



**TEJ-RS**

# **City of Minneapolis Registration Specialist Training**

**2016**

# INTRODUCTION

# Introduction

- Thank you for being a part of this new initiative!
- Why was the position created?
  - To address the need for experienced election judges at the Registration Duty Station.
  - To reduce the management burden of the Head & Assistant Head Judge.

# Agenda

1. Registration Specialist Duties
2. MN Registration/Voting Eligibility
3. Election Day Registration Process Review
4. Voter Registration Application Review
5. Proofs of Residence Review
6. Activities & Quiz

# REGISTRATION SPECIALIST DUTIES

# Duties

## **2016 EJ Manual Pgs. 16, 77**

- All duties of a Team Judge assigned to the Registration Duty Station.
- Monitor and mentor Team Judges serving at the Registration Duty Station.
- Perform hourly audits of the Voter Registration Applications and the New Registrants Green Roster.
- Lead opening and closing of the Registration Duty Station.

# Opening the Registration Duty Station

- Retrieve the Registration Bag from the Blue Supply Case and place materials at the table(s) designated as the Registration Duty Station.
- Retrieve 2-3 Greeter's Lists (# depending on needs of polling place) from the Head Judge.
- Work with Team Judges to resolve any questions they may have about registration.

# Monitoring & Mentoring Team Judges

## 2016 EJ Manual Pg. 121

- Why is mentoring Team Judges important?
- Observe your team completing their duties.
- Provide **constructive** feedback using CPR.
  - Constructive vs. unconstructive feedback.
  - Compliment, Positive correction, Review.
    - For example...



# Hourly Audits

- If voter traffic at station is manageable. Don't keep a voter waiting.
- Voter Registration Applications (VRAs) and New Registrants Green Roster.
  - Take note of any errors and use these as teaching moments for Team Judges.

# Closing the Registration Duty Station

## 2016 EJ Manual 147, 148, and 150

- Election Day Registration Envelope
  - Place in envelope:
    - Precinct List of Persons Vouching
    - Record of Attempted Registration
    - Bundles of New Registrants Green Roster page & corresponding VRAs
  - Complete front.
  - Seal.
  - Four election judges sign over the seal.
- Provide total # of Election Day registrations to Head & Assistant Head Judge (for Results Tapes and Voter Statistics Worksheet).

# MN REGISTRATION/VOTING ELIGIBILITY

# MN Registration/Voting Eligibility Requirements

## **2016 EJ Manual Pg. 78**

- 18 years old by Election Day.
- Citizen of the United States.
- Minnesota resident for 20 days.
- If convicted of a felony, finished with all parts of felony sentence including probation or parole.
- May vote while under guardianship unless court order has specifically revoked voting rights.

# ELECTION DAY REGISTRATION PROCESS REVIEW

# Election Day Registration Process

## 2016 EJ Manual Pg. 78

1. Ask voter for name.
2. Check for name on Absentee Election Day Registrants for Polling Place list.
3. Ask voter for address.
4. **Confirm voter isn't already registered using the Greeter's List.**
5. Confirm voter is in the correct polling place using the Precinct Finder.
6. Have voter complete top of Voter Registration Application (VRA).
7. Verify voter's proof of residence and complete bottom of VRA.
8. **Print voter's name, address, and date of birth** on New Registrants Green Roster.
9. Have voter sign Green Roster.
10. Issue a Voter's Receipt.

# Serving Homeless Voters

## 2016 EJ Manual Pg. 93, 163

- Voter writes a description of **where they usually sleep** in box 4 of the voter registration application.
- Judge verifies that the location described is within the precinct.
  - Precinct Finder, call to HQ.
- Voter provides proof of residence (most likely a voucher).

# Serving Voters with Multiple Residences

## **2016 EJ Manual Pg. 93, 163**

- A voter may only declare one residence for the purposes of voting. They may register and vote in only one place.
- It is up to the voter to make the determination of their principal place of residence.



# VOTER REGISTRATION APPLICATION REVIEW

# 2016 EJ Manual

## Pg. 80

- Voter Registration Application (VRA)
- P.O. box or General Delivery cannot be used in box #4.
- Box #5 not applicable in Minneapolis.

Minnesota Voter Registration Application				
Apply online at mnvotes.org, or complete lines 1 through 8 of this form. Please print clearly.				
<b>Personal Information &amp; Qualifications</b>				
<b>1.</b> Are you a U.S. citizen? Yes <input type="checkbox"/> No <input type="checkbox"/>			<small>election office use only</small> IP M AB	
<b>2.</b> Will you be at least 18 on or before the next election? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If you mark "NO" to either of these questions, DO NOT complete this form.				
<b>3.</b> last name or surname		first name	middle name	<small>suffix (jr., Sr., II, III)</small>
<b>4.</b> address where you live (residence)                      apt. number                      city                      zip code				
<b>5.</b> if mail cannot be delivered to the address above, provide P.O. Box                      city                      zip code				
<b>6.</b> date of birth (not today's date)		school district (if known)	county where you live	
phone number		email address		
<b>7.</b> mark one box and provide the number that applies to you:				
<input type="checkbox"/> I have a MN-issued driver's license or MN ID card number:				
<input type="checkbox"/> I do not have a MN-issued driver's license or MN ID card.				
The last four digits of my Social Security Number are:                      XXX-XX-				
<input type="checkbox"/> I do not have a MN-issued driver's license, a MN-issued ID card, or a Social Security Number.				
<b>Registration Updates</b> - Are you currently registered under a different name or address?				
previous last name		previous first name		previous middle name
previous address where you were last registered                      city                      state                      zip code				
<b>Read And Sign Only If All Parts Apply To You.</b>				
<b>8.</b> I certify that I:				
<ul style="list-style-type: none"> <li>• will be at least 18 years old on election day;</li> <li>• am a citizen of the United States;</li> <li>• will have resided in Minnesota for 20 days immediately preceding election day;</li> <li>• maintain residence at the address given on the registration form;</li> <li>• am not under court-ordered guardianship in which the court order revokes my right to vote;</li> <li>• have not been found by a court to be legally incompetent to vote;</li> <li>• have the right to vote because, if I have been convicted of a felony, my felony sentence has expired (been completed) or I have been discharged from my sentence; and</li> <li>• have read and understand this statement, that giving false information is a felony punishable by not more than 5 years imprisonment or a fine of not more than \$10,000, or both.</li> </ul>				
sign here X				date:                      - 20
Election Judge Official Use Only				
W _____ P _____ SD _____ Initials _____	<b>ID with Current Name &amp; Address</b> ID Number: _____  <input type="checkbox"/> MN Driver's License, Learner's Permit, MN ID Card, or Receipt <input type="checkbox"/> Tribal ID Card	<b>Photo ID + Document with Current Name &amp; Address</b> Document Type: _____ Photo ID Number: _____ <input type="checkbox"/> Driver's License, Learner's Permit or State ID Card <input type="checkbox"/> U.S. Passport <input type="checkbox"/> U.S. Military or Veteran ID <input type="checkbox"/> Tribal ID <input type="checkbox"/> Student ID	<b>Other</b> <input type="checkbox"/> Vouched For <input type="checkbox"/> Notice of Late Registration <input type="checkbox"/> Valid Registration in Same Precinct <input type="checkbox"/> Student ID with College List ID Number: _____	

# Election Judge Official Use Only Section

Election Judge Official Use Only			
W <u>8</u> P <u>5</u> SD <u>650</u> Initials <u>JN</u>	<b>ID With Current Address</b> ID Number: _____ <input type="checkbox"/> MN Drivers License, Learners Permit, MN ID Card, or Receipt <input type="checkbox"/> Tribal ID	<b>Photo ID With Utility Bill or Fee Statement</b> Student Fee Statement or Utility Bill (type) <u>Bank Statement</u> ID Number: <u>Wisc, #W30045454</u> <input checked="" type="checkbox"/> Drivers License <input type="checkbox"/> MN ID Card <input type="checkbox"/> U.S. Passport <input type="checkbox"/> U.S. Military ID <input type="checkbox"/> Tribal ID <input type="checkbox"/> Student ID	<b>Other</b> <input type="checkbox"/> Vouched For <input type="checkbox"/> Late Notice <input type="checkbox"/> Previous Registration in Same Precinct <input type="checkbox"/> Student ID With College List  ID Number: _____

Election Judge Official Use Only			
W <u>8</u> P <u>5</u> SD <u>650</u> Initials <u>JN</u>	<b>ID with Current Name &amp; Address</b> ID Number: _____ <input type="checkbox"/> MN Driver's License, Learner's Permit, MN ID Card, or Receipt <input type="checkbox"/> Tribal ID Card	<b>Photo ID + Document with Current Name &amp; Address</b> Document Type: <u>Bank Statement</u> Photo ID Number: <u>Wisc, #W30045454</u> <input checked="" type="checkbox"/> Driver's License, Learner's Permit or State ID Card <input type="checkbox"/> U.S. Passport <input type="checkbox"/> U.S. Military or Veteran ID <input type="checkbox"/> Tribal ID <input type="checkbox"/> Student ID	<b>Other</b> <input type="checkbox"/> Vouched For <input type="checkbox"/> Notice of Late Registration <input type="checkbox"/> Valid Registration in Same Precinct <input type="checkbox"/> Student ID with College List  ID Number: _____

- Always complete W, P, SD, and Initials fields.
- Can use old forms, see example on top.
- For out-of-state ID's, write state.

# PROOFS OF RESIDENCE REVIEW

# Proofs of Residence

- To register on Election Day in Minnesota, think: “the voter needs proof of residence,” **NOT** “the voter needs photo ID.”
  - Some proofs don’t involve photo ID at all.
- 2016 EJ Manual
  - Pg. 85 (Lists of proofs)
  - Pg. 164 (Registration Requirements document; visual examples)

# Proofs of Residence “Stand-alone”

- Valid MN Driver’s License, MN Learner’s Permit, MN ID card, or receipt for any one of these.
  - If card says “status check” ... **(2016 EJ Manual Pg. 85)**
- Tribal ID card with name, current address, signature, and picture issued by the tribal government of a tribe recognized by the Bureau of Indian Affairs.

# Proofs of Residence – “Combo”

## COLUMN 1 – Photo ID with current name (can be expired)

- Driver’s license, state ID card, or learner’s permit issued by **any state**
- United States Passport
- United States Military or **Veteran ID (new in 2016)** card.
- Tribal ID card with name, signature and photo of the voter
- Minnesota university, college, or technical college ID card
- Minnesota high school ID card

## COLUMN 2 – Approved document with current name and current address (can be shown on portable electronic device)

- Residential lease or rental agreement (must be valid through Election Day).
- Current student fee statement.
- Bill, account statement, or start of service notification, due or dated within 30 days of Election Day for:
  - Phone (landline, cell, VOIP, etc.)
  - TV (cable, satellite, etc.)
  - Internet services
  - Solid Waste or sewer services
  - Electric, gas, or water
  - Banking or credit card
  - Rent or mortgage payments

# Proofs of Residence – “Other”

- Voter Voucher
  - **Voucher Form**
  - Limit of 8 (track on **Precinct List of Persons Vouching**; 2016 EJ Manual Pg. 89)
  - Someone who registers on Election Day who is vouched for can't vouch for someone else on that same day.
- Employee Voucher
  - **Voucher Form**
  - Must show proof of employment at a residential facility in the precinct (employee ID; name on employee list; signed statement).
  - Can vouch for an unlimited number of residents who live at the facility in which they work.
- Notice of Late Registration
- Valid registration in same precinct
- College student ID with name on Student Housing List



- 2016 EJ Manual Pg. 83
- Voucher Form
- New in 2016: space for voucher to print name.



For more information on voting or state election results go to the Minnesota Secretary of State web site at [www.sos.state.mn.us](http://www.sos.state.mn.us) or call toll free 1-877-600-VOTE (1-877-600-8683) or use Minnesota Relay Service at 1-800-627-3529 or 711. Special assistance is available to those who are elderly, have disabilities, or are in health care facilities. Contact the Secretary of State or your County Auditor for more information.

**Confidentiality Notice:** Your exact date of birth, email address, and any ID number you give (Minnesota driver's license, state ID or last four digits of social security number) are private. Only election officials and other authorized government agencies may access this information. Election officials use your exact date of birth and ID number to confirm your identity with the Minnesota Department of Public Safety or Social Security Administration. If you have an ID number but refuse to give it, your application may be incomplete and you may have to apply again or show proof of residence before you can vote. Election officials ask for your email so they can contact you about your application. Also, the Office of the Secretary of State may email you (or contact you another way) about voting and elections, or ask for public input on voting or election-related issues. The rest of the data on your application is public when used for elections, political, law enforcement or jury selection purposes. If you need to keep your contact data private because of personal safety concerns, call 1-877-600-8683.

## Voucher Form

I, \_\_\_\_\_ swear or affirm that (Check one):  
(Name of Voucher)

- I am pre-registered to vote in this precinct Voter ID #: \_\_\_\_\_  
(to be completed by the election judge)
- I registered in this precinct today and did not have another person vouch for me
- I am an employee of a residential facility \_\_\_\_\_  
(Name of residential facility)

Residential Address of Voucher or Address of Residential Facility

Street Address	City
Telephone number:	E-mail address (optional)

I personally know that \_\_\_\_\_ is a resident of this precinct.  
(Name of person registering)

\_\_\_\_\_  
Signature of Voucher

Election Judge Official Use Only	
Subscribed and sworn to before me	
Date / /	Signature of Election Judge

# REVIEW OF MATERIALS

# Review of Materials

## **2016 EJ Manual Pg. 77 (overview with pg. citations for each)**

- Greeter's List
- Precinct Finder
- Voter Registration Application
- Voucher Form
- New Registrants Green Roster
- Absentee Election Day Registrants for Polling Place
- Precinct List of Persons Vouching
- Certified List of Employees of Residential Facilities
- Record of Attempted Registration
- Voter's Receipt
- Election Day Registration Envelope

# ACTIVITIES & QUIZ