

Mike McCormick

**Authorized signature**

**Number:** APD-AR-15-034

**Issue date:** 5/27/2015

**Topic:** Agency-wide Policy

**Due date:**

**Subject:** Voter Registration Reporting Requirement Procedure Change

**Applies to (check all that apply):**

- |  |  |
|--|--|
| <input type="checkbox"/> All DHS employees                             | <input type="checkbox"/> County Mental Health Directors                      |
| <input checked="" type="checkbox"/> Area Agencies on Aging             | <input type="checkbox"/> Health Services                                     |
| <input checked="" type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental Disabilities Services(ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs                     | <input type="checkbox"/> ODDS Children's Intensive In Home Services          |
| <input type="checkbox"/> County DD Program Managers                    | <input type="checkbox"/> Stabilization and Crisis Unit (SACU)                |
| <input type="checkbox"/> ODDS Children's Residential Services          | <input type="checkbox"/> Other (please specify):                             |
| <input type="checkbox"/> Child Welfare Programs                        |  |

**Action required:**

Effective immediately, National Voter Registration Act (NVRA) site coordinators are now required to send in weekly [MSC 0504](#), *Agency Voter Registration Reporting Form*, to the Secretary of State via the online database link located in the upper right ONLY. Do not email or mail the reports to the Secretary of State.

Please recycle any paper copies of the MSC 504 in the office and do not order more.

Report the total number of completed voter registration cards mailed from the branch to the local county elections office in the previous seven (7) days; do not report declinations or cards given to customers but not returned. If no cards were mailed in the prior seven (7) days, submit the report with a 0 total.

**Note:** Your agency number is not the same as your branch number. For a list of agency numbers please see the Field Services [webpage](#), NVRA Agency [ID#s](#).

For complete procedures related to NVRA, please see the [Field Staff Assistance Manual](#), section [IX. Voter Registration](#).

**Reason for action:** The Secretary of State Election division created an online database to track the number of completed voter registration cards submitted from public agencies. The database saves time and streamlines federal reporting requirements.

**Field/stakeholder review:**     Yes     No

**If yes, reviewed by:** APD Field Services and Supports

*If you have any questions about this action request, contact:*

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