shall submit to the Secretary of State NVRA Coordinator a concise report that documents the following:

- The total number of applications for service or assistance, recertifications, renewals, and changes of address relating to such service or assistance received by the Department, by program and site (or as approved by the Secretary of State's office if not available by program and site).
- The total number of declaration forms received by the Department, by program and site (or as approved by the Secretary of State's office if not available by program and site); and
- The total number of completed voter registration application forms received by the Department and forwarded to the appropriate registrar of voters, by program and site (or as approved by the Secretary of State's office if not available by program and site).

NOTE: All mandatory voter registration agency offices shall maintain declaration forms at least 24 months to defend its policies and practices against complaints. DO NOT SEND THE DECLARATION FORMS TO THE SECRETARY OF STATE.

IV. LIST OF MANDATORY VOTER REGISTRATION AGENCIES

The Secretary of State shall maintain a list of the physical location of each mandatory voter registration agency. Once a year, the Secretary of State shall submit the list to the NVRA Department Coordinator who shall verify the list within 30 calendar days. If there is a change, the NVRA Department Coordinator shall notify the Secretary of State NVRA Coordinator within 10 calendar days of the change.

V. TRAINING

Training on implementation of 42 U.S.C. §1973gg-5 and La. R.S. 18:116 shall be provided as follows:

- The Secretary of State shall provide annual training to the NVRA Department Coordinator, NVRA Site Coordinators, and other personnel designated by the NVRA Department Coordinator.
- The NVRA Department Coordinator shall provide training for new employees of the mandatory voter registration agencies during employee orientation or as part of initial training within 30 days of the date of hire.
- The NVRA Department Coordinator shall provide training on no less than an annual basis to all employees of the mandatory voter registration agencies.

All training shall include, but shall not be limited to the following:

- Review of responsibilities of employees to distribute voter registration application forms and provide declaration forms;
- Discussion of information which may be used to establish an applicant's age, identity, and residency;
- Discussion of assistance that may be provided to an applicant;
- Review of responsibilities in ensuring accuracy and legibility of voter registration application forms and stressing responsibility for informing each applicant that the applicant is not registered to vote until the parish registrar of voters notifies the applicant of registration;
- Review of transmittal requirements; and
- Review of prohibitions.

The Secretary of State will also provide in-person training at the request of any NVRA Department Coordinator.

VI. GETTING HELP

The office of your parish registrar of voters and the Secretary of State, Registration Division, will provide support and assistance whenever you need it. See the attached list or the Secretary of State's website at:

<http://www.sos.la.gov/ElectionsAndVoting/PublishedDocuments/ApplicationToRegisterToVote.pdf> for the telephone number of the each parish registrar of voters. The Secretary of State, Registration Division, may be reached by calling (225) 922-0900 or toll-free at 1-800-883-2805.

SAMPLE FORMS AND ADMINISTRATIVE RULES

**STATE OF LOUISIANA
VOTER REGISTRATION AGENCIES
DECLARATION FORM**

If you are not registered to vote where you live now, would you like to apply to register to vote here today? (Check one)

I want to register to vote.

I do not want to register to vote.

IF YOU DO NOT CHECK EITHER BOX, YOU WILL BE CONSIDERED TO HAVE DECIDED NOT TO REGISTER TO VOTE AT THIS TIME.

Applying to register or declining to register to vote **will not** affect the amount of assistance that you will be provided by this agency. Voter eligibility requirements are found on the voter registration application form.

Note: If you do register to vote, the location where your application was submitted will remain confidential. If you decline to register to vote, this fact will remain confidential. Applying to register or declining to register to vote will be used **only** for voter registration purposes.

If you would like help in filling out the voter registration application form, we will help you. The decision whether to seek or accept help is yours. You may fill out the application form in private. (Check one)

Yes, I would like help.

No, I do not want help.

For assistance in completing the voter registration application form outside our office, contact <Department Name> at <telephone number or other contact information>.

If completed outside our office, this declaration form and your completed voter registration application form (if you filled one out) should be returned to <Department's local office physical location> or <Department's mailing address used to accept applications for service or assistance, recertifications, renewals, and changes of address forms>.

Signature or Mark	Name Typed or Printed	Date
--------------------------	------------------------------	-------------

Signatures of Two Witnesses If Signed With Mark:

1) _____ 2) _____

COMPLAINTS

If you believe that someone has interfered with your right to register or to decline to register to vote, your right to privacy in deciding whether to register or in applying to register to vote, or your right to choose your own political party or other political preference, you may file a complaint with the Louisiana Secretary of State, Commissioner of Elections, P.O. Box 94125, Baton Rouge, LA 70804-9125 or by calling (225)922-0900 or 1-800-883-2805.

Comments/Remarks (for official use only):



Louisiana Voter Registration Application

(LA-VRA - Rev. 3/19)

SEE THE OTHER SIDE OF THIS PAGE FOR INSTRUCTIONS →
 QUESTIONS? - Call your parish Registrar of Voters Office or call the
 Secretary of State at 1-800-883-2805 or (225) 922-0900.

OFFICIAL USE ONLY: **WD:** _____ **PCT:** _____ **REG. TYPE:** _____ **IN/OUT:** _____ **REG #** _____

Please print clearly in ink, preferably black.

Reason for Application: New Voter Registration Updating Voter Registration

Eligibility	1.	Are you a citizen of the United States of America?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If you answered "No" to these questions, do not complete this form. You are not eligible to vote at this time. (Please see application instructions for information regarding eligibility to register prior to age 18.)
		Will you be 18 years of age on or before election day?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Name	2.	LAST NAME: _____	FIRST NAME: _____
		FULL MIDDLE OR MAIDEN NAME: _____	SUFFIX (Sr., Jr., II) _____

Residence Address (Where you live and claim homestead exemption, if any)	3.	HOUSE # & STREET (No P.O. BOX): _____	UNIT/APT #: _____	Give Location (if Necessary)
		CITY/TOWN: _____	STATE: LA	

Mailing Address (If different from Residence Address)	3.	<input type="checkbox"/> Check if no postal service at your residence address above and supply mailing address here.	
		HOUSE # & STREET/P.O. BOX: _____	UNIT/APT #: _____
		CITY/TOWN: _____	STATE: _____ ZIP CODE: _____

Birthdate	4.	MM / DD / YYYY	5. *SSN	6. Sex	7. Race (Optional)
			XXX - XX - XXXX	<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> WHITE <input type="checkbox"/> BLACK <input type="checkbox"/> ASIAN <input type="checkbox"/> HISPANIC <input type="checkbox"/> AMERICAN INDIAN <input type="checkbox"/> OTHER _____

Party Affiliation	8.	<input type="checkbox"/> DEM <input type="checkbox"/> GRN <input type="checkbox"/> IND <input type="checkbox"/> LBT <input type="checkbox"/> REP <input type="checkbox"/> NO PARTY <input type="checkbox"/> OTHER (Specify) _____	9. Place of Birth
			CITY/TOWN: _____ STATE: _____ PARISH/COUNTY: _____ COUNTRY: _____

Mother's Maiden Name	10.	_____	11. Email (Optional)	12. Phone (Optional)
			_____	Home: (____) _____ - _____ Other: (____) _____ - _____

LA DL/ID Card #	13.	_____	14. Do you need assistance in voting?
		<input type="checkbox"/> I do not have a LA DL/ID card	<input type="checkbox"/> No <input type="checkbox"/> Yes, Reason: _____

Place of Last Residence	15.	HOUSE # & STREET: _____	16. Place of Last Registration	17. Former Registered Name, if any
		CITY: _____ STATE: _____	STATE: _____ PARISH/COUNTY: _____	_____

Affirmation and Signature
(read and sign or make your mark)

18. I do hereby solemnly swear or affirm that I am a United States citizen, that I am of eligible age to register to vote, that I have not been incarcerated pursuant to an order of imprisonment for conviction of a felony within the past five years, nor am I under an order of imprisonment for a felony offense of election fraud or other election offense pursuant to R.S. 18:1461.2, that I am not currently under a judgment of full interdiction or limited interdiction where my right to vote has been suspended, that I am a bona fide resident of this state and parish, and that the facts given by me on this application are true to the best of my knowledge and belief. If I have provided false information, I may be subject to a fine of not more than \$2,000 (\$5,000 for subsequent offense) or imprisonment for not more than 2 years (5 years for subsequent offense), or both. Any false statement may constitute perjury.

Applicant Signature: _____ Date: _____

Witnesses
(If your signature is a mark, you must have two witnesses sign)

19. Witness #1 Signature: _____ Witness #1 Print Name: _____
 Witness #2 Signature: _____ Witness #2 Print Name: _____

* Last 4 digits of the social security number are required, if issued, and you have no LA driver's license or LA special ID; full SSN number is preferred but optional.
 Note: If you decline to register to vote, this fact will remain confidential and will be used only for voter registration purposes. If you register to vote, the office where your application was submitted will remain confidential and will be used only for voter registration purposes. You may request a copy of your voter registration form at any time from the registrar of voters.

OFFICIAL USE ONLY

New Registration Updated Registration: Address Change Name Change Party Change Change to Assistance in Voting

REMARKS: _____

CIRCLE ONE: PA MV RG SDA SS (Disability)

Received by: _____ Date: _____



Louisiana Voter Registration Application

(LA-VRA - Rev. 3/19)

QUESTIONS? - Call your parish Registrar of Voters Office or call the Secretary of State at 1-800-883-2805 or (225) 922-0900.

APPLICATION INSTRUCTIONS

USE THIS LOUISIANA VOTER REGISTRATION APPLICATION TO: 1) register to vote; 2) change your address; 3) request a name change; 4) change party affiliation; or 5) request assistance in voting.

TO REGISTER AND BE ELIGIBLE TO VOTE AN APPLICANT MUST: 1) be a U.S. citizen; 2) be at least 17 years old (16 years old if registering to vote in person at the Registrar's Office or with an application for a Louisiana driver's license) but must be 18 years old before actually voting; 3) not be under an order of imprisonment for conviction of a felony or, if under such an order not have been incarcerated pursuant to the order within the last five years and not be under an order of imprisonment related to a felony conviction for election fraud or any other election offense pursuant to R.S. 18:1461.2; 4) not be under a judgment of full interdiction or limited interdiction where your right to vote has been suspended; 5) reside in the state and parish in which you seek to register and vote.

Instructions: the grey section numbers on this page correspond to the grey section numbers on the application.

Reason for Application: Check "New Voter Registration", if this is a first time registration or if a new registration in a new parish after moving. Check "Updating Voter Registration", if you are making any change to your present registration. If new registration, fill out the form completely.

1. **Eligibility** - Federal law requires you to affirm that you are a citizen of the United States of America and that you will be 18 years of age on or before the election day in which you are eligible to vote. If you answered "No" to these questions, do not complete this application form. You are not eligible to vote at this time. If you are registering as a 16 or 17 year old, you may check "Yes" because you will not be allowed to vote until you are 18.
2. **Name** - You **must** provide your full name. Do not use nicknames or initials for middle or maiden name. *If this application is for a change of name, please also complete section 17: "Former Registered Name".*
3. **Residence Address** - "Residence Address" means the address (Number, Street, City, State and Zip) where you live and are registering to vote. Residence address **must** be the address where you claim homestead exemption, if any, except for a resident in a nursing home or veterans' home who may choose to use the address of the nursing home or veterans' home or the home where they have a homestead exemption. A college student may elect to use their home address or their address at school while attending. Do not use a post office box for your "Residence Address". If you use a rural route and box number, you may draw a map in box labeled "Give Location" to provide the exact location. Write in the names of the crossroads (streets) nearest to residence. Draw an X to show residence. Use a dot to show any schools, churches, stores or landmarks near residence and write the name of the landmark.
Mailing Address - If you check that you do not receive postal service at your residence address, you **must** provide your mailing address (Number, Street, City, State and Zip). Otherwise a mailing address may be provided and you may use a Post Office Box for a mailing address.
4. **Birthdate** - Print your date of birth. *The month and day of your birth remains confidential by law.*
5. **Social Security Number** - If you do not have a LA driver's license or LA special identification card, you **must** provide the last four digits of your social security number, if issued. The full social security number is preferred and may be provided on a voluntary basis and will be kept confidential. If you were not issued a social security number, you **must** attach either one or more documents to prove your identity, residence and date of birth. Documents may be: a) a copy of current and valid photo identification and/or b) a copy of a current utility bill, bank statement, government check, paycheck, or other government document. *Your SSN number remains confidential and is only used for registration purposes.*
6. **Sex** - Check male or female *(for statistical purposes only)*.
7. **Race** - Race/Ethnic origin is optional *(for statistical purposes only)*.
8. **Party Affiliation** - If you are registering for the first time, you may choose a party affiliation of Democrat, Green, Independent, Libertarian or Republican parties. You may specify any other party affiliation by checking "other" and then listing the party you wish to affiliate. If you do not want to register with a political party affiliation check "No Party", or if you do not complete this section, your party affiliation will be listed as "no party". If you are already registered with a party affiliation and no political party change is being made with this application, you may leave this section blank or re-enter your political party affiliation.
9. **Place of Birth** - Print the city/town, parish/county, state and country of your birth place *(for statistical purposes only)*.
10. **Mother's Maiden Name** - Print your mother's maiden name, which is her last name at her birth. If unknown, write "unknown".
11. **Email** - Give your email address for election officials to contact you if there is a problem with your registration. *Email addresses are protected from disclosure by law and are for official use only.*
12. **Phone** - Give your phone numbers for election officials to contact you if there is a problem with your registration. *Phone numbers are optional and a public record unless you make a request for your phone numbers to be kept confidential by election officials.*
13. **LA DL/ID Card #** - Print your LA driver's license or LA special identification card number, if issued. If you do not have one, check "I do not have a LA DL/ID card". *This ID number remains confidential and is for official use only.*
14. **Assistance in Voting Needed?** - Indicate if you will need assistance in voting by checking either the "No" or "Yes" box. If "Yes", write the reason for needing assistance. The registrar of voters in your parish may contact you for proof of disability.
15. **Place of Last Residence** - Print the address (number and street), city, and state of your prior residence, if different from residence address in section 3 or write "Same".
16. **Place of Last Registration** - Print the state and parish (or county) of your last registration if you were registered in another parish or state prior to completing this application. **Important:** *Contact the local election office in your prior state and cancel your prior registration. Registering in Louisiana does not automatically cancel or transfer your voter registration from another state.*
17. **Former Registered Name** - If you are using this application to make a name change to your registration, print your former registered name (name you are changing) in this section. If name changed by court order, provide a copy of the order with this application.
18. **Affirmation and Signature** - Read the affirmation and sign your full name or make your mark and print the date this application was signed and completed. *If assistance in registering is being provided, make sure the applicant understands what they are affirming and that they meet the requirements to register to vote.*
19. **Witnesses** - If you are unable to sign your name, you may make your mark, but it **must** be witnessed by two people or it is not valid.

Mailing Instructions - If returned by mail, place in an envelope and mail to your Registrar of Voters Office. You can find your registrar of voters mailing address on the Registrar of Voters Address Page, by visiting our website at www.geauxvote.com or by calling the toll free at 1-800-883-2805. Your application or envelope **must** be postmarked 30 days prior to the first election in which you seek to vote.

Online Voter Registration - Voter registration is also available at www.geauxvote.com and you may register online before the 20th day prior to the election. Please call your registrar of voters if you do not receive your voter information card two weeks after registering.

LOUISIANA REGISTRARS OF VOTERS OFFICE ADDRESSES

ACADIA 568 NW Court Circle Crowley, LA 70526-4363 (337) 788-8841	EAST BATON ROUGE 222 St. Louis St., Rm. 201 Baton Rouge, LA 70802-5860 (225) 389-3940	MADISON 100 N. Cedar St. Tallulah, LA 71282-3892 (318) 574-2193	ST. LANDRY P.O. Box 818 Opelousas, LA 70571-0818 (337) 948-0572
ALLEN P.O. Box 150 Oberlin, LA 70655-0150 (337) 639-4966	EAST CARROLL P.O. Box 708 Lake Providence, LA 71254-0708 (318) 559-2015	MOREHOUSE 129 N. Franklin St. Bastrop, LA 71220-3815 (318) 281-1434	ST. MARTIN 415 Saint Martin St. St. Martinville, LA 70582-4549 (337) 394-2204
ASCENSION 828 S. Irma Blvd., Rm. 205 Gonzales, LA 70737-3631 (225) 621-5780	EAST FELICIANA P.O. Box 488 Clinton, LA 70722-0488 (225) 683-3105	NATCHITOCHE P.O. Box 677 Natchitoches, LA 71458-0677 (318) 357-2211	ST. MARY 500 Main St., Courthouse, Rm. 301 Franklin, LA 70538-6144 (337) 828-4100, ext. 360
ASSUMPTION P.O. Box 578 Napoleonville, LA 70390-0578 (985) 369-7347	EVANGELINE 200 Court St., Ste. 102 Ville Platte, LA 70586-4463 (337) 363-5538	ORLEANS 1300 Perdido St., Rm. 1W23 New Orleans, LA 70112-2127 (504) 658-8300	ST. TAMMANY 701 N. Columbia St. Covington, LA 70433-2709 (985) 809-5500
AVOUELLES 312 N. Main St., Ste. E Marksville, LA 71351-2409 (318) 253-7129	FRANKLIN 6560 Main St. Winnsboro, LA 71295-2750 (318) 435-4489	OUACHITA 1650 Desiard St., Rm. 125 Monroe, LA 71201 (318) 327-1436	TANGIPAHOA P.O. Box 895 Amite, LA 70422-0895 (985) 748-3215
BEAUREGARD P.O. Box 952 DeRidder, LA 70634-0952 (337) 463-7955	GRANT 200 Main St., Courthouse Bldg. Colfax, LA 71417-1828 (318) 627-9938	PLAQUEMINES P.O. Box 989 Port Sulphur, LA 70083-0989 (504) 934-3620	TENSAS P.O. Box 183 St. Joseph, LA 71366-0183 (318) 766-3931
BIENVILLE P.O. Box 697 Arcadia, LA 71001-0697 (318) 263-7407	IBERIA 300 S. Iberia St., Ste. 110 New Iberia, LA 70560-4543 (337) 369-4407	POINTE COUPEE 211 E. Main St., 2 nd FL New Roads, LA 70760-3661 (225) 638-5537	TERREBONNE 8026 Main St., Ste. 101 Houma, LA 70360 (985) 873-6533
BOSSIER P.O. Box 635 Benton, LA 71006-0635 (318) 965-2301	IBERVILLE P.O. Box 554 Plaquemine, LA 70765-0554 (225) 687-5201	RAPIDES 701 Murray St. Alexandria, LA 71301-8099 (318) 473-6770	UNION P.O. Box 235 Farmerville, LA 71241-0235 (318) 368-8660
CADDO P.O. Box 1253 Shreveport, LA 71163-1253 (318) 226-6891	JACKSON 500 E. Court St., Rm. 102 Jonesboro, LA 71251-3400 (318) 259-2486	RED RIVER P.O. Box 432 Coushatta, LA 71019-0432 (318) 932-5027	VERMILION 100 N. State St., Ste. 120 Abbeville, LA 70510 (337) 898-4324
CALCASIEU 1000 Ryan St., Rm. 7 Lake Charles, LA 70601-5250 (337) 721-4000	JEFFERSON P.O. Box 10494 Jefferson, LA 70181-0494 (504) 736-6191	RICHLAND P.O. Box 368 Rayville, LA 71269-0368 (318) 728-3582	VERNON P.O. Box 626 Leesville, LA 71496-0626 (337) 239-3690
CALDWELL P.O. Box 1107 Columbia, LA 71418-1107 (318) 649-7364	JEFFERSON DAVIS 302 N. Cutting Ave. Jennings, LA 70546-5361 (337) 824-0834	SABINE 400 Capitol St., #107 Many, LA 71449-3099 (318) 256-3697	WASHINGTON 900 Washington St., #105 Franklinton, LA 70438-1719 (985) 839-7850
CAMERON P.O. Box 1 Cameron, LA 70631-0001 (337) 775-5493	LAFAYETTE 1010 Lafayette St., Ste. 313 Lafayette, LA 70501-6885 (337) 291-7140	ST. BERNARD 8201 W. Judge Perez, Rm. 104 Chalmette, LA 70043-1696 (504) 278-4231	WEBSTER P.O. Box 674 Minden, LA 71058-0674 (318) 377-9272
CATAHOULA P.O. Box 215 Harrisonburg, LA 71340-0215 (318) 744-5745	LAFOURCHE 307 W. 4th St. Thibodaux, LA 70301-3105 (985) 447-3256	ST. CHARLES P.O. Box 315 Hahnville, LA 70057-0315 (985) 783-5120	WEST BATON ROUGE P.O. Box 31 Port Allen, LA 70767-0031 (225) 336-2421
CLAIBORNE 507 W. Main St., Ste. 1 Homer, LA 71040-3914 (318) 927-3332	LASALLE P.O. Box 2439 Jena, LA 71342-2439 (318) 992-2254	ST. HELENA P.O. Box 543 Greensburg, LA 70441-0543 (225) 222-4440	WEST CARROLL P.O. Box 71 Oak Grove, LA 71263-0071 (318) 428-2381
CONCORDIA 4001 Carter St., Ste. K Vidalia, LA 71373-3021 (318) 336-7770	LINCOLN 100 W. Texas Ave., #10 Ruston, LA 71270-4463 (318) 251-5110	ST. JAMES P.O. Box 179 Convent, LA 70723-0179 (225) 562-2330	WEST FELICIANA P.O. Box 2490 St. Francisville, LA 70775-2490 (225) 635-6161
DESOTO 105 Franklin St. Mansfield, LA 71052-2046 (318) 872-1149	LIVINGSTON P.O. Box 968 Livingston, LA 70754-0968 (225) 686-3054	ST. JOHN 1811 W. Airline Hwy. LaPlace, LA 70068-3344 (985) 652-9797	WINN 119 W. Main St., Rm. 105 Winnfield, LA 71483-3238 (318) 628-6133

**Department of State
Elections Division
Administrative Rules Regarding
Voter Registration at Mandatory Voter Registration Agencies**

(LAC 31:II.Chapter 4)

Title 31

ELECTIONS

Part II. Voter Registration

Chapter 4. Voter Registration at Mandatory Voter Registration Agencies in the State that Provide Public Assistance or Provide State-funded Programs Primarily Engaged in Providing Services to Persons with Disabilities

§401. Objective

A. The objective of these rules is to provide procedures to implement the provisions of the National Voter Registration Act, 42 U.S.C. §1973gg, et seq. (NVRA), as interpreted by the United States District Court for the Eastern District of Louisiana in “Scott, et al. v. Schedler, et al.” (Docket No. 11-926), in a Permanent Injunction dated January 23, 2013, at those agencies designated by the state as voter registration agencies which include all offices in the state that provide public assistance and all offices in the state that provide state-funded programs primarily engaged in providing services to persons with disabilities, hereinafter referred to as “mandatory voter registration agencies”, within the intent of 42 U.S.C. §1973gg-5.

AUTHORITY NOTE: Promulgated in accordance with R.S. 18:116, R.S. 36:742, 42 U.S.C. §1973gg et seq., and the Permanent Injunction issued in “Scott, et al. v. Schedler, et al.” (Docket No. 11-926), United States District Court, Eastern District of Louisiana.

HISTORICAL NOTE: Promulgated by the Department of State, Elections Division, LR 39:2798 (October 2013).

§403. Definitions

Department -- an office, agency, or other instrumentality of the executive branch that contains mandatory voter registration agencies.

Employee -- a full-time or part-time classified or unclassified employee, official, or any independent contractor of any mandatory voter registration agency as defined in this Section.

Mandatory Voter Registration Agency or Mandatory Voter Registration Agencies -- all offices or agencies in the state that provide public assistance or that provide state-funded programs primarily engaged in providing services to persons with disabilities.

Site -- the physical location where voter registration is conducted.

AUTHORITY NOTE: Promulgated in accordance with R.S. 18:116, R.S. 36:742, 42 U.S.C. §1973gg et seq., and the Permanent Injunction issued in “Scott, et al. v. Schedler, et al.” (Docket No. 11-926), United States District Court, Eastern District of Louisiana.

HISTORICAL NOTE: Promulgated by the Department of State, Elections Division, LR 39: 2798 (October 2013).

§405. Services Made Available

A. At each mandatory voter registration agency, the following services shall be made available:

1. distribution of the state voter registration application with each application for service or assistance, and with each recertification, renewal, or change of address form relating to such service or assistance, whether the application, recertification, renewal, or change of address form is in paper or electronic format;
2. provide a declaration form with each application, recertification, renewal, or change of address form as described in 42 U.S.C. §1973gg-5(a)(6)(B);
3. provide each applicant who does not decline to register to vote the same degree of assistance with regard to the completion of the voter registration application as is provided by the mandatory voter registration agency with regard to the completion of its own forms, unless the applicant refuses such assistance;
4. accept completed voter registration applications for transmittal to the appropriate parish registrar of voters; and
5. accept any change of name submitted by a registrant which shall serve as a notification of change of name for voter registration unless the registrant states at the time of submitting the change that the change is not for voter registration purposes. The transmittal procedure shall be handled in the same manner as voter registration applications.

B. If the mandatory voter registration agency provides services to a person with a disability at the person's home, the agency shall provide the services described in Paragraph A at the person's home.

AUTHORITY NOTE: Promulgated in accordance with R.S. 18:116, R.S. 36:742, 42 U.S.C. §1973gg et seq., and the Permanent Injunction issued in “Scott, et al. v. Schedler, et al.” (Docket No. 11-926), United States District Court, Eastern District of Louisiana.

HISTORICAL NOTE: Promulgated by the Department of State, Elections Division, LR 39: 2798 (October 2013).

§407. Declaration Form

A. Each mandatory voter registration agency shall provide a declaration form with each voter registration application that is distributed with each application for service or assistance, and with each recertification, renewal, or change of address form relating to such service or assistance.

B. The declaration form shall include the following, in order:

1. the question: “If you are not registered to vote where you live now, would you like to apply to register to vote here today?”;
2. boxes for the applicant to check to indicate whether the applicant would like to register to vote or declines to register to vote (failure to check either box being deemed to constitute a declination to register to vote for purposes of providing assistance in completion of the registration application form), together with the statement (in close proximity to the boxes and in prominent type): “IF YOU DO NOT CHECK EITHER BOX, YOU WILL BE CONSIDERED TO HAVE DECIDED NOT TO REGISTER TO VOTE AT THIS TIME.”;
3. if the mandatory voter registration agency provides public assistance, the statement: “Applying to register or declining to register to vote will not affect the amount of assistance that you will be provided by this agency.”;
4. the statement: “If you would like help in filling out the voter registration application form, we will help you. The decision whether to seek or accept help is yours. You may fill out the application form in private.”;
5. the statement: “For assistance in completing the voter registration application form outside our office, contact _____ at _____. (The first blank shall be filled in with the department’s name and the second blank shall be filled in with the department’s telephone number or other contact information.);
6. the statement: “If completed outside our office, this declaration form and your completed voter registration application form (if you filled one out) should be returned to _____ or _____. (The first blank shall be filled in with the department’s local office physical location and the second blank shall be

filled in with the department's mailing address used to accept applications for service or assistance, recertifications, renewals, and changes of address forms.); and

7. the statement: "If you believe that someone has interfered with your right to register or to decline to register to vote, your right to privacy in deciding whether to register or in applying to register to vote, or your right to choose your own political party or other political preference, you may file a complaint with the Louisiana Secretary of State, Commissioner of Elections, P.O. Box 94125, Baton Rouge, LA 70804-9125, Telephone (toll-free) 1-800-883-2805."

C. Completed declaration forms shall be retained by the mandatory voter registration agency for at least 24 months.

D. No information relating to a declination to register to vote in connection with an application made at a mandatory voter registration agency may be used for any purpose other than voter registration.

AUTHORITY NOTE: Promulgated in accordance with R.S. 18:116, R.S. 36:742, 42 U.S.C. §1973gg et seq., and the Permanent Injunction issued in "Scott, et al. v. Schedler, et al." (Docket No. 11-926), United States District Court, Eastern District of Louisiana.

HISTORICAL NOTE: Promulgated by the Department of State, Elections Division, LR 39: 2799 (October 2013).

§409. Transmittal of Voter Registration Applications Accepted at Mandatory Voter Registration Agencies

A. Completed voter registration applications accepted by mandatory voter registration agencies shall be transmitted to the appropriate registrar of voters no later than five days after date of acceptance. If a registration application is accepted within five days before the last day for registration, the mandatory voter registration agency shall transmit the completed voter registration application to the appropriate registrar of voters at the conclusion of each business day.

AUTHORITY NOTE: Promulgated in accordance with R.S. 18:116, R.S. 36:742, 42 U.S.C. §1973gg et seq., and the Permanent Injunction issued in "Scott, et al. v. Schedler, et al." (Docket No. 11-926), United States District Court, Eastern District of Louisiana.

HISTORICAL NOTE: Promulgated by the Department of State, Elections Division, LR 39: 2799 (October 2013).

§411. Qualified Employees at Mandatory Voter Registration Agencies

A. Qualifications. In order to perform the services set forth herein, an employee at a mandatory voter registration agency shall possess the following qualifications:

1. be an employee of the mandatory voter registration agency; and
2. have received in-service training on implementation of the NVRA.

B. Duties. Every qualified employee at each mandatory voter registration agency shall comply with and perform all requirements of 42 U.S.C. §1973gg-5 and R.S. 18:116, and shall comply with and perform all duties and responsibilities as set forth in training, manuals, pamphlets, rules and procedures of the secretary of state.

C. Prohibitions. A qualified employee who provides services described in Paragraph A of Section 405 of this Chapter shall not:

1. seek to influence an applicant's political preference or party registration;
2. display any such political preference or party allegiance;
3. make any statement to an applicant or take any action the purpose or effect of which is to discourage the applicant from registering to vote; or
4. make any statement to an applicant or take any action the purpose or effect of which is to lead the applicant to believe that a decision to register or not to register has any bearing on the availability of services or benefits.

AUTHORITY NOTE: Promulgated in accordance with R.S. 18:116, R.S. 36:742, 42 U.S.C. §1973gg et seq., and the Permanent Injunction issued in "Scott, et al. v. Schedler, et al." (Docket No. 11-926), United States District Court, Eastern District of Louisiana.

HISTORICAL NOTE: Promulgated by the Department of State, Elections Division, LR 39: 2799 (October 2013).

§413. Review Process

A. Each mandatory voter registration agency shall appoint a qualified employee to serve as the NVRA site coordinator. Each department shall also appoint a NVRA department coordinator. The NVRA site coordinators and NVRA department coordinator shall be responsible for ensuring compliance by each mandatory voter registration agency with the duties and responsibilities provided in 42 U.S.C. §1973gg-5 and R.S. 18:116, and as set forth in training, manuals, pamphlets, rules and procedures of the secretary of state.

B. Each department shall submit the names and contact information of the NVRA Site Coordinators and NVRA Department Coordinator to the Secretary of State NVRA Coordinator. When a change is made, the department shall provide the name and contact information to the Secretary of State NVRA Coordinator within 10 days.

C. On a quarterly basis, each NVRA department coordinator shall meet with the secretary of state NVRA coordinator to review procedures, forms, and registration data, and to monitor any problem areas where changes in rules or laws may be necessary, or where improvement is needed.

D. Beginning on January 1, 2014, and on a quarterly basis thereafter, the NVRA department coordinator shall submit to the secretary of state NVRA coordinator a concise report that documents the following:

1. the total number of applications for service or assistance, recertifications, renewals, and changes of address relating to such service or assistance received by the department, by program and site;
2. the total number of declaration forms received by the department, by program and site; and
3. the total number of completed voter registration applications received by the department and forwarded to the appropriate registrar of voters, by program and site.

E. Each department shall submit its policies, procedures, and forms currently in use or to be used to implement the provisions of 42 U.S.C. §1973gg-5 and R.S. 18:116 to the secretary of state for approval. The department shall not implement any policies, procedures, or forms until the approval of the secretary of state provided to the department.

AUTHORITY NOTE: Promulgated in accordance with R.S. 18:116, R.S. 36:742, 42 U.S.C. §1973gg et seq., and the Permanent Injunction issued in “Scott, et al. v. Schedler, et al.” (Docket No. 11-926), United States District Court, Eastern District of Louisiana.

HISTORICAL NOTE: Promulgated by the Department of State, Elections Division, LR 39: 2800 (October 2013).

§415. Training

A. Training on implementation of 42 U.S.C. §1973gg-5 and R.S. 18:116 shall be provided as follows:

1. The secretary of state shall provide annual training to the NVRA department coordinator, NVRA site coordinators, and other personnel designated by the NVRA department coordinator.
2. The NVRA department coordinator shall provide training for new employees described in Paragraph C of Section 403 of this Chapter during employee orientation or as part of initial training within 30 days of the date of hire.
3. The NVRA department coordinator shall provide training on no less than an annual basis to all employees described in Paragraph C of Section 403 of this Chapter.

B. All training shall include, but shall not be limited to the following:

1. review of responsibilities of employees to distribute voter registration applications and provide declaration forms;
2. discussion of information which may be used to establish an applicant’s age, identity, and residency;
3. discussion of assistance that may be provided to an applicant;
4. review of responsibilities in ensuring accuracy and legibility of voter registration applications and stressing responsibility for informing each applicant that the applicant is not registered to vote until the parish registrar of voters notifies the applicant of registration;
5. review of transmittal requirements; and
6. review of prohibitions.

AUTHORITY NOTE: Promulgated in accordance with R.S. 18:116, R.S. 36:742, 42 U.S.C. §1973gg et seq., and the Permanent Injunction issued in “Scott, et al. v. Schedler, et al.” (Docket No. 11-926), United States District Court, Eastern District of Louisiana.

HISTORICAL NOTE: Promulgated by the Department of State, Elections Division, LR 39:2800 (October 2013).

§ 417. List of Mandatory Voter Registration Agencies

A. The secretary of state shall maintain a list of the physical location of each mandatory voter registration agency. Once a year, the secretary of state shall submit the list to the NVRA department coordinator who shall verify the list within 30 days. If there is a change, the NVRA department coordinator shall notify the secretary of state NVRA coordinator within 10 days of the change.

AUTHORITY NOTE: Promulgated in accordance with R.S. 18:116, R.S. 36:742, 42 U.S.C. §1973gg et seq., and the Permanent Injunction issued in “Scott, et al. v. Schedler, et al.” (Docket No. 11-926), United States District Court, Eastern District of Louisiana.

HISTORICAL NOTE: Promulgated by the Department of State, Elections Division, LR 39:2800 (October 2013).

§419. Monitoring and Compliance

A. Upon written request of the secretary of state, a department shall prepare a report on NVRA policies, procedures, and practices in sufficient detail to enable the secretary of state to assess compliance with the NVRA for any mandatory voter registration agency within that department.

B. If, based upon the department’s report and such other information as may come to his attention, the secretary of state suspects a violation, deficient practice or noncompliance with the NVRA, the secretary of state may:

1. request additional information from the department;
2. send a compliance letter to the department to correct any violation, deficient practice or noncompliance; or
3. report the suspected violation, deficient practice or noncompliance to the United States Department of Justice.

AUTHORITY NOTE: Promulgated in accordance with R.S. 18:116, R.S. 36:742, 42 U.S.C. §1973gg et seq., and the Permanent Injunction issued in “Scott, et al. v. Schedler, et al.” (Docket No. 11-926), United States District Court, Eastern District of Louisiana.

HISTORICAL NOTE: Promulgated by the Department of State, Elections Division, LR 39: 2800 (October 2013).

§421. Application of this Chapter

A. This Chapter shall apply equally to all independent contractors, officials, as well as all full-time and part-time classified and unclassified employees of all mandatory voter registration agencies.

AUTHORITY NOTE: Promulgated in accordance with R.S. 18:116, R.S. 36:742, 42 U.S.C. §1973gg et seq., and the Permanent Injunction issued in “Scott, et al. v. Schedler, et al.” (Docket No. 11-926), United States District Court, Eastern District of Louisiana.

HISTORICAL NOTE: Promulgated by the Department of State, Elections Division, LR 39: 2801 (October 2013).