

Process Manual

Voter Registration at Intake

Overview

This document provides a step-by-step process for what to do with the Voter Choice Form and the Colorado Voter Registration Form at initial application.

Process

- 1) Review the Voter Choice Form.
 - a) If the customer marked 'No':
 - i) Make sure the customer signed the form.
 - ii) The worker should complete the information in the upper right corner.
 - iii) Give the form to the agency's Site Coordinator.
 - b) If the customer marked 'Yes':
 - i) Make sure the form is signed by the customer.
 - ii) The worker should complete the information in the upper right corner of the form.

Voter Registration Choice Form

Instructions
Please read the following information and complete and sign the form below. This agency will keep the form for its records.

Important Notice
You may file a complaint with the Colorado Secretary of State if you believe that someone has interfered with your right to:

- register or decline to register to vote,
- privacy in deciding whether to register or in applying to register to vote, or
- choose your own political party or other political preference.

Send complaints to:
Colorado Secretary of State
1700 Broadway

For office use only

Date: _____

The applicant completed a voter registration form
 Yes No

The applicant requested and was given a voter registration form for later delivery
 Yes No

Employee Initials: _____

- iii) Provide the customer with the Colorado Voter Registration Form.
 - Offer assistance in completing the Voter Registration form, if needed.
 - The customer can also choose to register online at www.govotecolorado.com.
- iv) Attach the Voter Choice Form to the completed Colorado Voter Registration Form and give them both to the agency's Site Coordinator.
- c) If the customer chooses to take the registration form home and not complete it in the office:
 - i) In the 'For office use only' section of the form, make a note that the customer chose to take the form home.
 - ii) Advise them to mail, deliver, or scan the completed registration form to the County Clerk and Recorder.
 - Contact information can be found at www.govotecolorado.com.
 - iii) Or mail the completed form to:
Colorado Department of State
Elections Division
1700 Broadway, Suite 200
Denver, CO 80290
- d) If the customer left the form blank:
 - i) No further action is required by the customer.
 - ii) The county worker should complete the information in the upper right corner.
 - iii) Give the form to the county Site Coordinator.



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- e) If the customer refused or returned the form incomplete, mark the form as refused and write the applicant's name on the form.

The Voter Choice Form and the Colorado Voter Registration Form can be found on <https://traincolorado.com>.

Voter Registration Choice Form

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 • choose your own political party or other political preference.

Send complaints to:
 Colorado Secretary of State
 1700 Broadway
 Denver, CO 80290
 Phone: (303) 864-2200

You may apply to register to vote or update your current registration today

- if you are not registered to vote where you live now, you may apply to register to vote here today.
- if you would like help in filling out the voter registration application 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.

Does filling out or not filling out the registration form affect services I am applying for?
 No. Applying to register or declining to register to vote will not affect the amount of assistance that you will be provided by this agency.

How private is this process?
 The name and location of the agency or public office where you received the voter registration application will not appear on your records. If you decide not to use this application to register to vote, that is also confidential.

Complete and sign below

If you are not registered to vote where you live now, would you like to apply to register to vote here today?
 Please check only one of the following boxes. If you do not check either box, you will be considered to have decided not to register to vote at this time.

Yes, I want to apply to register to vote today. (Please fill out the Voter Registration Form)

You are eligible to register to vote if you:

- Are a United States citizen.
- Are or will be a resident of the state of Colorado for at least 22 days immediately before an election in which you intend to vote.
- Are at least 16 years of age but you must be 18 years of age or older on the date of an election in which you intend to vote.
- Are NOT serving a sentence (including parole) for a felony conviction.

No, I do not want to apply to register to vote today.

Your full name (please print) _____

Signature _____ Today's date (MM/DD/YY) _____

Colorado Voter Registration Form Fill out all fields marked with an asterisk (*)

Eligibility 1 * Are you a citizen of the United States? Yes No If you answered "No", do not complete this form.

Name 2 Last Name _____ First Name _____ Middle Name _____ Suffix _____

Identification 3 I have a valid CO Driver's License or ID card and that number is _____
 Provide your birth date and check one of the boxes:
 I did not have a CO Driver's License or ID card but the last 4 digits of my Social Security Number are _____
 I did not have a Colorado Driver's License, ID card, or a Social Security Number

The address where you live 4 * Address (No P.O. Boxes) _____ Unit Number _____ City or Town _____
 CO _____ State _____ ZIP Code _____ Colorado County _____ *When did you move to this address? _____

The address where you receive mail 5 Same as above _____ Address _____
 City or Town _____ State _____ ZIP Code _____

The address to mail your ballot 6 Same as above _____ Address _____
 City or Town _____ State _____ ZIP Code _____

Political party 7 American Constitution Green Republican Unaffiliated
 Democratic Libertarian Unity

Updating a current record? 8 Previous home address _____ Previous legal name _____
 Previous mailing address _____ Previous party affiliation _____
 I am no longer married I am no longer absent from Colorado due to military service

Declaration 9 **Warning:** A violation of the self-affirmation you are about to make is a criminal act under the laws of this state and will subject you to the penalties provided by law. It is a Class 1 misdemeanor to swear or affirm falsely as to your qualifications to vote.
 I am aware that if I register to vote in Colorado I am also considered a resident of Colorado for motor vehicle registration and operation purposes and to receive the program.
Self-Affirmation: I affirm that I am a citizen of the United States, I have been a resident of the state of Colorado for at least twenty-two days immediately prior to an election in which I intend to vote and I am at least sixteen years old and understand that I must be eighteen years old to be eligible to vote. I further affirm that my present address as stated herein is my sole legal place of residence, that I claim no other place as my legal residence, and that I understand that I am consenting to a library of knowledge your file information regarding my place of present residence, county under penalty of perjury that I meet the registration qualifications; that the information I have provided on this application is true to the best of my knowledge and belief and that I have not, nor will I, cast more than one ballot in any election.

* Signature or mark _____ * Date _____ Witness Signature _____ Date _____
 If you are unable to sign, you must make a mark and have the mark witnessed by another person.

Optional information 10 Phone number with area code _____ Gender _____ Would like to be an election judge
 I want to receive election information by email _____ Email address _____
 (You will not receive a ballot by email.)

Colorado Secretary of State Form 100

Do you have any questions or suggestions regarding this process? Please contact the SDC via email SOC_StaffDevelopment@state.co.us

