



## Voter Registration Training

Please read instruction carefully.

### Voter Registration Eligibility

A person is qualified to register to vote in Ohio if the person meets all the following requirements:

1. A citizen of the United States.
2. Will be at least 18 years old on or before the day of the general election.
3. Will be a resident of Ohio for at least 30 days immediately before the election in which the person wants to vote.
4. Is not incarcerated (in prison) for a felony conviction under the laws of this state, another state or the United States.
5. Has not been declared incompetent for voting purposes by a probate court.
6. Has not been permanently disfranchised for violations of the election laws.

### Submission Deadline of Completed Form

The properly completed registration form must be submitted not later than the 10th day after the person has completed the form, or before the 30th day before the election, whichever is earlier. The form must be returned to a county board of elections or the office of the secretary of state. You shall not, under penalty of law, return the completed form to any other person, group, organization, office or entity. With each form or set of forms returned at one time, you must submit a completed copy of the affirmation statement located at the end of this training document.

### VOTER REGISTRATION VIOLATION PENALTIES

Knowingly aiding or abetting any person to register in violation of law: 5th degree felony; R.C. 3599.11(A).

Knowingly destroying, or helping to destroy, any completed voter registration form: 5th degree felony; R.C. 3599.11(B)(1).

Failing to timely return any voter registration form entrusted to you to a board of elections or the Secretary of State: 5th degree felony or 1st degree misdemeanor; R.C. 3599.11(C)(1).

Knowingly returning any voter registration form entrusted to you to any location other than a board of elections or the secretary of state: 5th degree felony or 1st degree misdemeanor; R.C. 3599.11(C)(2)

Receiving improper compensation: 5th degree felony; R.C. 3599.11(C) and (E)(2).

### Instructions for filling out the voter registration form

The person may fill out the voter registration card, or at the person's request, you may fill out the form for them. The form should be filled out using a black or dark blue pen to ensure the information is readable when scanned by the county board of elections. The form may be used for a new registration or to update a person's current voter registration.

Questions 1 and 2 must be answered. If the person answers no to either question, the person may not complete the form.

Box 4 must be the person's residence street address. The person may not list a P.O. Box or a mail service address. If the person has a mailing address, that address may be listed in Box 7.

Birth date must be provided. If a person has a valid Ohio driver's license,

### Instructions for filling out the voter registration form (cont.)

In addition to the other information requested, Line 12 must be filled in if the person has moved and needs to update his/her current registration record. On this line the person enters the last address on file with the person's county board of elections.

Line 13 must be filled if the person has changed his/her legal name and needs to update the person's current registration record.

#### Signature – Line 14

**The registration cannot be processed without the person's signature.** The completed legal signature or mark should not touch surrounding lines of type. If the signature is a mark, include a name and address of the person who witnessed the mark beneath the signature line, effective June 1, 2006. If by reason of disability the person is unable to physically sign, the attorney-in-fact that the person has appointed pursuant to R.C. 351.382, may sign this form on the person's behalf at the person's direction and in his/her presence.

#### Line 15

You must print the name of the person, group, organization, office or entity employing you as a person who is being compensated for providing, assisting or returning this form. You must sign, date and provide your voter residence address, or if not registered, your primary residence address. This is the same address you were required to submit for your initial registration as a compensated registrar.

### Notice and ID Requirements

Inform the person they will receive a notice from the appropriate county board of elections within 20 days of receipt of the person's registration form. The notice will include the name of the person's precinct, polling location and identification requirements for voting. The ID requirements are:

#### NOTICE TO ALL VOTERS R.C. 3503.28(A)(1)(6)

Voters must bring identification to the polls in order to verify identity. Identification may include a current and valid photo identification, a military identification that shows the voter's name and current address, or a copy of a current utility bill, bank statement, government check, paycheck, or other government document, other than this reminder or a voter registration notification, that shows the voter's name and current address. Voters who do not provide one of these documents will still be able to vote by providing the last four digits of the voter's social security number and by casting a provisional ballot. Voters who do not have any of the above forms of identification, including a social security number, will still be able to vote by signing an affirmation swearing to the voter's identity under penalty of election falsification and by casting a provisional ballot.

### Affirmation Statement

By assuming responsibility for registering voters, you must be familiar with related Ohio laws. Studying these laws is important so that you may relate accurate and appropriate information to Ohio's voters. By signing your affirmation statement, you agree that you have completed the training session AND will follow these laws to the best of your ability.

the person must enter the 2 letter digit number in Box 10. If the person does not have a driver's license, the person must enter the last four digits of his/her social security number. If the person has neither an Ohio driver's license nor a social security number, the person should enter "None."

You must print out and sign the affirmation statement and return the completed signed statement to the Secretary of State – Elections Division, 180 E. Broad St., 15th Floor, Columbus, Ohio, 43215.

Upon receipt of the affirmation statement, this office will issue an Approval Certificate confirming completion of the training program and providing the start and end date for your term of approval.

**Make sure to have the registering voter type or print clearly when filling out the form.  
Affix copy of ID (of registering voter) to the completed and signed registration form.**

Below you will see a sample voter registration form. To better understand what information goes into each field, click on the field and an explanation will display at the top of the sample as well as within a pop-up box next to the field (make sure to keep your mouse pointer in the field to activate the pop-up feature).

**WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE**

1. Are you a U.S. citizen?  Yes  No

2. Will you be at least 18 years of age on or before the next general election?

Yes  No

**If you answered NO to either of the questions, do not complete this form.**

3. Last Name | First Name | Middle Name or Initial | Jr., II, etc.

4. House Number and Street(Enter new address if changed) | Apt. or Lot# | 5. City | 6. Zip Code

7. Additional Rural or Mailing Address(if necessary) | 8. County where you live

9. Birthdate (MO-DAY-YR) | 10. Ohio driver's license No. OR last 4 digits of Social Security No. (required) | 11. Phone No. (voluntary)

12. PREVIOUS ADDRESS IF UPDATING CURRENT REGISTRATION

Previous House Number and Street | Previous City or Post Office | County | State

13. CHANGE OF NAME ONLY | Former Legal Name | Former Signature

I declare under penalty of election falsification I am a citizen of the United States, will have lived in this state for 30 days immediately preceding the next elec will be at least 18 years of age at the time of the general election.

14. Your Signature |

Date(MO/DAY/YR) |

15. I declare under penalty of election falsification that for compensation I provided a registration form to the applicant, assisted the applicant in completing t or returned this form to an appropriate public office for processing, and that I am employed for this purpose by

| (Print name of employer of person registering applicant)

Signature/Address of Person Registering Applicant | (MO/DAY/YR)

Address | City/Village | State | Zip Code

To confirm the completion of online training, or to reprint affirmation statement after modifying your information please click Confirm button Then click Continue butto if this is a training retresher please click Main button to go back to your main page.

