

ARIZONA DEPARTMENT OF ECONOMIC SECURITY

Program Name: Vocational Rehabilitation (VR)

Policy Number: VR-2.7-v1

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CHAPTER 2: Client Information and Case Requirements

Section 2.7: Voter Registration

I. Policy Statement

This policy establishes voter registration guidelines to ensure compliance with the state and federal laws in offering applicants/clients the opportunity to register to vote.

II. Authority

Authority for policies contained in this document includes the following:

- Voting and Elections 52 U.S.C. 2050-2051
- A.R.S. §§ 16-140, 16-152, and 16-166
- DES Policy Voter Registration 01-21-24
- DES Procedure Voter Registration 1-01-24-01

III. Applicability

This applies to applicants/clients who wish to register to vote. The client/applicant:

- A. Has the right to register to vote and be advised that the voter registration process does not affect program eligibility or the amount of assistance they can receive.
- B. May contact the County Recorder in the county in which they reside for materials in alternative formats. Refer to Arizona Secretary of State's County Election Contacts Web page at <http://www.azsos.gov/election/county.htm>.
- C. Must sign and date the Offer of Voter Registration (NVRA-5) form to document whether the applicant/client requests or declines the opportunity to register to vote when offered the opportunity to register.
- D. May send the completed voter registration form to the appropriate County Recorder's office or submit it to any DES office at their discretion.
- E. May contact the Arizona Office of the Secretary of State (visit <https://azsos.gov/> to obtain contact information) to register complaints about any voter registration irregularities experienced during the voter registration process.

- F. Must provide proof of U.S. citizenship with their completed Arizona Voter Registration Form in order to vote in both state and federal elections.
- G. Will only be eligible to vote in federal elections when they do not provide proof of U.S. citizenship with the Arizona Voter Registration Form or the Federal Voter Registration Application.

IV. Standards

- A. VR Staff must offer voter registration in accordance with DES Voter Registration Policy (DES 01-21-24) and Voter Registration Procedures (DES 1-01-24-01).
- B. VR must ensure the confidentiality of the information contained in the Arizona Voter Registration Forms, Federal Voter Registration Applications, and Offer of Voter Registration (NVRA-5) form.
- C. The VR Counselor must encourage applicants/clients to complete the Arizona Voter Registration Form or Federal Voter Registration Application at any time before they leave the office location.
- D. VR must not destroy Arizona Voter Registration Forms, Federal Voter Registration Applications, or Offer of Voter Registration (NVRA-5) forms.
- E. VR staff must offer applicants/clients the opportunity to register to vote at the following times:
 - 1. With each application for benefits or services,
 - 2. With each annual renewal or redetermination of benefits or services,
 - 3. When an applicant/client reports a change of address, name change or party affiliation change.
- F. VR Counselors must advise applicants/clients that the voter registration process does not affect program eligibility or the amount of assistance they can receive.
- G. VR staff must not:
 - 1. Seek to influence political preference or party affiliation of applicants/clients
 - 2. Wear or display any material that identifies political parties or preferences.
 - 3. Make any statement or take an action for the purpose of discouraging an applicants'/clients' from registering to vote.
 - 4. Make any statement or take an action leading applicants/client to believe that a decision to register to vote has any bearings on the availability of benefits or services.
- H. VR staff must provide an Arizona Voter Registration Form or Federal Voter Registration Application to an applicant/client who wishes to register to vote upon request.

- I. VR staff must inform the applicant/client that either forms listed in H above may be used to register to vote in federal or state elections.
- J. VR staff must offer to assist the applicant/client with completing the voter registration form if requested and sign the form to indicate that they assisted with the form completion.
- K. Voter registration forms must be completed in black ink.
- L. The following documents are required to establish U.S. citizenship for applicants/clients in possession of an Arizona driver license or nonoperating identification license issued after October 1, 1996:
 - 1. A legible photocopy of a birth certificate that verifies U.S. citizenship and supporting legal documentation (e.g., marriage certificate) if the name on the birth certificate is not the same as the applicant or participant's current legal name.
 - 2. A legible photocopy of pages of a U.S. passport identifying the applicant/client.
 - 3. Presentation to the County Recorder of U.S. naturalization documents. If the applicant/client does not have the documents on their person, the applicant/client may provide the Alien Registration Number they were assigned prior to naturalization.
 - 4. The applicant/client's Indian Census Number, Bureau of Indian Affairs Card Number, Tribal Treaty Card Number, or Tribal Enrollment Number.
 - 5. A legible photocopy of a Tribal Certificate of Indian Blood or Tribal or Bureau of Indian Affairs Affidavit of Birth.
 - 6. A legible photocopy of an Arizona driver license or nonoperating identification license issued after October 1, 1996, or a driver license or nonoperating identification license from another state within the United States if the applicant/client indicates that proof of U.S. citizenship was provided in order to obtain the license.
- M. Identification or photocopies of proof of U.S. citizenship is not required to re-register due to a move within the same county, change of name, or change of political party affiliation.
- N. Proof of U.S. citizenship must be provided to re-register due to a move to a different Arizona county.
- O. Possession of a current and valid Arizona driver license or nonoperating identification license issued after October 1, 1996 will serve as proof of U.S. citizenship

- P. For first time applicants wishing to complete the Federal Voter Registration Application a current and most recent photocopy of one of the following forms of identification is required:
1. Valid Arizona driver license,
 2. Valid nonoperating identification license number,
 3. Utility bill,
 4. Bank statement,
 5. Paycheck,
 6. Government check, or
 7. Government document.
- Q. The last four digits of the first-time applicant's social security number must be included on the Federal Voter Registration Application form in the event none of the documents listed in IV.P of this section are not available.

V. Procedure

- A. If the applicant/client marks "yes" or "no" on the Offer of Voter Registration (NVRA-5) form:
1. The applicant/client must sign and date the Offer of Voter Registration (NVRA-5) form,
 2. The VR Counselor must provide a copy of the completed NVRA-5 form to the applicant/client and ensure a copy is in the ECF, and
 3. Provide the voter registration form to those who selected "yes".
- B. If the applicant/client refuses or neglects to respond to the NVRA-5 voter preference question or does not answer "yes" or "no" on the Offer of Voter Registration (NVRA-5) form, VR staff must:
1. Document the applicant/client 's voter preference response of 'no response' and 'in person' on the Offer of Voter Registration (NVRA-5) form,
 2. Provide a voter registration form to the applicant/client,
 3. Document on the Offer of Voter Registration (NVRA-5) form that Staff provided the voter registration form to the applicant/client,
 4. Initial and date the Offer of Voter Registration (NVRA-5) form,
 5. Provide a copy of the completed NVRA-5 form to the applicant/client and ensure a copy is in the ECF.
- C. If the applicant/client answers "yes" or "no" to the Offer of Voter Registration (NVRA-5) preference question via email or phone, VR staff must:

1. Document the applicant/client 's voter preference response of "yes" or "no" and "by email" or "by phone" on the Offer of Voter Registration (NVRA-5) form,
 2. Document on the Offer of Voter Registration (NVRA-5) form how the voter registration form will be sent to the applicant/client (mail or email) as per the applicant/client 's preference,
 3. Initial and date the Offer of Voter Registration (NVRA-5) form and ensure a copy is in the ECF, and
 4. Email or mail the voter registration form and copy of the completed NVRA-5 to those selected "yes".
- D. If the applicant/client refuses or neglects to respond to the NVRA-5 voter preference question or does not answer "yes" or "no" when asked the Offer of Voter Registration (NVRA-5) preference question via phone or email, VR Counselor must:
1. Document the applicant/client's voter preference response of "no response" and "by email" or "by phone" on the Offer of Voter Registration (NVRA-5) form,
 2. Document how the voter registration form will be sent to the applicant/client (mail or email) on the Offer of Voter Registration (NVRA-5) form,
 3. Initial and date the Offer of Voter Registration (NVRA-5) form and ensure a copy is in the ECF, and
 4. Email or mail a voter registration form and copy of the completed Offer of Voter Registration (NVRA-5) form to the applicant/client.
- E. VR staff must review the Arizona Voter Registration Form before the applicant/client leaves the office to ensure that it is completed accurately and legibly.
- F. VR staff must attach the photocopy of the documents listed in IV.L of this section to the completed Arizona Voter Registration Form.
- G. In instances when the applicant/client does not have a driver license or nonoperating identification license or a social security number, the applicant/client must write "none" in box 6 of the Federal Voter Registration Application form.
- H. If the applicant/client provided the original of the document needed to establish U.S. citizenship, VR staff must photocopy the document, attach the photocopy to the completed Arizona Voter Registration Form, and return the original to the applicant/client.
- I. VR Local Office Program Supervisor must designate a location where VR Counselors and Rehabilitation Technicians must place the completed Arizona

Voter Registration Forms, Federal Voter Registration Applications, and Offer of Voter Registration (NVRA-5).

- J. At the end of each workday, the designated person in each office must:
1. Collect all complete and incomplete Arizona and Federal Voter Registration forms, and Offer of Voter Registration (NVRA-5) forms, and
 2. Mail or deliver all voter registration forms to the appropriate County Recorder's office each workday, regardless of their completeness and the citizenship information of the applicant or participant. Refer to the Arizona Secretary of State's County Election Contacts Web page at: <http://www.azsos.gov/election/county.htm>.
 3. Count all Offer of Voter Registration (NVRA-5) forms and complete a Batch Report (NVRA-6),
 4. Make a copy of the Batch Report (NVRA-6), and
 5. Place the Offer of Voter Registration (NVRA-5) forms and the copy of the corresponding Batch Report (NVRA-6) in a Bankers Box (no other form of storage is to be used),
 6. Send the all documentation (copies of the Batch Report (NVRA-6) and all Offer of Voter Registration (NVRA-5) forms) , when the Bankers Box is full, to the DES Records Center at Mail Drop 1284 or mail to 1002 S. 63rd Ave, Suite #102, Phoenix, AZ 85043,
 7. Maintain the original Batch Report (NVRA-6) by the office for two years.
- K. At the end of every month, the designated person at the RSA Regional level must complete a Voter Registration Report and forward the Report to the designated RSA Regional Office.
- L. Forms related to voter registration are available as follows:
1. Bankers Boxes must be ordered from the DES Supply Center (Item Number 725: Bankers Boxes, 12x10x15),
 2. Paper copies of Arizona Voter Registration Form and Federal Voter Registration Application are ordered from the DES Supply Center,
 3. Electronic versions of Arizona Voter Registration Form and Federal Voter Registration Application are available in the DES Digital Library,
 4. Offer of Voter Registration (NVRA-5) in English is available in Libera,
 5. Offer of Voter Registration (NVRA-5) in English and Spanish is available electronically in the DES Digital Library,
 6. Batch Report (NVRA-6) is available electronically in the DES Digital Library.

VI. Documentation Requirements

The applicant/client's electronic case file must include all complete and incomplete Offer of Voter Registration forms (NVRA-5), Arizona Voter Registration forms, and Federal Voter Registration Application forms.