

FOR COMPLIANCE WITH THE NATIONAL VOTER REGISTRATION ACT

# Motor Vehicle Division

# VOTER REGISTRATION AGENT

# MANUAL



OFFICE OF THE  
**SECRETARY**  
OF STATE

REBECCA VIGIL-GIRON

compiled by the  
Bureau of Elections

October 1, 1999

STATE OF NEW MEXICO

OFFICE OF THE  
SECRETARY OF STATE  
SANTA FE, NEW MEXICO

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REBECCA VIGIL-GIRON  
SECRETARY OF STATE

September 1, 1999

TO: Motor Vehicle Division Managers and Staff:

In January of 1995, the National Voter Registration Act became effective in New Mexico.

In summary, this Act requires that opportunities for voter registration be provided at designated state agencies. In addition to motor vehicle offices, state agencies providing public assistance or serving the disabled, agencies serving armed services veterans and armed forces recruitment centers, many public libraries, universities and colleges also participate in this important endeavor.

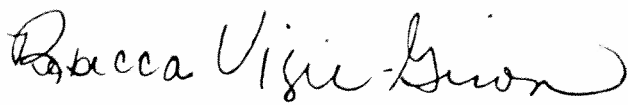
Thus far, through the efforts of thousands of dedicated public employees, New Mexico has registered over 200,000 new voters.

However, there is still much to be done. A significant number of eligible citizens remain unregistered and to successfully involve all our citizens in full participation, we need to continue our efforts.

This manual has been prepared to assist you and your staff in our state's continuing compliance with the National Voter Registration Act.

I want to take this opportunity to thank each and every employee of your library for their past achievement in voter registration efforts and ask for your cooperation in the future to enable each and every eligible citizen to participate in the most basic element of our democracy.

Sincerely,



Rebecca Vigil-Giron  
Secretary of State

STATE OF NEW MEXICO

STATE OF NEW MEXICO  
SECRETARY OF STATE



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REBECCA VIGIL GIRON  
SECRETARY OF STATE

January 25, 2000

Office Manager:

As part of New Mexico's continuing compliance with the provisions of the National Voter Registration Act of 1993, PL 103-31, the Office of the Secretary of State, Bureau of Elections, is forwarding a new manual to your office.

The National Voter Registration Act became effective in New Mexico on January 1, 1995 and, through the efforts of thousands of state employees, college and university registrars, librarians and armed forces recruiters, nearly 200,000 new voters have registered.

In order for our office to comply with the requirements of the act, we must report to Congress every two years. In order to do so, we have assigned each participating office a site code, which must be entered on the voter registration form. This enables your agency to comply with the requirements of the Act and avoids enforcement activities by either our state's Attorney General or the Department of Justice.

Please review your manual and share it with your employees. Your site code has been entered on the sample voter registration form in the manual and must be entered on each registration completed at your office.

Should you have any questions or comments, please contact this office at 827-3600, or 1-800-477-3632.

Sincerely,

A handwritten signature in cursive script, appearing to read "Denise Lamb".

Denise Lamb, Director  
Bureau of Elections

## ABOUT THIS MANUAL

This manual has been prepared by the Bureau of Elections to assist in the implementation of voter registration activities in state agencies. It is not meant to supersede federal or state laws or rules, nor does it have the force of law. To obtain copies of the *National Voter Registration Act* or other information about the contents of this reference manual, or to suggest modifications, you may contact:

**Bureau of Elections  
Office of the Secretary of State  
State Capitol, Room 419  
Santa Fe, New Mexico 87503**

## REGISTRATION HOTLINE

For answers to more urgent questions about voter registration rules and procedures, contact your local county clerk (see page 17) or call the Bureau of Elections at either of these numbers:

1-505-827-3620

or

1-800-477-3632

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MOTOR VEHICLE-BASED  
VOTER REGISTRATION:  
MVD's Role under NVRA

3 MOTOR VEHICLE-BASED VOTER REGISTRATION

**What is a  
Registration Agent?**

A registration agent is a state employee who provides voter registration at a state agency or any other individual who assists another person in completion of a voter registration application.

**Registration Agent  
qualifications**

A registration agent must be able to read and write legibly and be otherwise competent to perform the duties required under the NVRA.

**Duties of the  
Registration Agent**

Registration Agents may perform their lawful duties at any location within the State of New Mexico. They shall provide any qualified elector with an opportunity to register to vote regardless of political affiliation, religion or race; and, shall perform their lawful duties without charge as follows:

1. shall assist in the preparation of the voter registration application of qualified electors at the request of the applicant; and
2. may assist a voter in any changes to the voter registration application (i.e. name, address or party affiliation).

**Providing assistance  
— how much  
is enough?**

Motor vehicle offices providing voter registration must provide the same degree of assistance, including bilingual assistance when necessary, to individuals completing a voter registration form as they offer to individuals completing the motor vehicle office forms, unless the applicant refuses such assistance.

**Active  
outreach  
required**

The *National Voter Registration Act* requires that motor vehicle licensure **and** voter registration be offered **simultaneously**. Applicants for a driver's license, renewal, change of address, identification card, or a change of voter registration must always be offered **both** forms.

MOTOR VEHICLE-BASED VOTER REGISTRATION 4

Applicants may decline the opportunity to register to vote by simply refusing to sign the application to register. However, the individual must always be presented with a voter registration application along with the driver's license application (or state-issued I.D. card). Information regarding an individual's failure to sign cannot be used for any purposes other than voter registration.

**What about those who decline to register?**

Also, the information on the particular office where an individual registered **must** remain confidential and be used only for voter registration purposes.

**Confidentiality**

Finally, any change of address submitted for a motor vehicle driver's license at the site shall also serve as a change of address for voter registration purposes **unless** the individual states on the application that the change of address is not for voter registration purposes.

**What about changes of address?**

Each motor vehicle office must appoint one person to be in charge of and responsible for all motor voter activities (see page 16). This individual will monitor supplies of forms, train new employees and coordinate voter registration activities with local and state election officials. While not a full-time task, it will be continuous.

**Put someone in charge**

Collection or transmittal of completed voter registration applications **must** take place every 10 days. Careful and regular coordination with county clerks is necessary.

**Collection and transmittal of registrations**

5 MOTOR VEHICLE-BASED VOTER REGISTRATION

**No duplication  
of information  
requests made of  
the applicant**

In order to streamline the process, federal law *requires* that any information needed for motor vehicle purposes — which can also be used for voter registration — be requested of the applicant only *once*. Thus, the registration procedure is designed to ensure that name, address, gender and social security number information obtained for the applicant's drivers license be saved for subsequent use in filling out the voter registration application.

**There is one exception to this rule: the applicant's signature and date (*item 6, see page 9*). The voter registration application does require the applicant to provide a *second* signature.**

The duplicate information used for driver's license, renewal, change of address, or identification card — which is *also required* for voter registration — is contained in **Items 1 — 3** of the voter registration application (*see page 9*). The process of capturing this duplicate information is designed to occur automatically. When this information is key-entered for motor vehicle purposes, the computer system will temporarily retain it in memory. Immediately upon completion of motor vehicle processing, the registration agent should then insert the voter registration application into the printing device. The retained information will automatically be printed out.

The Registration Agent should then present the voter registration application to the applicant, who is directed to complete any remaining items on the form.

THE VOTER REGISTRATION  
APPLICATION:

Doing it by the Numbers

7 THE VOTER REGISTRATION APPLICATION

**Applicants May Register  
if they meet the following requirements:**

1. the applicant is a citizen of the United States;
2. the applicant is 18 years of age, or will have reached that age prior to the next election; and
3. the applicant has not been denied the right to vote by reason of mental incapacity or felony conviction.

**NOTE:** A person may register to be eligible at any time, as there are no residency requirements. However, in order to vote in the next election, the applicant must register at least 28 days prior to that election.

**Registration Agents Please Note  
the following information is essential  
IF A VOTER REGISTRATION APPLICATION  
IS TO BE ACCEPTED BY A COUNTY CLERK:**

1. name
2. physical address (not a post office box)
3. birth date

Please be aware that an individual cannot be compelled to give their social security number as a qualification for voter registration.

Registration Agents are not responsible for verification of the truth of any information contained in a voter registration application and are only providing an applicant with the opportunity to register to vote. Agency personnel do not determine if the applicant is qualified to register to vote. However, forms should be reviewed to make sure they are filled out completely.

## 4 THINGS TO REMEMBER

When providing voter registration service to an applicant, please take note of these four considerations:

- The use of black ink is recommended. Please print legibly.**
- If any applicant is unable to read or write** in either the English or Spanish language, or is unable to read or write due to physical disability, the voter registration application shall be filled out by the registration agent, who shall then sign **Item 7** (see page 9) to indicate that assistance was provided.
- If an error is made while filling out application**, the registration agent shall mark voter registration application as "VOID" and it shall be returned with completed voter registration applications to the county clerk.
- The registration agent shall instruct the applicant** to fill out only those items numbered in red. The shaded areas at the bottom of the form are for the use of the county clerk. The shaded area to the right of **Item 3** (see page 9) is to be used by the agency for insertion of the agency site code.

9 THE VOTER REGISTRATION APPLICATION

**PERSONAL INFORMATION**

1 | NAME - Last | First | Middle Initial | Gender | Birth Date | Social Security Number

**ADDRESS WHERE YOU LIVE NOW**

2 | Street Address | Apartment, Unit, or Lot # | City | State

**ADDRESS WHERE YOU GET YOUR MAIL**

3 | Address | City | State

**POLITICAL PARTY**

4 | NOTE: To vote in primary elections you must name a major political party >>>>>>>> Party

if you choose NO PARTY check this box  5

**TELEPHONE NUMBER (optional)**

May the county clerk make this telephone number public for election purposes?  YES  NO

**ATTESTATION OF QUALIFICATION**

6 | I SWEAR / AFFIRM THAT I am a citizen of the United States and a resident of the state of New Mexico; that I have not been denied the right to vote by a court of law by reason of mental incapacity or felony conviction; and that I am, or will be at the time of the next election, 18 years of age.

The information I have provided is true to the best of my knowledge under penalty of perjury. If I have provided false information, I may be subject to a fine or imprisonment or both under Federal or State laws.

YOUR SIGNATURE OR MARK ON THE RED LINE BELOW

99999999

DATE: \_\_\_\_\_  
Month Day Year

7 | Name of person who assisted you in filling out this form

**DO NOT WRITE IN SHADED AREAS - FOR OFFICIAL USE ONLY**

Accepted for filing in County Registration Records	PCT.	MUN.	REP. DIST.	SEN. DIST.	SCHOOL	CC.
Date / County Clerk / Filing Clerk						

Provide the information for A, B and C only if these questions apply to you.

DAY-TIME PHONE NUMBER  
To be used by county clerk for verification purposes only

Would you like to serve as an election day precinct worker?  YES

**A** | If you are changing your registration from another county or state, what was the county and state of your last registration?

**B** | If you are changing your name on this application, under what full name were you previously registered?

**C** | If the address where you live (ITEM 2 above) is one of the following:

- a rural address
- a non-street address
- a non-traditional place

**MAP**

In the space provided to the right, please draw a map of where you live in relation to local landmarks, such as roads, schools, churches, stores, etc. This will help your county clerk to determine your correct voting precinct.

Also in the space below (RURAL ADDRESS DESCRIPTION), please describe the following:

1. the actual number of the state or county road on which your residence is located, and on which side of the road it sits (east, west, north, south);
2. the number of the nearest state roads that cross your road (in both directions from either side of your home), or the names of the other identifiable landmarks;
3. the distance and direction you would travel from home to reach each of these roads;
4. the distance you would travel to reach your home if you live on a private road that is an extension of a public road (please note at which end of the public road your road begins - east, west, north or south).

EXAMPLE RD 678, north side, 1 mile east of RD 615  
-OR-  
RD 743, west side, 1 mile north of Smith's store and 4 miles south of RD 698

N  
W+E  
S

RURAL ADDRESS DESCRIPTION

## PERSONAL INFORMATION

1

- a) **Name:** Use full name - last name, first name and middle initial, if any. Registration agents should try to discourage the use of "Mrs. John Doe" and request given names.
- b) **Gender:** Use "F" for female, "M" for Male.
- c) **Birth date:** Month, day and year.
- d) **Social Security Number:** Remember that an individual cannot be compelled to give their social security number as a qualification of voter registration.

## ADDRESS WHERE YOU LIVE NOW

2

The information in this item is divided into "street" or "rural address". **DO NOT USE POST OFFICE BOX FOR THIS ITEM.** The physical address is used by the county clerk to determine the applicant's precinct.

**Rural Addresses:** For rural addresses, use RFD number, if any. Should the applicant know township, range and section numbers, these can be entered. If none of these are available, direct the applicant's attention to the map at the bottom of the application.

## ADDRESS WHERE YOU GET YOUR MAIL

3

Post Office boxes or other non-residential addresses may be entered here.

11 THE VOTER REGISTRATION APPLICATION

4

POLITICAL PARTY

Direct the applicant's attention to the language contained in this item and, should there be questions, explain that New Mexico has a closed primary system, which means that only those affiliated with a major political party may vote in primary elections.

If an applicant declines to state a party affiliation or wishes to indicate a status "independent" of party affiliation, instruct the applicant to check the NO PARTY BOX contained in ITEM 4.

Use the following abbreviations for party affiliation:

MAJOR POLITICAL PARTIES (as of November 8, 1994)

- Democratic Party . . . . . DEM
- Green Party . . . . . GRN
- Republican Party . . . . . REP

MINOR POLITICAL PARTIES

- American Independent Party . . . . . AIP
- Citizen's Party of New Mexico . . . . . CNM
- First New Mexican Party . . . . . FNM
- Independent New Mexican Party . . . . . NMI
- La Raza Unida de Nuevo Mejico . . . . . LRU
- Libertarian Party . . . . . LIB
- New Mexico Socialist Party . . . . . SNM
- New Party of New Mexico . . . . . PNM
- Peace and Freedom Party . . . . . PAF
- People's Constitutional Party . . . . . PCP
- Prohibitionist Party . . . . . PRO
- Socialist Labor Party . . . . . SLP
- Socialist Worker's Party . . . . . SWP
- Worker's World Party . . . . . WWP

THE VOTER REGISTRATION APPLICATION 12

**TELEPHONE NUMBER**

**5**

The telephone number is optional and may only be made public for election purposes. The choice is up to the applicant and the voter registration application may not be rejected for refusal to give the telephone number.

**ATTESTATION OF QUALIFICATION**

**6**

The applicant should carefully read the attestation before signing. The voter registration application also needs to be dated to the right of the signature line.

**NAME OF PERSON WHO ASSISTED  
IN FILLING OUT THIS FORM**

**7**

This line is to be filled in only if a registration agent provided substantial assistance in filling out the form for the applicant. It **DOES NOT** have to be signed by agency intake personnel unless the assistance provided includes the actual filling out of the form.

**Leave all shaded areas at the bottom of the application blank.  
These are for county clerk use only.**

13 THE VOTER REGISTRATION APPLICATION

**A & B**

**CHANGE OF ADDRESS OR NAME**

This information is on the lower portion of the voter registration application and is for changes only. **Line A** is for those previously registered voters who have moved from another county or state. If a registered voter has moved from an address in the county to a new address in the same county, a new registration application must be filled out.

**C**

**RURAL ADDRESSES,  
NON-STREET ADDRESSES,  
OR NON-TRADITIONAL PLACES**

**Line C** is particularly important if an applicant does not have a physical address. Detailed instructions for drawing a map of the residence's location are provided for the applicant in Item C of the voter registration application.

**For Voters Who Request  
CANCELLATION OF REGISTRATION**

If a voter requests cancellation of registration,  
direct them to the Office of the County Clerk for instructions.  
See page 17 for roster of county clerks.

# RESPONSIBILITIES

of Site Personnel  
& Coordinators

15 RESPONSIBILITIES OF SITE PERSONNEL

RESPONSIBILITIES OF MVD PERSONNEL

# The 5 Steps

1. After completion of the initial data required from the client and print out of motor vehicle form, place voter registration form in printer to capture information which is identical on both forms. These are items 1 through 3 on the voter registration form.
2. After printing of data on voter registration form, return form to applicant for the completion of items 4 through 6. **THE APPLICANT IS NOT TO FILL IN ANY SHADED AREAS ON THE FORM.**
3. Unless the applicant refuses assistance, provide the same degree of assistance in completion of the voter registration form as would be provided to the applicant in completion of motor vehicle office forms, including bilingual assistance, if necessary.
4. Refusal to sign the completed voter registration application when presented to the applicant serves as the applicant's declination to register to vote.
5. Direct applicant to place completed voter registration form in area designated by site coordinator, whether it is signed or not.

**Motor Vehicle Division personnel  
involved in agency voter registration activity  
are PROHIBITED from:**

- seeking to influence an applicant's political party preference;
- displaying any political preference or party allegiance;
- making any statement or taking any action whose purpose or effect is to discourage the applicant from completing the voter registration application; or
- disclosing to any other individual that the applicant has applied to register to vote at a motor vehicle office.

RESPONSIBILITIES OF MVD SITE COORDINATOR

## **Putting Someone in Charge**

- 1. Monitor supplies** of forms and contact the county clerk's office, when necessary (county clerks are instructed to monitor inventories of forms as part of the collection and/or transmittal process and any difficulties encountered should be reported to the Bureau of Elections in Office of the Secretary of State).
- 2. Create a secure area** to store forms for collection or transmittal.
- 3. Train office personnel** in the review of voter registration forms to ensure they are completed in their entirety by applicants who have requested assistance.
- 4. Ensure that office personnel understand** that they may not influence or attempt to coerce applicants to declare a political party preference and may not discourage registration verbally or by attitude.
- 5. Return all completed or voided voter registration applications to the county clerk within ten (10) calendar days;** however return shall not be made later than 5:00 p.m. on the Friday immediately following the closing of the registration books for the upcoming election.

## 17 COUNTY CLERKS ROSTER

**BERNALILLO COUNTY CLERK**

Judy D. Woodward  
One Civic Plaza, 6th Fl.  
Albuquerque, NM 87102  
(505) 768-4090

**CATRON COUNTY CLERK**

Sharon Armijo  
Box 197  
Reserve, NM 87830  
(505) 533-6400

**CHAVES COUNTY CLERK**

Rhoda C. Goodloe  
Box 580  
Roswell, NM 88202  
(505) 624-6614

**CIBOLA COUNTY CLERK**

Patricia A. Aragon  
515 W. High  
Grants, NM 87020  
(505) 285-2535

**COLFAX COUNTY CLERK**

Barbara Castillo  
Box 159  
Raton, NM 87740  
(505) 445-5551

**CURRY COUNTY CLERK**

Coni Jo Lyman  
P.O. Box 1168  
Clovis, NM 88102-1168  
(505) 763-5591

**DE BACA COUNTY CLERK**

Nancy Sparks  
Box 347  
Fort Sumner, NM 88119  
(505) 355-2601

**DONA ANA COUNTY CLERK**

Rita Torres  
251 W. Amador Avenue  
Las Cruces, NM 88005  
(505) 647-7421

**EDDY COUNTY CLERK**

Jean Etcheverry  
101 W. Greene, Ste. 312  
Carlsbad, NM 88220  
(505) 885-3383

**GRANT COUNTY CLERK**

Gabriel Ramos  
Box 898  
Silver City, NM 88062  
(505) 538-2979

**GUADALUPE COUNTY CLERK**

Mary Silva  
420 Parker Avenue  
Santa Rosa, NM 88435  
(505) 472-3791

**HARDING COUNTY CLERK**

Elizabeth Martinez  
Box 1002  
Mosquero, NM 87733  
(505) 673-2301

**HIDALGO COUNTY CLERK**

Belinda C. Chavez  
300 S. Shakespeare St.  
Lordsburg, NM 88045  
(505) 542-9213

**LEA COUNTY CLERK**

Pat Chappelle  
Box 1507  
Lovington, NM 88260  
(505) 396-8531

**LINCOLN COUNTY CLERK**

Martha McKnight Proctor  
Box 338  
Carrizozo, NM 88301  
(505) 648-2394

**LOS ALAMOS COUNTY CLERK**

Nita K. Taylor  
P.O. Box 30  
Los Alamos, NM 87544  
(505) 622-8010

**LUNA COUNTY CLERK**

Natalie Pacheco  
Box 1838  
Deming, NM 88031  
(505) 546-0491

**MCKINLEY COUNTY CLERK**

Carol K. Sloan  
Box 1268  
Gallup, NM 87305  
(505) 863-6866

**MORA COUNTY CLERK**

Pauline G. Espinoza  
Box 360  
Mora, NM 87732  
(505) 387-2448

**OTERO COUNTY CLERK**

Mary D. Quintana  
1000 New York Ave., Rm. 108  
Alamogordo, NM 88310-6932  
(505) 437-4942

**QUAY COUNTY CLERK**

Jeanette Maddaford  
Box 1225  
Tucumcari, NM 88401  
(505) 461-0510 or 0513

**RIO ARRIBA COUNTY CLERK**

Fred Vigil  
Box 158  
Tierra Amarilla, NM 87575  
(505) 588-7724/753-1780

**ROOSEVELT COUNTY CLERK**

Joyce Lee Frazee  
Roosevelt County Courthouse  
Portales, NM 88130  
(505) 356-8562

**SANDOVAL COUNTY CLERK**

Sally G. Padilla  
Box 40  
Bernalillo, NM 87004  
(505) 867-7572

**SAN JUAN COUNTY CLERK**

Carol Bandy  
Box 550  
Aztec, NM 87410  
Pphone: 334-9471

**SAN MIGUEL CO. CLERK**

Rebecca A. Medina  
San Miguel Co. Courthouse  
Las Vegas, NM 87701  
(505) 425-9331

**SANTA FE COUNTY CLERK**

Rebecca Bustamante  
Box 1985  
Santa Fe, NM 87504  
(505) 986-6280

**SIERRA COUNTY CLERK**

Lupe Armijo Carrejo  
311 Date Street  
T or C, NM 87901  
(505) 894-2840

**SOCORRO COUNTY CLERK**

Carmen D. Gallegos  
Box 1  
Socorro, NM 87801  
(505) 835-0423

**TAOS COUNTY CLERK**

Jeannette G. Rael  
105 Albright, Ste. D  
Taos, NM 87571  
(505) 751-8654

**TORRANCE COUNTY CLERK**

Linda V. Lujan  
Box 48  
Estancia, NM 87016  
(505) 384-2221

**UNION COUNTY CLERK**

Freida J. Birdwell  
Box 430  
Clayton, NM 88415  
(505) 374-9491

**VALENCIA COUNTY CLERK**

Kandy Cordova  
Box 969  
Los Lunas, NM 87031  
(505) 866-2073

# DEFINITIONS

**APPLICANT** - The person who is offering to register to vote.

**CITIZEN** - A U.S. citizen, by birth or naturalization.

**ELECTION** - As used in this manual, "election" means:

- (1) general elections;
- (2) primary elections;
- (3) statewide special elections;
- (4) elections to fill vacancies in the office of representative in congress;
- (5) school district elections;
- (6) municipal officer or municipal bond elections and
- (7) special district officer or special district bond or other special district elections.

**FALSE SWEARING** - Taking any oath required by the Election Code with the knowledge that the thing or matter sworn to is not a true and correct statement.

**FEDERAL OFFICE** - President, vice-president, United States senator or United States representative.

**GENERATION** - Family line of succession, i.e. Jr., II, III, etc.

**MOTOR VEHICLE DRIVER'S LICENSE** - The term "motor vehicle driver's license" includes any personal identification document issued by a state motor vehicle authority.

**PERJURY** - The deliberate and willful giving of false, misleading, or incomplete testimony under oath or affirmation.

**REGISTRANT** - The person who is offering to register to vote or is registered (used synonymously with "applicant").

**QUALIFIED ELECTOR** - Any person who is a citizen of the United States, a resident of the State of New Mexico, who is or will be 18 years of age at the time of the next election, who has not been denied the right to vote by a court of law by reason of mental incapacity or felony conviction.

**REGISTRATION AGENT** - A registration agent is a state or federal agency employee who provides voter registration at a state agency or any other individual who assists another person in completion of a voter registration application.

**REGISTRATION OFFICER** - The county clerk or the clerk's authorized deputy.

**RESIDENCE** - That place in which a person's habitation is fixed, and to which, whenever absent, the intention is to return. A residence is not a post office box.

**STATE** - The term "state" means a state of the United States and the District of Columbia.

**VOTER** - Any qualified elector who is registered under the provisions of the New Mexico Election Code.

**VOTER REGISTRATION AGENCY** - A voter registration agency is an office designated under Section 7(a)(1) of PL 103-31 to perform voter registration activities.