Administering Voter Registration
Provided by the Secretary of State - September, 2020

Summary of Steps

- 1: Determine/record Date Received
- 2: Determine/record Source
- 3: Determine/record Type of Application
- 4: Review Application Completeness/Eligibility
- 5: Review Proof of ID/Residency (if needed)
- 6: Issue Certificate of Registration (if IVL printed)
- 7: Acknowledge application with VRAN

Elections Guide: Chapter 3, pages 6 - 11

Step 1: Determine & Record Date Received

- Date received = the date the application arrives in the municipal office
- Date stamp or write that date on envelopes/packages
- Stamp or write date in “Registrar’s Use Only” section of the voter registration application
- Use this date as registration/change date in CVR
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Step 2: Determine & Record Source

- In person = voter completes/submits in your presence
- By Mail = received from voter by mail
- Agency = received from state agency other than BMV
- BMV = received from Bureau of Motor Vehicles
- Voter Registration Drive/3rd Person = received from 3rd person, whether in person or by mail

Step 3: Determine & Record Type

- New Maine voter
- Change to an existing Maine voter
  - Address
  - Party Enrollment
  - Name
- Duplicate application (existing voter, no changes made)
Step 4: Review the Application

New Voters – Accept and process if application contains:

- 1. Citizenship question = Yes
- 2. Full name (or legal name change)
  (1) LN, FN  or  (2) LN, FI, MN  or (3) LN, FN, MI or MN
- 3. Full date of birth (at least age 16)
- 4. Valid residence address in municipality
- 5. Previous address question complete
  “No” checked; or “Yes” checked with address provided
- 6. Signature of voter (or alternate signature statement)

Step 4: Review the Application

Existing Voters: Change of Address – Accept and process if application contains:

- 1. Full name (or legal name change)
- 2. Full date of birth (at least age 16)
- 3. Valid residence address in municipality
- 4. Previous address question complete
- 5. Signature of voter (or alternative signature statement)

Citizenship box not checked? Do not reject.
Step 4: Review the Application

Existing Voters: Other changes – Accept and process if application contains:

- 1. Full name (or legal name change)
- 2. Full date of birth (at least age 16)
- 3. Valid residence address in municipality
- 4. Change being requested
- 5. Signature of voter (or alternative signature statement)

The slides on the following page provide a numbered guide for reviewing applications.

1. 2 questions for citizenship and age – for new voters only – reject if citizenship question is not answered, or is answered “No”.
2. Party affiliation – if none selected, designate as Unenrolled.
3. Legal name must be in 1 of the 3 required forms.
4. Complete date of birth must be provided, or reject.
5A. Residence address – must be valid residence in your municipality, or reject.
5B. Mailing address if different from residence address.
5C. Prior voting residence – Yes or No must be checked, or reject. If Yes, address cannot be blank – if it is, reject.
6. Phone number is optional.
7. Name change, if applicable – search in CVR if can’t find under current name.
8. Signature is required – reject if missing.
9. A, B & C – Required by HAVA for NEW VOTERS, but do NOT reject if blank.
10. New voter applications by mail must include copy of ID and residence, but do NOT reject if not provided – send VRAN to confirm residency.
11. For Registrar’s Use Only section must be completed by Registrar.
MAINE VOTER REGISTRATION APPLICATION

Veteran Required Questions:
- Are you a citizen of the United States of America? Yes No
- Are you at least 18 years of age? Yes No
- If NO, but you are at least 18 years of age, may you participate to vote? Yes No

Last Name
First Name
Middle Name
Date of Birth

Current Residence Address (Physical address where you live)
Street Name and Number, Suite, Apt., Box, etc.
City, Town, Plantation or Township

Current Mailing Address (Complete if different from above address)
Street Name and Number, Suite, Apt., Box, etc.
City/Town
Zip Code

Have you previously been registered to vote? Yes No
If the answer is yes provide address of previous registration below.
City/Town
County
State

If blank = “U”

All

If applicable

New/COA Existing

Optional

New voters

If missing, DON’T reject

ID required for NEW voters

Required by Registrar for ALL apps

Instructions to Votors: Failure to complete this entire application may prevent registration.
- Deliver or mail this completed card to your municipal registrar or to the Division of Elections, 3001 State House Station, Augusta, ME 04333-0101. This properly completed application must be received by the municipal registrar 21 days or more before an election. If received in time, the application may be in receipt of a/p. If not received, the application will be returned.
- If you are a New Maine voter and are new, you will receive a verification mail 10 days before election day. A card that is partially completed will be returned to your home address with a postcard.
- For election information: call 207-624-6903 or visit www.maine.gov/voters/index.html

November 2020
Step 5: Review Proof of ID (New Voters Only)

- Validated Unique Identifier
  (Maine DL or ID, SSN)

- Other categories of ID in 21-A § 112-A

Factors that can be considered for Proof of ID (21-A §112-A)

- Government document or credential with photo ID
  (i.e. driver’s license, state ID, valid US Passport, military ID)

- Government ID document/credential without photo ID
  (i.e. certified birth certificate or signed SSN card)

- An official document that shows name & address of voter
  (i.e. eligibility for public benefits, utility bill, bank statement, government check, paycheck)

- Verified unique identifier
  (Maine DL # or last 4 of SSN that is verified through CVR)

Elections Guide: Chapter 3, pages 10 - 11
Entering Proof of ID in CVR

- Check the box for Proof of ID
  (If box not checked, Proof of ID will not stay in CVR)

- Select the credential from the dropdown
  (Cert Birth certificate, Maine DL, Military ID, Passport, signed SSN card)

- If not listed in dropdown, select “Other”
  (You must specify what was provided in the box to the right)

NOTE: If ME DL or SSN not provided, you must check the box in #3.

Step 5: Review Proof of Residency
(New Voters & Existing Voters)

- Driver’s License or Maine State ID
- Any factors listed in 21-A §112
- Oath/Affirmation of Residency
- No proof, send Voter Registration Acknowledgement Notice (VRAN)

Elections Guide: Chapter 3, page 11
Step 6: Issue Certificate of Registration

- New 2-part carbonless form (referred to as COR)
- Used when voter registers after IVL printed
- SOS provides forms, policy & instructions

NOTE: The Registrar completes this form after the voter completes a voter registration application.

Step 7: Acknowledge Application (VRAN)

- Voter Registration Acknowledgement Notice (VRAN)
- Required by federal law (NVRA)
- Notify voter of application disposition:
  - Accepted
  - Rejected because:
    - Incomplete or not legible
    - Voter does not meet qualifications
- If incomplete, do not return application to voter; send a new application to the voter

Sample in Elections Guide: Chapter 3, page 21