

# Deputy Registrar Manual



**CHAMPAIGN  
COUNTY  
CLERK**

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Dear Deputy Registrar,

Thank you for stepping forward to serve as a Deputy Registrar. Our democracy relies on the involvement of people like you.

The Clerk's office has carefully prepared the training you are about to participate in, please keep this manual handy, and make sure all your questions are answered before you leave today. We look forward to working with you to register voters in Champaign County.

If you have any questions or comments, please contact the County Clerk's office at 217-384-3724 or [elections@co.champaign.il.us](mailto:elections@co.champaign.il.us).

Sincerely,

Aaron Ammons  
Champaign County Clerk

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## What Does A Deputy Registrar Do?

A Deputy Registrar registers voters and verifies at the time of registration their identity. Because the individual provides proper identification (ID) to complete this form, there is no ID requirement placed on their voter record. They will NOT be required to show ID when they vote the first time or requesting a Vote by Mail ballot. This allows individuals to vote in a more efficient manner and minimizes identity concerns for election judges.

## Requirements to be a Deputy Registrar

- ✓ Registered to vote in Champaign County
- ✓ View the training video and pass the quiz provided by the Champaign County Clerk's Office
- ✓ Follow procedures outlined by the Clerk's office for the volunteer Deputy Registrar program

## Deputy Registrar Program Rules

- The position of Deputy Registrar is voluntary. Payment for this service is strictly prohibited.
- Be very prompt in turning in completed materials so that they may be processed in our office in a timely manner.
  - A deputy registrar or organization coordinator must return completed registration forms to a Champaign County Clerk's office within seven days of the registration form being signed.
  - In the week prior to the close of registration, registrars and coordinators must return completed forms within 48 hours of their completion.
  - ALL forms completed on the last day before the close of registration must be returned no later than the day after the close of registration.
- Take care of your paperwork!
  - The two-part voter registration application is numbered. You will be issued 25 forms within a certain range. You are responsible for these forms. You must account for each form that is issued to you. If you make a mistake and must void a form, turn in the voided form with your completed registration materials.
- Deputy Registrars may accept the registration of any qualified resident of the State of Illinois. The Champaign County Clerk's office will send the registration to the correct jurisdiction and they will follow up with the voter.
- A deputy registrar may not accept voter registrations in any area where alcoholic beverages are served, sold or consumed, or register any person who is not legally qualified to register.
- A deputy registrar is PROHIBITED from electioneering while registering voters as a deputy registrar.
  - Electioneering is activity expressing support for, or opposition to, candidates for public offices, referenda, or other questions of public policy. It includes wearing candidate, party or cause-related buttons, displaying posters or literature, verbal statements, and distributing such buttons, posters, or literature.
- A deputy registrar may accept registrations at any time other than the 27 day period preceding an election.
  - Voter Registration does not re-open until two days after an Election.
- Does my deputy registrar commission expire?

- Once a deputy registrar is sworn in, his/her commission lasts until November 30th of the next even-numbered year. Once the commission expires, the deputy MUST complete and sign a new oath and return it to the County Clerk's office.
- Failure to follow procedures outlined by the Champaign County Clerk's office for the volunteer deputy registrar program could prompt removal of the deputy registrar from the program.

*If you neglect to turn in completed materials, you will be responsible for disenfranchising an individual's voting rights.*

## Requirements to Register To Vote

- ✓ Must be a United States (US) Citizen
  - There is no waiting period once a person becomes a citizen.
  - United States citizenship is usually acquired by birth when a child is born in the U.S. states. This includes the District of Columbia, Guam, Puerto Rico, the Northern Mariana Islands (after 1986) and U.S. Virgin Islands.
    - Residents of American Samoa are *US Nationals* but not US Citizens.
  - Citizenship is also acquired by a child born of at least one US parent outside the United States or through naturalization.
  - Naturalization is the legal act or process by which US citizenship is granted to a foreign citizen or national after they fulfill the requirements established by Congress in the Immigration and Nationality Act (INA).
- ✓ Must be 18 years of age ON or BEFORE the date of the NEXT **GENERAL** ELECTION or 17 years of age to vote in a Primary Election if the individual will be 18 ON or BEFORE the date of the General Election
- ✓ Must have been a resident of the precinct at least 30 days prior to Election Day
- ✓ Display two pieces of identification
  - Both pieces of identification must include the individual's name
  - One piece must include the individual's current address
    - A list of valid forms of identification will follow later in the manual.

## Criminal Records and Voting

Having a criminal record does not automatically prevent someone from voting. Only individuals who have been sentenced (in state or federal court) AND are currently serving that sentence are prohibited from voting. If the individual is on parole or probation they may register to vote.

- Confinement or detention in a jail **PENDING** acquittal or conviction of a crime **DOES NOT DISQUALIFY AN INDIVIDUAL** from registering to vote and voting.

## Voter Registration for Homeless Individuals

A homeless individual must have a mailing address in order to be eligible to register to vote. A mailing address shall constitute a homeless individual's residence for voting purposes. A mailing address of a homeless individual may include, but is not limited to, a shelter, a day shelter, or a private residence.

A homeless individual may register to vote using the following addresses. These nontraditional residences allow for voter information forms to be sent to their address.

Cunningham Township Supervisor's Office, 205 W Green St, Urbana, IL 61801

Daily Bread Soup Kitchen, 116 N First St, Champaign, IL 61820

CU at Home, 70 E Washington St, Champaign, IL 61820

A Woman's Place, 1304 E Main St, Urbana, IL 61802

Courage Connection, 508 E Church St, Champaign, IL 61820

Merci's Refuge, 209 Wilbur Ave, Champaign, IL 61822

## Acceptable Forms of Identification

Two forms of identification, both with the individual's name and at least one showing the individual's current residence address are needed when registering an individual to vote. They may provide electronic proof of any document which provides proof of residence.

One piece of identification should have a photo:

- Illinois Driver's License
  - Real ID – Illinois driver's licenses and state ID forms that comply with Real ID, the strict federal security requirements.
  - A star denotes a new Real ID Act-compliant driver's license or state ID.
- Passport or Military ID
- Driver's License or State ID card
  - A driver's license or state ID from another state is acceptable if it is current.
- College/University/School/Work ID
- Vehicle registration card
- Lease, mortgage or deed to home
- Credit or debit card
- Social Security, Medicare or Medicaid card
- Insurance card
- Civic, union or professional membership card
- LINK/Public Aid/Department of Human Services card
- Illinois FOID card

The second piece of identification should verify their address.

- Utility Bill in Applicant's Name
- Current Lease
- Current Bank Statement
- Current Paycheck
- Receipt for Online Purchase with a Delivery Address

## Completing the Deputy Registrar Form

- ✓ As the deputy registrar, you complete the form.
- ✓ Use a black ink pen and press firmly.
- ✓ Write legibly in block letters!
- ✓ Do not issue a voter number or precinct.
- ✓ Individuals changing their name must re-register to vote providing the appropriate identification with their new name.

### Section 1: General Info

Section 1 MUST be completed for all applicants. This section is for general information, like name, address, telephone number and email address.

- Print the applicant's name.
  - Including last name, first name and middle initial (if the person uses a middle initial) of the applicant.
  - Circle "Sr." or "Jr." when applicable.
  - If the voter uses "III" or "IV," print it on the application.
- Print the applicant's telephone number in the space provided.
  - Make sure to include the area code.
- Print the applicant's full address.
  - Including house number, direction, street, apartment number (if any), the city or village, and zip code.
    - Always ask about an apartment or unit number.
  - If it's a student living in a dorm, try to include the dorm name.
  - Individuals can only register at residential addresses, business and po boxes are not valid addresses for voter registration.
  - Rural addresses should include house number and county road direction: 450 County Rd 900E
  - The form includes a Mailing Address line if the individual would like to receive their form at a different address, but they must have a home address that they verify with you to register.
- Print the Illinois driver's license number, state ID number, or the last four digits of the applicant's social security number in the box marked "Illinois Driver's License Number."
  - Accept the last four digits of the social security number IF AND ONLY IF the applicant does not have either the driver's license or state ID number.
  - **The registration cannot be processed without one of these three types of identification numbers.**
- Print the applicant's date of birth.
  - Use two digits for the month and two digits for the day
  - Use four digits for the year.
- Place of Birth. If outside the United States provide further information in Section 2 below.
- Sex

- Male and Female are the only legal choices currently.
- The voter can indicate which they identify with and you may use that to complete the form. It does not need to match their identification.
- Email Address
  - Not required but the Clerk's office uses it to keep the voter informed of important dates. The Clerk's office does not release email addresses.
- Prior Registration
  - Address
    - If the applicant has previously been registered, write the previous address.
  - Name (If Changed)
    - If the applicant is re-registering because of a name change, print the previous name in the area marked "Name (If Changed)"

## Section 2: Citizenship or Naturalization

*If the individual needs to update their address within Champaign County, DO NOT use the Deputy Registrar form, use the Change of Address form.*

Only needed if the voter was born outside of the United States.

- Citizenship: Indicate whether the applicant was born of U.S. parents or was naturalized.
  - If born of U.S. parents, proceed to Section 4.
  - If the applicant was naturalized:
    - Indicate whether the applicant has his or her own naturalization papers or derived citizenship under his or her parents' papers.
    - The sections requesting court, city, state and date of naturalization must be completed.
      - The date may be a month and year. If the individual cannot remember the month, the year will suffice.
    - If an applicant does not have specific citizenship information available at the time of registration, do not refuse the registration. Just leave that box blank.
    - Make sure you have the telephone number of the applicant.
    - The Clerk's staff will contact him or her to complete the registration process.

Example of a completed registration form for a naturalized

## Section 3: Unable To Sign

Section 3 MUST be completed if an applicant is unable to sign his or her name on the registration form.

- The information needed to complete Section 3 includes:



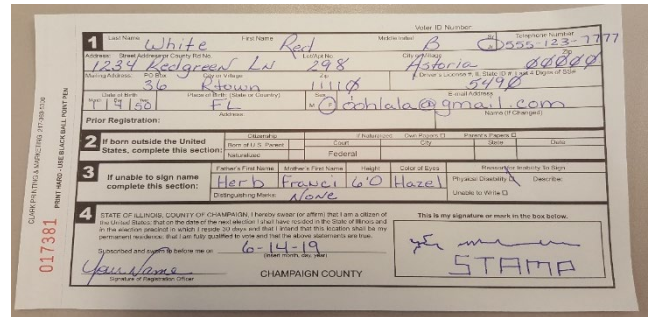
- Father’s first name
- Mother’s first name
- Height of the applicant
- The applicant’s color of eyes
- The reason for the inability to sign his/her name.
- Please describe in the "Distinguishing Marks" box any physical characteristics that will help identify the applicant.
  - Examples:
    - Visible tattoo
    - A large mole
- They MUST make their mark in the signature box. Acceptable marks include an X, a squiggly line, or a signature stamp.

Example of completed form with a voter’s mark, not signature.

**Section 4: The Oath**

All applicants MUST complete Section 4 as their final step in registration.

- Enter the date of the registration and sign on the line provided for "Registration Officer" on the left-hand side.
- The applicant must sign his or her name after taking the oath as it is stated on the registration form, printed above the signature line in Section 4.
  - “Taking the oath” means you review the statement with them. You don’t need to read it word for word but make sure they know what they are committing to.
  - They must sign with the same name as listed in Section 1.
  - If the applicant cannot sign, and Section 3 has been completed, the applicant must make his or her mark on the line.
- Issue the green receipt to the applicant and explain to them that they should receive a voter information card within 7-10 days of the registration.



**Take Care of Your Paperwork**

After you complete the forms, give the green one to the voter and keep the white one. Return completed registration forms to the Clerk’s office.

Please follow these date specific guidelines to return your paperwork:

- Return completed registration forms to a Champaign County Clerk’s office within 5 business days of the registration form being signed.
- In the week prior to the close of registration, return completed forms within 48 hours of their completion.
- ALL forms completed on the last day before the close of registration must be returned no later than the day after the close of registration.

Standard office hours are 8 AM-4:30 PM, Monday-Friday, opening at 9 AM the second Wednesday of the month. Closed all major holidays.

Champaign County Clerk  
1776 E Washington St  
Urbana, IL 61801

## Voter Registration Address Change

If the individual is currently registered to vote in Champaign County and wants to change their address WITHIN Champaign County, they may complete the Change of Address form, fill out and sign the back of their voter’s ID form, Provide the office with a signed letter stating new address, or re-register. They are not required to re-register to vote or provide ID. However, if an individual has changed their name, they MUST RE-REGISTER.

It is NOT considered an “Address Change” when an individual declares they are changing their address to a jurisdiction outside of Champaign County. The individual MUST register to vote in their new election jurisdiction. DO NOT use the Change of Address form to register an individual to vote.

**CHAMPAIGN COUNTY CLERK, AARON AMMONS**  
CHANGE OF ADDRESS FOR VOTERS REGISTERED IN CHAMPAIGN COUNTY

Do not complete this form unless you are now a registered voter in Champaign County. This form must be returned to the County Clerk’s office at least 28 days prior to the next election to be valid. PLEASE PRINT CLEARLY!  
Return to Champaign County Clerk, 1776 E Washington St, Urbana, IL 61802 or email to [mail@champaigncountyclerk.com](mailto:mail@champaigncountyclerk.com)

**I, the undersigned, request that my voter registration address be changed.**

Name \_\_\_\_\_

Old Address \_\_\_\_\_ City \_\_\_\_\_

New Street Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Last four digits of Social Security Number \_\_\_\_\_ Phone Number \_\_\_\_\_

Illinois Driver’s License Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Email Address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Additional Ways to Register to Vote

### Motor Voter Form

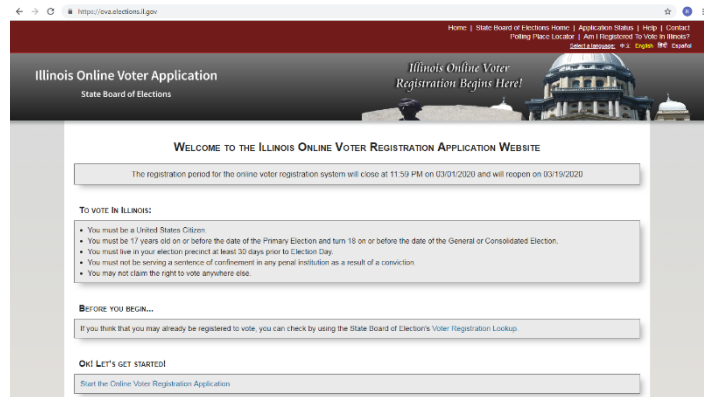
- This form is valid during the standard voter registration time period.
- Individuals can complete and mail to the Clerk’s office themselves.
- The motor voter form does require proof of identity at time of registration or at the time of voting.
  - The Clerk’s office attempts to verify identity at time of receiving the application but depending on when that is in the election cycle, the voter may have to show ID at the polling location.
- If the voter chooses to register on the motor voter form there is no difference on what the voter can vote on, they will receive a full ballot specific to their precinct as all others.
- For use when:
  - The voter does not have ID
  - You are out of deputy registrar forms

## Online Voter Registration

An individual may register to vote or update their existing voter registration information by visiting <https://ova.elections.il.gov/>. Online voter registration is available during the standard voter registration time period.

To use this option, an individual must provide:

- 1) Full Illinois driver's license or State ID form number
- 2) Last four digits of their Social Security number
- 3) Date the Illinois driver's license or state identification form was issued



If the individual cannot provide a full Illinois driver's license or State ID number and they answer NO to the question when presented, the website will re-direct them to the Manual Voter Registration Form. They can complete the information on the page, print the form, sign and mail to our office.

[www.ChampaignCountyClerk.com](http://www.ChampaignCountyClerk.com)

## The Different Registration Periods

The most important part: it is almost impossible to miss your opportunity to register and vote in Illinois.

### Standard Voter Registration

- Standard Voter Registration includes:
  - Deputy Registrar registrations
  - Motor Voter registration
  - Online Voter registration
- Standard Voter Registration starts 2 days after the election and goes until 27 days before the next election.
- Once standard voter registration has "closed", which is also the close of registration by deputy registrars, Grace Period Voter Registration begins and goes through Election Day.

### Grace Period Voter Registration

- Also referred to as "same day registration," meaning the voter registers and votes in the same exchange.
  - Registration requirements are the same as standard voter registration.
- Grace Period Registration starts the day after online voter registration closes and is available through Election Day.

## Election Day Voter Registration

- Grace Period Voting is in effect on Election Day. Any eligible voter can go to a universal polling location, the County Clerk's office, or their precinct and register and vote on Election Day.
- Registration requirements are the same as standard voter registration.

## Helpful Tips To Being An Effective Deputy Registrar

- Nobody knows you're a deputy registrar unless you tell them.
  - Most people will not register to vote unless they're asked.
  - **Updating someone's registration address is just as important.** This will be a big part of the work you do.
- Call a few friends tonight while what you've learned is fresh in your mind.
  - Ask if they and others in their household are registered at their current address.
  - If not, make an appointment to drop by and sign them up.
  - Tomorrow at work, do the same.
  - You may be surprised to find that many of them haven't taken care of this basic responsibility of citizenship.
- When registering people in a public place, here are some important tips to remember:
  - Always look people in the eye and quickly ask, "Are you registered to vote at your current address?"
  - Eye contact is essential because people in public places automatically screen out strangers, including silent ones sitting at registrar tables.
  - If you don't speak up, they will pass you by.
- Check with your church, your workplace and/or any union, community or civic organization to which you belong.
  - Any meeting, picnic or lunch break could be a registration opportunity. Take advantage of any public gathering.
- Always ask permission of the store manager or organizer of a meeting or event before you set up your site
- If you are planning a registration drive, please alert the Clerk's Office so we are prepared for a higher volume of registrations.

Can this person register to vote in Champaign County?

Are they a US Citizen?

Yes

Because they were born in the US.

Yes

Because they were born in another country but have at least one parent who was born in the US.

Yes

Because they were born in another country but have completed the naturalization process.

No

Because they are here on any kind of VISA and/or they or neither of their parents were born in the US.

No

Have they lived in Champaign County at the same address for 30 days prior to Election Day?

No

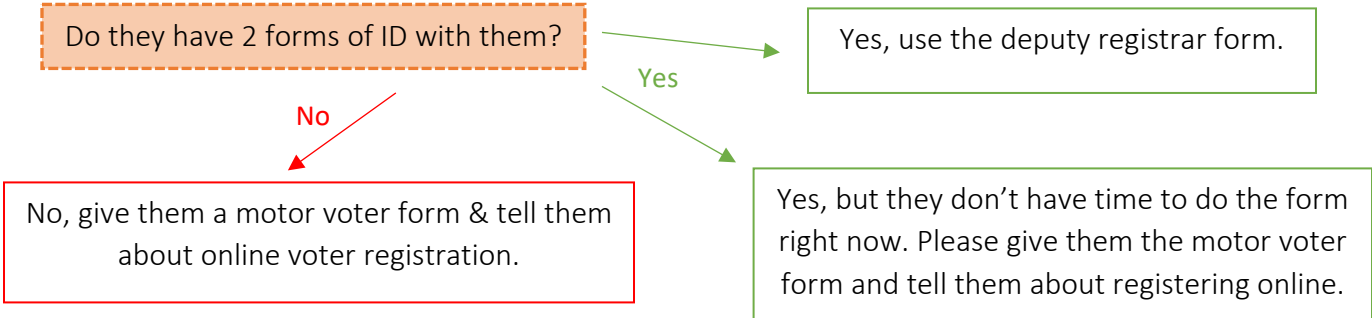
Yes

They cannot register to vote in Champaign County.

They can register to vote in Champaign County!

What form should you use to register them?

They are a new registrant; they have never been registered to vote.



They have a previous registration that needs to be updated.

What do they need to update?

Which form should you use?

