



NATIONAL VOTER REGISTRATION ACT

TRAINING FOR VOTER REGISTRATION
AGENCY STAFF

OVERVIEW OF TRAINING

- Part 1: National Voter Registration Act History/Overview
 - Part 2: Section 5 – Motor Vehicle Agencies
- Part 3: Section 7 – Voter Registration Agencies
 - Part 4: Voter Registration



PART 1: NATIONAL VOTER REGISTRATION ACT (NVRA) HISTORY/OVERVIEW

NVRA HISTORY/OVERVIEW

- Also known as “NVRA” or the “Motor Voter Act”
- Signed in 1993 by President Clinton
- NVRA is a federal voter registration law intended to:
 - Provide increased opportunities for eligible citizens to register to vote
 - Increase voter participation
 - Ensure voter registries are accurate and up-to-date

NVRA HISTORY/OVERVIEW

- Section 5 – Motor Vehicle Agencies – Section 5 of the NVRA requires that applications for a driver's license or non-driver ID card (including renewal and change of address requests) serve as voter registration applications except for applicants who affirmatively decline to register to vote.
- In South Dakota, DPS has a designated NVRA coordinator to coordinate compliance with section 5 by all driver's license offices, including DPS offices and travel offices, as well as driver's license issue sites operated by county or local governments.

NVRA HISTORY/OVERVIEW

- Section 7 – Voter Registration Agencies – Section 7 of the NVRA requires South Dakota to designate any government agency that provides public assistance; or administers State-funded programs primarily engaged in providing services to persons with disabilities, as a **Voter Registration Agency (VRA)**. A VRA is an agency that must provide voter registration services.
- DSS designates an individual within the agency to serve as the Agency NVRA Coordinator and coordinate the agency's and local offices' compliance with the NVRA.

NVRA HISTORY/OVERVIEW

- The Department of Public Safety and all driver's licensing offices, including non-DPS issue sites, are covered by Section 5 of the NVRA.
- The following government agencies and offices in South Dakota are VRAs covered by Section 7 of the NVRA:
 - Department of Social Services
 - **The Department of Labor and Regulation is required to offer voter registration in limited circumstances when applicants complete the pre-application (DSS 201) for TANF services. Oversight for this limited service is provided by the Department of Social Services.*
 - Department of Health
 - Department of Human Services

NVRA HISTORY/OVERVIEW

- Voter registration services must be provided in a non-partisan manner that does not improperly influence applicants. While offering voter registration services, employees **MUST NOT**:
 - Attempt to persuade an applicant to join or not join a particular political party
 - Display any political preference or party allegiance
 - Say or do anything that would, or might, discourage an applicant from registering to vote

NVRA HISTORY/OVERVIEW

- Voter registration services must be provided in a non-partisan manner that does not improperly influence applicants. While offering voter registration services, employees **MUST NOT**: *(CONT.)*
 - Say or do anything that would, or might, lead an applicant to believe that registering or not registering to vote will affect their ability to receive services or benefits



PART 2: SECTION 5 – MOTOR VEHICLE AGENCIES

SECTION 5 – MOTOR VEHICLE AGENCIES

- Every South Dakota Driver's License/ID Card Application (including for new licenses/ID cards, renewal applications, and change of address requests) submitted to a driver's licensing office in the State (including DPS offices, travel offices, and non-DPS issue sites), must serve as a simultaneous voter registration application unless the applicant fails to sign the application or declines to register to vote on the form. This application for voter registration must be considered as updating any previous voter registration by the applicant unless the applicant declines to update their registration on the form.
- Employees of travel offices and issue sites would follow the same procedures.

SECTION 5 – MOTOR VEHICLE AGENCIES

- Section 5 of the NVRA requires that any change of address submitted for State driver's license purposes must also serve as a notification of change of address for voter registration purposes unless the registrant states on the form that the change of address is not for voter registration purposes. This means that all changes of address submitted to State motor vehicle offices using the South Dakota Driver License/State I.D. Card Application must be transmitted to the appropriate county election authorities unless the registrant affirmatively requests otherwise by checking the opt-out box on the form.

SECTION 5 – MOTOR VEHICLE AGENCIES

**Voter Registration Section on South Dakota Driver's License Application*

SECTION B: VOTER REGISTRATION

Your information will be used to update your voter registration or register you to vote.

☐ Do not use my information for voter registration purposes. (Your decision not to register to vote is confidential. If you register, the place where you register is confidential.)

Choice of party _____ If you are currently registered to vote in South Dakota and you leave Choice of party field blank you will remain registered with your current party affiliation. If you are not currently registered to vote in South Dakota and you leave the choice of party blank, you will be entered as a no party affiliation voter.

Last registration location: City: _____ County: _____ State: _____

I declare, under penalty of perjury (2 years imprisonment and \$4,000 fine), that:

- | | |
|---|---|
| * I am a citizen of the United States of America; | * I have not been judged mentally incompetent; |
| * I have maintained residence in South Dakota for at least 30 days prior to submitting the registration form; | * I am not currently serving a sentence for a felony conviction; and; |
| * I will be 18 on or before the next election; | * I authorize cancellation of my previous registration. |

Description of address: If the address you provided above is a post office box, rural box or general delivery, please provide a physical location of your address, such as 2 miles south, 1 mile west of a community landmark. _____

SECTION 5 – MOTOR VEHICLE AGENCIES

- Section 5 requirements apply to all license and state I.D. applications submitted to driver's license offices in South Dakota, including DPS offices, travel offices, and non-DPS issue sites.
- The NVRA defines the term “motor vehicle driver's license” to include “any personal identification document issued by a State motor vehicle authority”, so the law's requirements apply to all applications, renewals, and change of address transactions regarding any personal identification document issued by the State.

SECTION 5 – MOTOR VEHICLE AGENCIES

- Each State must include a voter registration form as part of an application for a State driver's license and any application for driver's license renewal.
- The voter registration portion of the application may not require any information that duplicates information required on the driver's license portion of the application and may require only the minimum amount of information necessary to prevent duplicate voter registrations and permit State officials both to determine the eligibility of the applicant to vote and to administer the voting process.

SECTION 5 – MOTOR VEHICLE AGENCIES

**Current South Dakota Driver's License Application*

SOUTH DAKOTA DRIVER LICENSE / I.D. CARD APPLICATION	
(Print in Black Ink)	
SD DRIVER LICENSE/ID NUMBER _____ SOCIAL SECURITY NUMBER <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/>	
NAME LAST FIRST MIDDLE Circle One: DATE OF BIRTH / / Year Sex	
RESIDENTIAL ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____	
MAILING ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____	
(If different than above)	
HEIGHT _____ FT. _____ IN. WEIGHT _____ EYE COLOR _____ COUNTY _____	
EMAIL ADDRESS _____ DAYTIME PHONE NUMBER _____	
I AM APPLYING FOR: _____ DRIVER LICENSE _____ INSTRUCTION PERMIT _____ IDENTIFICATION CARD _____	
DRIVER LICENSE CLASS: _____	
Car/Light Truck/Moped: _____ Class 1 _____ Car/Light Truck/Moped/Motorcycle: _____ Class 2 _____ Motorcycle Only: _____ Class 3 _____ Commercial Driver License: _____ CDL (Complete Sections A,B,C,D)	

SECTION A: ALL APPLICANTS

1. YES _____ NO _____ Do you have a Living Will and want it to be indicated on your license?

2. YES _____ NO _____ Do you have Durable Power of Attorney for Health and want it to be indicated on your license?

3. YES _____ NO _____ Are you currently behind in child support payments of \$1,000 or more?

4. YES _____ NO _____ Do you currently have a license to drive in another state/country? If YES, in what state/country? _____ LICENSE # _____

5. YES _____ NO _____ Do you currently have an Identification Card issued in any other state/country? If YES, in what state/country? _____ ID # _____

6. YES _____ NO _____ Do you currently, or have you ever had your right to drive suspended, revoked, cancelled, disqualified, or denied? If YES, When _____ Which State? _____ Reason? _____

7. YES _____ NO _____ Have you lost your current driver license or identification card and are applying for a duplicate card? If YES, which state was your last card issued from? _____ I also certify that I have lost or destroyed the last issued driver license or identification card issued to me and it is no longer in my possession. I understand that the prior card is now null and void and may not be used to operate a motor vehicle or to be used for identification purposes.

8. YES _____ NO _____ Have you, in the past twelve months, experienced any epileptic or narcoleptic episodes or other convulsions, seizures, or blackouts? If YES, the date of the last episode: _____

9. YES _____ NO _____ Are you currently on active duty, or the dependent of a person on active duty, in the U.S. Armed Forces? (Must show ID)

10. YES _____ NO _____ Have you ever been known by any other name, including maiden name? If YES, what name(s): _____

11. YES _____ NO _____ Are you a United States citizen? (If no, you must show documents proving lawful status.)

12. YES _____ NO _____ Would you like veteran indicated on your license? Must prove honorable discharge by providing military DD Form 214, DD Form 2 (retired), DD Form 3A (reserve retired), National Guard Form NGDBS, Uniformed Services ID (Retired) or certificate signed by veteran's service officer.

☐ In the event of my death, I would like to be an organ/tissue donor.

☐ To remove an existing donor indicator on your card, write "remove" here _____ and initial here _____

SECTION B: VOTER REGISTRATION

Your information will be used to update your voter registration or register you to vote.

☐ Do not use my information for voter registration purposes. (Your decision not to register to vote is confidential. If you register, the place where you register is confidential.)

Choice of party _____ If you are currently registered to vote in South Dakota and you leave Choice of party field blank you will remain registered with your current party affiliation. If you are not currently registered to vote in South Dakota and you leave the choice of party blank, you will be entered as a no party affiliation voter.

Last registration location: City: _____ County: _____ State: _____

I declare, under penalty of perjury (2 years imprisonment and \$4,000 fine), that:

- * I am a citizen of the United States of America.
- * I have maintained residence in South Dakota for at least 30 days prior to submitting the registration form.
- * I will be 18 on or before the next election.
- * I have not been judged mentally incompetent.
- * I am not currently serving a sentence for a felony conviction; and,
- * I authorize cancellation of my previous registration.

Description of address: If the address you provided above is a post office box, rural box or general delivery, please provide a physical location of your address, such as 2 miles south, 1 mile west of a community landmark. _____

I UNDERSTAND that I, as an operator of a motor vehicle in this State, have consented to the withdrawal of my blood or other bodily substance in accordance with SDCL 32-23-10, which requires the withdrawal of my blood or other bodily substance subsequent to being arrested for a violation of SDCL 32-23-1. I declare and affirm under the penalties of perjury that this application has been examined by me, and to the best of my knowledge and belief, is in all things true and correct. Any false statement or concealment of any material facts subjects any license issued to immediate cancellation. I consent to the release of my driving record information.

I certify that, if required by law, I have already registered with the Selective Service; or if I have not registered, I am consenting to registration as required by Federal law. I authorize the Department of Public Safety to forward my personal information required for such registration to the U.S. Selective Service System pursuant to SDCL 32-12-17, 12 and SDCL 32-12A-7.1.

I understand that upon issuance of a driver's license or identification card in the state of South Dakota, any driver's license or identification card previously issued by another state will be cancelled.

SIGNATURE: _____ DATE OF APPLICATION: _____

Your signature here applies to the entire application

1 200,000 copies were printed at a cost of \$0.016 cents per copy per SDCL 5-18D-15

REV. 7-1-23

SECTION 5 – MOTOR VEHICLE AGENCIES

- The voter registration application must state each voter eligibility requirement (including citizenship), contain an attestation that the applicant meets each requirement, state the penalties provided by law for submission of a false voter registration application and require the signature of the applicant under penalty of perjury (*red box*).

SECTION B: VOTER REGISTRATION

Your information will be used to update your voter registration or register you to vote.

☐ Do not use my information for voter registration purposes. (Your decision not to register to vote is confidential. If you register, the place where you register is confidential.)

Choice of party _____ If you are currently registered to vote in South Dakota and you leave Choice of party field blank you will remain registered with your current party affiliation. If you are not currently registered to vote in South Dakota and you leave the choice of party blank, you will be entered as a no party affiliation voter.

Last registration location: City: _____ County: _____ State: _____

I declare, under penalty of perjury (2 years imprisonment and \$4,000 fine), that:

* I am a citizen of the United States of America;	* I have not been judged mentally incompetent;
* I have maintained residence in South Dakota for at least 30 days prior to submitting the registration form;	* I am not currently serving a sentence for a felony conviction; and;
* I will be 18 on or before the next election;	* I authorize cancellation of my previous registration.

Description of address: If the address you provided above is a post office box, rural box or general delivery, please provide a physical location of your address, such as 2 miles south, 1 mile west of a community landmark. _____

Policy regarding voter registration services for individuals without a license/ID or Social Security number

Driver's license applicants without a valid South Dakota driver's license, South Dakota nondriver identification number, or Social Security number will not be directed to a county auditor's office to register to vote. All Driver's License Offices (including Travel Offices and Issue Sites) will provide voter registration services to all such driver's license applicants during Covered Transactions.

SECTION 5 – MOTOR VEHICLE AGENCIES

- Additionally, the application shall include statements specifying that:
 - 1) if an applicant declines to register to vote, the fact that the applicant has declined to register will remain confidential and will be used only for voter registration purposes; and
 - 2) if an applicant does register to vote, the identity of the office at which the applicant submits a voter registration application will remain confidential and will be used only for voter registration purposes (*blue box*).

SECTION B: VOTER REGISTRATION

Your information will be used to update your voter registration or register you to vote.

☐ Do not use my information for voter registration purposes. (Your decision not to register to vote is confidential. If you register, the place where you register is confidential.)

Choice of party _____ If you are currently registered to vote in South Dakota and you leave Choice of party field blank you will remain registered with your current party affiliation. If you are not currently registered to vote in South Dakota and you leave the choice of party blank, you will be entered as a no party affiliation voter.

Last registration location: City: _____ County: _____ State: _____

I declare, under penalty of perjury (2 years imprisonment and \$4,000 fine), that:

* I am a citizen of the United States of America;	* I have not been judged mentally incompetent;
* I have maintained residence in South Dakota for at least 30 days prior to submitting the registration form;	* I am not currently serving a sentence for a felony conviction; and;
* I will be 18 on or before the next election;	* I authorize cancellation of my previous registration.

Description of address: If the address you provided above is a post office box, rural box or general delivery, please provide a physical location of your address, such as 2 miles south, 1 mile west of a community landmark. _____

SECTION 5 – MOTOR VEHICLE AGENCIES

- DPS will ensure that, upon receipt of all completed Driver's License Application forms (including renewal and change of address requests) and Voter Registration Applications, all Driver's License Offices (including Travel Offices and Issue Sites) will immediately date and time-stamp the form
- Once the voter registration application is completed, they must be transmitted to the appropriate State election official no later than ten days after acceptance.
- If an application is accepted at a motor vehicle agency within five days of a voter registration deadline for an election, the application must be transmitted to election officials no later than five days after acceptance. The agency providing voter-registration services may not require a registrant to mail in the form himself or herself or discourage him or her in any manner from submitting the form to the agency.

SECTION 5 – MOTOR VEHICLE AGENCIES

- If it is the agency practice to make sure that agency forms are completed and signed when submitted by an applicant, the same practice should apply to a voter registration application submitted by that applicant.
- Consistent with South Dakota Codified Law 12-4-6.1, the operative voter registration date on a Voter Registration Application submitted to an Agency within five days following any voter registration deadline is the date the individual signed and dated the application, not the date the agency mailed it, the postmark date of the transmission, or the date received by the county auditor.

SECTION 5 – MOTOR VEHICLE AGENCIES

Ensure Accuracy When Entering Voting Information

- Voters are assigned jurisdictions based on their voting information (location).
- Every voter has two or more of the following jurisdictions:
 - State House
 - State Senate
 - Municipal
 - School District
- Additional jurisdictions may include:
 - Ambulance District
 - County Commissioner District
 - Municipal Ward
 - School District
 - Other special districts (road, fire, conservation, sanitary, and more)
- Each of the districts listed above have elections.

SECTION 5 – MOTOR VEHICLE AGENCIES

- Entering voter information incorrectly can cause an individual to be linked to an incorrect jurisdiction, which can result in a voter not being registered to vote, encountering difficulties when voting, or being denied the ability to vote during an election.
- County Auditors receive voter registration information from most DPS offices through an electronic data feed on the TotalVote portal.
- The data entered by Driver's Licensing personnel is what the county auditor receives.
- The county auditor may not catch a mistake if you enter the information incorrectly.
- Some driver's license offices, including non-DPS issue sites, do not have access to the TotalVote electronic data feed and must transmit hard copy applications to the appropriate county auditor.

SECTION 5 – MOTOR VEHICLE AGENCIES

Potential Inaccuracies

- Wrong spelling of name
- Last name entered in as first name, first name entered in as middle name, or middle name entered in as last name
- Political party entered incorrectly
 - *If blank, confirm if that is applicant's intention*
- County name entered incorrectly
- Date of Birth entered incorrectly
- Ensure the apartment number isn't left off
- Wrong zip code entered
- Residential address update but not the mailing addresses.

SECTION 5 – MOTOR VEHICLE AGENCIES

Example Scenario

- John Smith registered to vote at his local driver's license exam station prior to the voter registration deadline.
- He lives at 123 Main Street in Pierre, SD, but the agency personnel entering his voter registration information inadvertently enters it as 1123 Main Street.
- 123 Main Street is assigned to the Ward 1 jurisdiction.
- 1123 Main Street is assigned to the Ward 2 jurisdiction.
- Ward 1 is having an election and John Smith shows up at the polling location to vote. He is not on the voter registration list because he is linked to Ward 2.

SECTION 5 – MOTOR VEHICLE AGENCIES

Example Scenario

- In order to remediate the example on the previous slide, the following steps would need to occur to ensure the voter was allowed to cast their ballot during the election:
 - Poll worker contacts county auditor
 - County auditor contacts the Secretary of State's (SOS) office
 - SOS office contacts the Department of Public Safety (Driver's Licensing) to retrieve the individual's application
 - SOS office receives copy of original application and contacts the county auditor
 - County auditor contacts poll worker
 - Person is allowed to vote if County Auditor verifies eligibility based on voting information from original application



PART 3: SECTION 7 – VOTER REGISTRATION AGENCIES

SECTION 7 – VOTER REGISTRATION AGENCIES

- **What is a Voter Registration Agency (VRA)?**
 - Any office that provides either public assistance or state-funded programs primarily engaged in providing services to persons with disabilities must offer voter-registration services. “Public Assistance” offices that must offer voter-registration services include each agency and office that administers or provides services or assistance under any public assistance programs.

SECTION 7 – VOTER REGISTRATION AGENCIES

Section 7 of the NVRA requires states to provide the opportunity to register to vote when submitting public assistance applications, recertifications, renewals, or changes of address.

This applies to the following programs:

- Supplemental Nutrition Assistance Program (SNAP)
- Temporary Assistance for Needy Families (TANF)
- Medical Assistance Programs
- Low Income Energy Assistance (LIEAP)
- Child Care Assistance (CCA)

SECTION 7 – VOTER REGISTRATION AGENCIES

- In addition to public assistance agencies, VRAs covered by Section 7 include all offices that provide state-funded programs primarily engaged in providing services to persons with disabilities, including offices providing vocational rehabilitation, transportation, job training, education counseling, rehabilitation, or independent-living services for persons with disabilities.
- The NVRA provides that all federal Armed Forces recruitment offices in each State must provide voter registration services. Within the Department of Defense, the Federal Voting Assistance Program (FVAP) maintains a website that contains information concerning voter registration at Armed Forces recruitment offices.

SOUTH DAKOTA ELIGIBILITY

To register to vote in South Dakota, you must:

- ❖ Be a United States citizen (South Dakota Constitution, Article VII, Section 2)
- ❖ Reside in South Dakota
- ❖ Be at least 18 years old on or before the next election
- ❖ Not currently serving a sentence for a felony conviction which included imprisonment, served or suspended, in an adult penitentiary system
 - ❖ For more information regarding individuals with a felony conviction please see:
<https://sdsos.gov/elections-voting/voting/register-to-vote/felony-convictions.aspx>
- ❖ Not be judged mentally incompetent by a court of law

DSS/DLR staff will assist any person interested in registering to vote with completion of the Voter Registration Application. County Officials will determine if the person is eligible to vote.

DSS/DLR CUSTOMER ASSISTANCE

DSS/DLR will help an individual complete the Voter Registration Application. You must provide to each applicant who does not decline to register to vote the same degree of assistance with regard to the completion of the registration application form as is provided by the office with regard to the completion of its own forms, unless the applicant refuses such assistance. (52 U.S.C. § 20506(a)(6)(C))

DSS is prohibited from:

- 1) seeking to influence an applicant's political preference or party registration;
 - 2) displaying any political preference or party allegiance;
 - 3) taking any action or making any statement to an applicant to discourage the applicant from registering to vote; or
- *If customers ask if they are eligible to register to vote, advise them DSS/DLR does not make that determination. The county auditor will determine if they are eligible to register to vote when the Voter Registration Application is received. Customers may be referred to the South Dakota Secretary of State website for information regarding eligibility to vote.*
- 4) taking any action or making any statement that may lead the applicant to believe that a decision to register or not to register has any bearing on the availability of services or benefits

CUSTOMER CONTACT

DSS/DLR must provide a South Dakota Voter Registration Application to all individuals who answer YES to the Voter Preference Question, AND to those who leave the question blank.

- If they are already registered to vote and they mark that they want to register to vote, you can help change their answer no if they do not have any updates. Also, if they mark yes but then decide they don't want to register to vote, have them initial their changes.
- However, it does not hurt the applicant if they want to reregister to vote.

When an interview is required, or when a specialist is speaking with an applicant, review the Voter Preference Question.

- During the interview, if the Voter Preference Question is not answered, ask the applicant if they would like to register to vote today, and complete the question as answered.
- Customers applying, recertifying or changing their address in-person will be provided the Voter Registration Application DURING the interview if they have answered the Voter Preference Question yes, or have left it blank.

CUSTOMER CONTACT

When an interview is not being completed, and the Voter Preference Question is answered YES or LEFT BLANK, promptly send the South Dakota Voter Registration Application to the individual, notify the individual that they may seek assistance in completing the voter registration application form and DSS office, and document in the narrative.

-Note: contact the applicant how you normally would contact them, (email, phone, mail) it might be different depending on the applicant.

You must provide the same level of assistance with the voter registration application that you provide with other forms and applications.

- DSS/DLR staff should offer assistance and answer questions about the forms.
- A DSS/DLR employee CANNOT write on a Voter Registration Application.
- When a customer completes the voter registration in the office, show them incomplete areas on the form, but do NOT complete or write on the form for them.
- When a completed form is dropped off or received in the office via mail, the form will be sent to the County Auditor as it was received. The Auditor will inform the customer if there are missing or incomplete items.

NARRATIVE

Voter Registration information must be documented in the narrative for every application and recertification/renewal or when a customer requests assistance outside of the application or renewal timeframes.

Benefits Specialists will document this information application narrative (Other Services and Referrals section is recommended).

Employment Specialists will document the Voter Registration information in the FICA narrative.

Examples:

Voter Registration – Jo Smith declined to register to vote.

Voter Registration – Jo Smith did not answer the Voter Preference Question – Voter Registration Application form mailed to Jo today.

Voter Registration – Jo Smith would like to register to vote – Voter Registration Application form mailed to Jo today.

ACCESS ENTRY

- When the customer indicates they do not want to register to vote, the EABS will update the STAT panel with an “N”.
- If they answered YES, enter a “Y” on the STAT Panel.
- If they leave the question blank, enter an “X” on the STAT panel.
- The stat panel only gets updated at application, renewal, and six month report form.

```
07/15/20 08:31                STAT HEADER (STAT.00)                ASPACAD  01
                                WEB ID:

VERIF STATUS  ** 6MO REPORT **  DISASTER  IN      IN APPL      IN
TANF SNP MED  TANF SNP      DUE    STATE    PGM              SUSPEND
Y              NA

VOTER  INTRVW      MIGRANT      TRIBAL TANF      ***** MEDICAL *****
REG      IND              CODE    ELIG    CLO DATE    SPEC ACT  RESD CD
N

***** REPORTED *****
          TANF PAR  SPEC ACTION  RESD CD  SNP RES
SOURCE    EXCEPTION TANF    SNP  TANF SNP    VER    SQUATTER  RPT PRD

***** BUDGETED *****
          TANF PAR  SPEC ACTION  RESD CD  SNP RES
          EXCEPTION TANF    SNP  TANF SNP    VER    SQUATTER
```

BEES ENTRY

IBM Social Program Ma

Home

Team an

Shortcuts

Users

My Users

My Work Queues

My Organization Units

User Workload...

Cases With Appeals

Cases With Issues

My Workload

Searches

Registration

New Application

I give my consent for any person, agency, or institution to supply information to the Department of Social Services, about me or my household, and to allow inspection and copying of records about me or my household by any representative of the Department.

I authorize the Department to release information to providers, state, or federal agencies. I release any person, agency, or institution from any liability to me or my household for supplying such information. This consent is given only for use by the Department in administration of its benefit programs.

☐ Confirmed that the client has authorized the release of the household information.

Would you like to Register to Vote?

Applying to register or declining to register to vote will not affect the amount of assistance that you will be provided by this agency.

If you are not registered to vote where you live now, would you like to apply to register to vote here today? ☐ Yes ☐ No ☐ Did Not Complete

If you do not check the box, you will be considered to have decided NOT to register to vote at this time. (Failure to check the box is deemed a declination to register for purposes of receiving assistance in registration but is not deemed a written declination to receive an application. If you do not check the box, you will be provided a voter registration form that you may complete at your convenience.)

If you register to vote, the information regarding the office to which the voter registration form was submitted will remain confidential and be used only for voter registration purposes. If you do not register to vote, this decision will remain confidential and be used only for voter registration purposes. If you would like help filling out the voter registration form, we will help you. The decision whether to seek or accept help is yours. You may fill out the voter registration form in private.

If you believe that someone has interfered with your right to register or to decline to register to vote, your right to privacy in deciding whether to register or in applying to register to vote, or your right to choose your own political party or other political preference, you may file a complaint with the South Dakota Secretary of State, 500 E Capitol, Pierre SD 57501, (605) 773-3537.

First Name	Middle Name	Last Name

☐ I understand that the information on this form is subject to verification by Federal, State, and local officials to determine that such information on this application is correct and complete including citizenship and alien status of the members applying for benefits. If any information is found to be incorrect, benefits may be reduced or terminated, and I will be responsible for paying the benefits back. I declare and affirm under penalties of perjury that this application has been examined by me and to the best of my knowledge and belief is in all things true and correct. I understand I may be subject to criminal prosecution for knowingly providing incorrect information. I have read and understand the legal information and understand my responsibilities and agree to fulfill them. I understand the penalties for giving false information or breaking the rules of the assistance program(s).

Cancel

Back

Submit

ADDRESS CHANGES

- When an individual's address is updated on ACCESS, State Office will mail a Voter Registration Application to the individual at the updated address, with a notification that the individual may seek assistance in completing the voter registration application at any DSS office.
- Example: When an EABS updates a recipient's address on Tuesday, a letter with a Voter Registration Application is mailed from State Office on Wednesday.
- When a customer **requests an address change by telephone**, the employee who speaks with the Applicant shall inform them that they will receive a Voter Registration Application by mail and may seek assistance in completing the Voter Registration Application at any local DSS office.

ADDRESS CHANGES

- When a customer **requests an address change by email**, DSS will promptly email a confirmation notice to them with notification that DSS will mail them a Voter Registration Application and that they may seek assistance in completing the Voter Registration Application at any local DSS office.
- When a customer **requests an address change submitted online**, DSS will promptly notify them by email, text message, or other electronic means that DSS will mail them a Voter Registration Application and that they may seek assistance in completing the Voter Registration Application at any local DSS office.
- The BEES system automatically sends the Voter Registration Application each time the address is updated in the system.



PART 4: VOTER REGISTRATION INFORMATION

VOTER REGISTRATION INFORMATION

- First and Last name
- Residence address IN SOUTH DAKOTA – if no physical residence address is available, applicants need to provide a description (ex. ½ mi. north of intersection of Main Street & 10th Avenue)
 - The mailing address may be out of state or a P.O. Box
 - Please let applicants know that a P.O. Box address cannot be listed as their physical address
 - DPS will not require any individual to affirmatively indicate that they wish to change their address for voter registration purposes.
- Date of Birth

VOTER REGISTRATION INFORMATION

- South Dakota Driver's License (or Nondriver ID) number
 - Last four digits of Social Security Number may be used only if applicant does not have a South Dakota Driver's License
 - Individuals without a valid South Dakota Driver's license, nondriver ID number, or Social Security number must still be permitted to register to vote at the time of a covered transaction
- Date of Birth
- Choice of Party
 - We encourage applicants to complete this section, however, if left blank, the applicant will be listed with an NPA affiliation. If the voter is currently registered and leaves blank, they will remain registered with their choice of party on their current voter registration.
- Signature

VOTER REGISTRATION INFORMATION

- Recognized political parties in South Dakota
 - Democrat (DEM)
 - Libertarian (LIB)
 - Republican (REP)
 - No Labels
- Examples of unofficial political parties in South Dakota
 - Americans Elect
 - Conservative
 - Constitutional
 - Liberal
 - Green Party
 - Tea Party
 - Any other political party name
 - Independent*

VOTER REGISTRATION INFORMATION

- *Independent (IND)/No Party Affiliation (NPA)
 - South Dakota Codified Law 12-1-3 (24) defines "Independent (IND)" or "no party affiliation (NPA)," any currently registered voter who writes independent, I, Ind, no party affiliation, no party, no choice, nonpartisan, or line crossed off in the choice of party field on the voter registration form and any individual who is not currently registered to vote who leaves the choice of party field blank on the voter registration form;

DLR OBLIGATIONS

1. An Applicant's completion of a pre-application for TANF benefits at a DLR office, including form DSS-EA-201, will be considered a Covered Transaction under this Agreement.
2. All DLR employees who handle TANF pre-applications, including form DSSEA-201, or who interact with Applicants who complete such forms at DLR offices, will be considered Covered Employees under this Agreement.
3. During all Covered Transactions at DLR offices, DLR's Covered Employees will provide Section 7-mandated voter registration services for all Applicants who answer "yes" to the Voter Preference Question or provide no answer to the Voter Preference Question, and will provide the same assistance to each Applicant in completing voter registration forms as provided in completing a TANF preapplication, including form DSS-EA-201.
4. DLR Covered Employees will offer voter registration services to individuals who leave the Voter Preference Question blank on the Voter Preference Form provided with any TANF pre-application, including form DSS-EA-201.
5. DLR will require all Covered Employees to transmit all completed Voter Registration Applications to the appropriate county election officials no later than one business day after the office receives the completed Voter Registration Application(s).
6. DLR will comply and ensure that all DLR employees who may interact with a prospective Applicant, including clerical staff, be trained on NVRA compliance like any other Covered Employee.
7. DLR's compliance with Section 7 and this Agreement will be overseen and monitored by the DSS NVRA Coordinator and the Statewide NVRA Coordinator.

DPS NVRA COORDINATOR

DPS NVRA Coordinator

The responsibilities of the DPS NVRA Coordinator include but are not limited to:

- Providing support and guidance (including technical expertise) to all of DPS's covered employees, regional offices, and local offices regarding compliance with Section 5, State voter registration law and regulations, and related voter registration requirements, procedures, and materials.

DPS NVRA Coordinator:

Jeannelle Yitagesu

Deputy Director/DPS NVRA Coordinator

118 W. Capitol Ave.

Pierre, SD 57501

605-773-4846

Jeannelle.Yitagesu@state.sd.us

NVRA COORDINATORS

DSS NVRA Coordinator

- DSS/DLR NVRA Coordinator
- The responsibilities of the DSS NVRA Coordinator include but are not limited to:
 - Providing support and guidance (including technical expertise) to all of DSS's and DLR's covered employees, regional offices, and local offices regarding compliance with Section 7, State voter registration law and regulations, and related voter registration requirements, procedures, and materials; and
 - Monitoring NVRA compliance by local DSS offices and DLR offices where individuals can complete the pre-application for TANF benefits.

DSS/DLR NVRA Coordinator

Julie Scott

Deputy Division Director, Division of Economic Assistance

700 Governor's Drive

Pierre, SD 57501

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NVRA COORDINATORS

Statewide NVRA Coordinator

- The responsibilities of the Statewide NVRA Coordinator include but are not limited to:
- Providing support and guidance to all agencies with regard to NVRA compliance
- Serving as a liaison between state agencies and county officials
- Coordinating and monitoring each agency's NVRA compliance including collecting and reviewing voter registration data, investigating and responding to complaints from the public of suspected noncompliance by an agency, and establishing corrective action plans when noncompliance is discovered
- Responding to inquiries from agencies and county auditors

Statewide NVRA Coordinator

Rachel Soulek

Office of Secretary of State

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QUESTIONS?
