

# **PROCEDURAL MANUAL**

## **ELECTION DAY REGISTRATION**



Election clerks will perform the critical activity of registering voters at the polls.  
***If a voter has not registered prior to Election Day, he or she may do so at the polling place.***

## Registration Card To Be Completed At The Polls

### Idaho Voter Registration Form

<b>1</b> Last Name <i>(Print clearly in black ink.)</i>	First Name	Middle Name	<b>2</b> Enter Idaho Driver's License # <div style="border: 1px solid black; width: 100%; height: 15px; margin-bottom: 5px;"></div> If no Idaho Driver's License, enter last 4 digits of Social Security # <div style="border: 1px solid black; width: 100%; height: 15px; margin-bottom: 5px;"></div> I have not been issued an Idaho DL number or SSN. <input type="checkbox"/>
<b>WARNING:</b> Any elector who supplies any information knowing it to be false is guilty of perjury which is punishable by imprisonment and a fine of up to \$50,000.			
<b>3</b> Are you a citizen of the United States of America? Yes <input type="checkbox"/> No <input type="checkbox"/> Will you be at least 18 years of age on election day? Yes <input type="checkbox"/> No <input type="checkbox"/>			If you checked 'No' for either question, do not complete this form.
<b>5</b> Residence Address (Do not use PO Box or business address. If no street address, describe location of residence by cross streets, section, township, range, or other physical description.)			<b>4</b> Date of Birth _____ \ _____ \ _____ month                  day                  year Residence in Idaho      Male <input type="checkbox"/> Yrs. _____ Months _____      Female <input type="checkbox"/>
<b>6</b> Mailing address if different from above                          City                          County                          Zip			Telephone Number (Optional) _____
Address where previously registered                          City                          State                          Zip			<b>7</b> Political Party <i>(Select one):</i> <input type="checkbox"/> Constitution <input type="checkbox"/> Democratic <input type="checkbox"/> Libertarian <input type="checkbox"/> Republican <input type="checkbox"/> Unaffiliated - (No party preference)
<b>8</b> <input type="checkbox"/> Check box if name change      Previous Name                          City                          County                          State			OFFICIAL USE ONLY Precinct _____ Clerk _____ Date _____
<b>9</b> Do you have any legal disqualifications? Yes <input type="checkbox"/> No <input type="checkbox"/>			Idaho felon's rights are automatically restored upon completion of all sentencing conditions including probation or parole.
<b>UNDER PENALTY OF LAW:</b> By signing this card, I certify that I am a citizen of the United States and that I shall have been a resident of Idaho and the county for 30 days before the next election at which I vote; that I am at least 18 years of age on election day; and I declare under oath or affirmation that the information supplied herein is true.			<b>10</b> Signature - Sign on line below. X _____ Date of Signature    _____ \ _____ \ _____ month                  day                  year



# **REGISTRATION BOARD PROCEDURES**

## **IS THE ELECTOR IN THE PROPER PRECINCT?**

Though it may seem obvious, the first step in registering people is to ***make sure that they are at the proper polling place (if applicable)***. A person can only vote in the designated polling place for the precinct where he or she resides.

Materials will be provided by the County Clerk's office to help you identify the voter's correct precinct and district assignments. This will include a precinct map along with a county street list with district assignments listed.

## **COMPLETING THE VOTER REGISTRATION CARD**

***Have all registrants carefully read the instructions on the voter registration card before completing the card.***

The registrant must enter either their Idaho driver's license number or Idaho identification card number issued through the Department of Transportation. When an Idaho driver's license or identification card is not available, they may enter the last 4 digits of their Social Security Number. A registrant not having been issued an Idaho driver's license, Idaho identification card or Social Security Number shall check the appropriate box on the registration card stating such.

The voter may complete the registration card by themselves or may receive assistance from an election clerk or someone of their choosing. It may save time if you hand cards to individuals waiting in line to register.

***All information should be printed in black ink. Be sure the voter completes and signs the card!***

A person unable to write his or her name may make an X or other identifying mark, in which case the Registration Clerk also prints the name.

**By signing the voter registration card, a registrant is affirming that he or she:**

- is at least 18 years old on Election Day;
- is a citizen of the United States;
- resides at the address shown under Residence Address;
- has resided in Idaho and in the County for 30 days preceding any election; and
  - Federal, State or County Election - 30 days within the State and County
  - City Election - 30 days within the City
  - Taxing District Election - 30 days within the Taxing District
- is not under any legal disqualification to vote.

**NOTE:** An individual who was convicted of a felony has their voting rights in Idaho automatically restored upon completion of their sentence including probation and parole.

## **GIVING FALSE INFORMATION**

**The registrant should be aware that anyone giving false information to become registered to vote is guilty of perjury. Perjury is punishable by imprisonment in the state prison for not less than 1 or more than 14 years. In addition, the court may impose a fine of up to \$50,000.**

## **PARTY AFFILIATION**

All registrants must select a Party Affiliation or declare themselves “Unaffiliated” (i.e. no political party preference). If a registrant does not select a political party or unaffiliated, they will be registered as unaffiliated.

## **PROVIDING PROOF OF RESIDENCE**

After registrants complete the voter registration card, *they must provide proof of residence*. All documents used in providing proof of residence *must be accompanied by a picture identification card*.

An individual may prove residence for purpose of registering by:

- (1) Showing an Idaho driver’s license or Idaho identification card issued through the Department of Transportation;

To be acceptable, the driver’s license or identification card must be issued through the Idaho Department of Transportation and list the elector’s current residence address in the precinct;

or,

- (2) Showing any document which contains a valid address in the precinct together with a picture identification card;

If the driver’s license or identification card is from another state or if the address on the elector’s Idaho driver’s license or Idaho identification card is not current, the photo works as the picture identification but the address will need to be supplemented by another document. Acceptable documents are a utility bill, bank deposit slip, credit card statement, auto registration, rental agreement, or any document with the elector’s name and current residence address printed on it.

In place of a driver’s license or identification card, a membership identification card with a photo issued by a business or organization, or any other card with the electors’s photo and name printed on it may be used for the photo requirement to register.

or,

- (3) Showing a current valid student photo identification card from a post-secondary educational institution in Idaho accompanied with a current student fee statement that contains the student’s valid address in the precinct.

**Once proof of residence and picture identification have been provided, the Registration Clerk must stamp the registration card with the official “residence verified” stamp. Place stamp in the blank space in the center of the bottom of the front of the card. Do not cover any information on the card with the stamp.**

## **COMPLETE THE CARD**

Verify that all of the information has been completed by the elector. Especially check the following fields, these fields tend to be missed by the elector:

- #2: Idaho Driver’s License or Identification Card or last 4 digits of their SSN
- #4: Date of Birth
- #9: Any Legal Disqualifications Question
- #10: Signature

In the **FOR OFFICIAL USE ONLY BOX**, sign your name or initials on the Clerk line and the date on the Date Received line. If instructed by your County Clerk, fill in the Precinct name or number.

## **RETURN THE COMPLETED CARD TO THE ELECTOR**

Give the completed card to the elector and direct the elector to the Poll Book Clerk.

## **PERSONAL IDENTIFICATION REQUIREMENT**

Every elector must provide one of the acceptable forms of identification prior to voting.

**IMPORTANT:** The identifications required for Election Day registration differs from the acceptable forms for the ID required law. If a voter shows one of the acceptable forms listed below during the Election Day registration process, they will be allowed to vote without signing the Personal Identification Affidavit. However, if they did not show one of the acceptable forms listed below, they will also need to complete and sign the Personal Identification Affidavit.

The acceptable forms are:

- An Idaho driver's license or identification card.
- A U.S. passport or Federal photo identification card.
  - All federal photo identification cards are acceptable including military ID's from active duty and retired service personnel.
- A tribal photo identification card.
- A current student photo ID, issued by an Idaho high school or post secondary educational institution.

**NOTE:** An ID listed above is acceptable if the photo matches the person and the name on the ID matches the name listed in the poll book. Common abbreviations and nicknames are acceptable. However, a name change requires the voter to re-register.

If the elector does not have one of the above forms of identification, give the elector a Personal Identification Affidavit to complete prior to appearing before the Poll Book Clerk. The Personal Identification Affidavit must be completed by any voter who is unable to provide any of the above acceptable forms of identification. Providing the voter a Personal Identification Affidavit to complete prior to appearing before the Poll Book Clerk will save the elector time.

## **ELECTION RECORD POLL BOOK CLERK**

Check the registration card for the verification stamp. Do not enter a new registrant's name in the Poll Book if there is not a verification stamp on the registration card. Also verify that the voter has completed all required fields on the registration card. Especially check the following fields, these fields tend to be missed by the elector:

- #2: Idaho Driver's License or Identification Card or last 4 digits of their SSN
- #4: Date of Birth
- #9: Any Legal Disqualifications Question
- #10: Signature

***Add newly registered voters and their addresses to the Poll Book on one of the blank pages provided for this purpose. The Poll Book Clerk shall then make the notation "Election Day Registration" in the remarks column.*** All voters must sign the Poll Book on the line next to his or her name before he or she may vote.

# COMPLETING THE REGISTRATION CARD

## For the Voter

Clearly Print in Black Ink

Box 1: Print Last Name, First Name and Middle Name  
Read the WARNING box.

Box 2: Enter your Idaho Driver's License or Idaho Identification Number.  
- If you do not have an Idaho Driver's License or Idaho Identification Card, enter the last 4 digits of your Social Security Number.  
- If you do not have any of these identifications, check the box "I have not been issued an Idaho DL number or SSN".

Box 3: Check the citizenship box Yes or No and check the legal age box Yes or No.  
Do not complete the form if "No" was marked for either question.

Box 4: Enter your Date of Birth, your residence in Idaho in years and months and check the appropriate gender box. Your telephone number is optional information but is extremely helpful for the Clerk's Office. However, if entered, this information is public record.

Box 5: Clearly print your residence address (i.e. street address). Post office boxes and business addresses are not allowed. If there is no street address, describe your location of residence by cross streets or other physical descriptions.

Box 6: Clearly print your mailing address if different than your street address. Also, enter the address at which you were previously registered.

Box 7: Mark the box to the left of your party selection. If no party is selected, you will be registered as Unaffiliated (i.e. no party preference).

Box 8: Check the box if your name has changed and clearly print your previous name.

Box 9: The legal disqualifications box must be checked. If "Yes" is checked, the person cannot register.

**IMPORTANT:** Be sure to read the Under Penalty of Law box.

Box 10: Sign and date the card.