

# The Cook County Deputy Registrar Manual

# 2023

# Karen A. Yarbrough Cook County Clerk

cookcountyclerkil.gov/service/deputy-registrar







Dear Deputy Registrar,

Thank you for stepping forward to serve as a Deputy Registrar. Our democracy relies on the involvement of people like you.

My office is committed to providing you with the training and tools you need to register eligible voters. Please keep this manual handy when registering voters. It provides a step-by-step procedural guide and helpful tips about the registration process.

Thanks again for your service.

Karen A. Yarbrough Cook County Clerk

# Deputy Registrar Training Manual 2023



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## **Deputy Registrar Qualifications**

### A Cook County Deputy Registrar must be:

- Registered to vote in Cook County.
- Trained by the Election Department, through our online training.
- Sponsored by a state bona fide civic organization or agency including:
  - A duly elected or appointed official, of a bona fide state civic organization,

as defined and determined by the State Board of Elections or qualified members designated by such official may accept the registrations of any qualified resident of the State.

- The chief librarian or designated person(s) from any public library situated within Cook County.
   Deputy registrars sponsored by a library may accept registrations of any qualified resident of the State, at such library.
- Township (precinct) committee persons.
- The president or a qualified person designated by the president of any university, college, community college, academy or other institution of learning situated within Cook County.
- The principal, or a qualified person designated by the principal, of any high school, vocational school, or elementary school situated within Cook County.
- A duly elected or appointed official, of a bona fide labor organization, or a reasonable number of qualified members designated by such official, may accept the registrations of any qualified resident of the State.
- The president or designated employee(s) of any corporation, as defined by the Business Corporation Act of 1983 (805 ILCS 5/1.01 et seq).

### **Deputy Registrar Program Rules**



A deputy registrar may accept voter registrations for any eligible resident of the State of Illinois.

- Voter registrations for any voter who lives outside of Cook County must be returned with all other completed voter registrations to one of the County Clerk's six offices or a township office (see locations on pages 21 - 23).
- A deputy registrar may not accept voter registrations in any area where alcoholic beverages are served, sold or consumed, or register any person who is not legally qualified to register.

A deputy registrar is PROHIBITED from electioneering.

Electioneering is activity expressing support for, or opposition to, candidates for public offices, referenda, or other questions of public policy. It includes wearing candidate, party or cause -related buttons, displaying posters or literature, verbal statements, and distributing such buttons, posters, or literature.

### Deputy Registrar Program Rules (continued)

- A deputy registrar may accept registrations at any time other than the 27 day period preceding an election. (10 ILCS 5/5 – 16.2)
- A deputy registrar or organization coordinator must return completed registration cards to a Cook County Clerk's office or the nearest township office within seven days of the registration card being signed. In the week prior to the close of registration, registrars and coordinators must return completed cards within 48 hours of their completion. ALL cards completed on the last day before the close of registration must be returned no later than the day after the close of registration.
- Does my deputy registrar commission expire? Once a deputy registrar is sworn in, his/her commission lasts until November 30th of the next even-numbered year. Once the commission expires, the deputy MUST complete and sign a new oath and return it to the County Clerk's office.
- Failure to follow procedures outlined by the Cook County Clerk's office for the volunteer deputy registrar program could prompt removal of the deputy registrar from the program.



## Who May Register to Vote?

#### **Voter Registration Applicants Must:**

- De citizens of the United States on the day of registration.
  - ➤ There is no waiting period once a person becomes a citizen.
- Applicants must be 18 on or before the next General Election.
  - 17-year-olds who will be 18 by or before the General Election are eligible to vote in the Primary Election.



- Reside at the address at least 30 days prior to Election Day.
- Display two pieces of identification.
  - Identification must include one piece with a current address.
  - ➤ Neither need be a picture ID.

A list of Acceptable IDs is on the next page.

### Who May Register to Vote? (continued)

#### **Acceptable Forms of ID**

- Illinois Driver's license
- Employee or student ID
- Illinois State ID
- Credit card
- Social security card
- Birth certificate
- Valid U.S.A. passport
- Utility bill in the applicant's name
- Mail postmarked to the applicant
- Public Aid ID card



Important: Persons convicted of crimes and currently serving their sentences in a penal institution cannot vote. People awaiting trial in a penal institution or persons on parole or probation are eligible to vote.



# **Registering an Applicant: Deputy Registrar Card**

As deputy registrar, it is your responsibility to complete the registration form for each applicant.



You will be given an identification number that must be entered in the boxes at the top left corner of the yellow registration card.

		_	_	-								
C Deputy Regi	strar				] )	PR	INT H	HARD-USI	BA	LL PO	INT PE	N
1) Last Name	_	-	-		FI	irst Name					Middle In	itial Sr.
и на												
Address (House No. & Street Name) Apt. No. Illinois Driver's License Number (If you do not have a Driver's License, list the last four digits of your Social Security number.)												
City, Town or Village							Zip		Month	Date of Day		
Telephone Number		Email	Addres	s							Gender	Homeless Voter
			1								M F	Voter
Prior Registration: Addre	ess				Nan	ne (If char	iged)					
2) Place of Birth	If born outside of the United	Citizenship			If Naturalized	d	Own F	Papers 🔲	Pa	arent's Pap		
(State or Country)	of the United States, complete	Born of Parent			Court		City		State		Date	
	this section:	Natural	ized									
3) If unable to sign	Father's First Name		Mothe	r's First I	Name	Height	t Color of Eyes		R	Reason for Inability to Sign Name Physical Disability Describe		n Name
name, complete this section:									Phy			scribe
uns section.	Distinguishing Marks								Una	ble to Write		
	4) STATE OF ILLINOIS COUNTY OF COOK, I hereby swear (or affirm) that I am a citizen of the United States, that on the date of the next election i shall have resided in the State of Illinois and in the election precinct in which reside for 30 days and that lintend that this location shall be my permanent residence, that I am fully qualified to vote, and that the above statements are true.											
Subscribed and sworn to me												
Month Day	Year											
		Sign	nature o	f Registr	ation Officer			Signature o	r Mark of	Applicant fo	or Registration	

Deputy Registrar-		PRINT H	RD-USE BALL	POINT PEN	N
1) Last Name		First Name		Middle Ini	itial Sr.
					Jr.
Address (House No. & Street Name)		Apt. No.	Illinois Driver's License Numb License, list the last four digi		
City, Town or Village		Zip	Month	Date of Birth Day Year	
Telephone Number	Email Address			Gender	Homeless Voter
				M F	Voter
Prior Registration: Address		Name (If changed)			

Section 1 **MUST** be completed for all applicants. This section is for general information, like name, address, telephone number and email address.

- Use a pen with black ink **ONLY**.
  - Other ink colors will not register.
- Print the applicant's name.
  - Including last name, first name and middle initial (if the person uses a middle initial) of the applicant.
- Circle "Sr." or "Jr." when applicable.
  - ➤ If the voter uses "III" or "IV," print it on the application.
- Print the applicant's full address.
  - Including house number, direction, street, apartment number (if any), the city or village, and zip code.
- Print the Illinois driver's license number, state ID number, or the last four digits of the applicant's social security number in the box marked "Illinois Driver's License Number."
  - Accept the last four digits of the social security number <u>IF AND</u> <u>ONLY IF</u> the applicant does not have either the driver's license or state ID number.
  - The registration cannot be processed without one of these three types of identification numbers.
- Print the applicant's date of birth.
  - Use two digits for the month and two digits for the day.
  - Use four digits for the year.

$\bigcap$	Date of Birth							
Мо	nth	Da	iy	Y	ear			
1	0	0	2	1	9	7	6	
Ċ	<u> </u>	<u> </u>			<u> </u>	<u> </u>		

8

## **Registering an Applicant: Section 1** (continued)

- \* Print the applicant's telephone number in the space provided.
  - Make sure to include area code.
- If an applicant asks that the choice in the box indicating gender be circled for a category different than the category listed on their ID, you are to accommodate the applicant's request.
- If the applicant is homeless, check the homeless voter box.
  - A homeless person may register to vote as long as he/she has a mailing address.
    - ⇒ A mailing address of a homeless individual may include, but is not limited to, a shelter, a day shelter, or a private residence.
    - ⇒ The mailing address shall constitute a homeless individual's residence for voting purposes.
    - $\Rightarrow$  P.O. boxes may NOT be used
- If the applicant has previously been registered, write the previous address.
- If the applicant is re-registering because of a name change, print the previous name in the area marked "Previous Name (If Changed)".



### THE REGISTRATION CARD <u>MUST</u> BE COMPLETED BY THE DEPUTY REGISTRAR, <u>NOT THE APPLICANT!</u>

*Important:* It is very important to PRINT information in all capital block letters on this voter card. This helps us scan the document into our voter database more efficiently.

2) Place of Birth	If born outside	Citizenship	If Naturalized	Own Papers 🔲 P	arent's Pap	ers 🔲
(State or Country)	a	Born of US Parent	Court	City	State	Date
	this section:	Naturalized				

Section 2 consists of two parts:

- 1. The "Place of Birth" part is for the registrar to enter the state or country the applicant was born.
  - If the applicant provides a U.S. state or U.S. territory, enter the information in the "Place of Birth" box and proceed to Section 3.
- 2. The "Citizenship" part is for applicants born outside of the U.S.
- Print the name of the state or country in which the applicant was born.
- Remember, persons born in Puerto Rico, Guam or the U.S. Virgin Islands are U.S. citizens by birth.
- Citizenship: Indicate whether the applicant was born of U.S. parents or was naturalized.
  - ➤ If born of U.S. parents, proceed to Section 4.
  - ➤ If the applicant was naturalized:
    - Indicate whether the applicant has his or her own naturalization papers or derived citizenship under his or her parents' papers.
    - ⇒ The sections requesting court, city, state and date of naturalization must be completed.
    - ⇒ If an applicant does not have specific citizenship information available at the time of registration, do not refuse the registration.
    - ⇒ Make sure you have the telephone number of the applicant.
    - ⇒ The clerk's staff will contact him or her to complete the registration process.

3) If unable to sign	Father's First Name	Mother's First Name	Height	Color of Eyes	Reason for Inability to Sign Name					
name, complete					Physical Disability 🔲 Describe					
this section:	this section: Distinguishing Marks									

Section 3 **MUST** be completed if an applicant is unable to sign his or her name on the registration card.

- The information needed to complete Section 3 includes:
  - ➤ Father's first name
  - Mother's first name
  - Height of the applicant
  - The applicant's color of eyes
  - ➤ The reason for the inability to sign his/her name.
- Please describe in the "Distinguishing Marks" box any physical characteristics that will help identify the applicant.
  - ➤ Examples:
    - ⇒ Visible tattoo
    - $\Rightarrow$  A large mole

	STATE OF ILLINOIS COUNTY OF COOK, I hereby swear (or affirm) that I am a citizen of the United States, that on the date of the next election I shall have resided in the State of Illinois and the election precinct in which I reside for 30 days and that I intend that this location shall be my permanent residence, that I am fully qualified to vote, and that the above statements are true.								
Subscribed	and sworn	to me on this day:							
Month	Day	Year							
[ll			Signature of Registration Officer	Signature or Mark of Applicant for Registration					

All applicants **MUST** complete Section 4 as their final step in registration.

- Enter the date of the registration and sign on the line provided for "Registration Officer" on the left-hand side.
- The applicant must sign his or her name after taking the oath as it is stated on the registration card, printed above the signature line in Section 4.
  - However, before the applicant signs the form, review the information with them to make certain that everything is correct.
  - If the applicant cannot sign, and Section 3 has been completed, the applicant must make his or her mark on the line.
- Sissue the green receipt to the applicant.

Deputy Regi	strar					PR	INT	HARD-U	JSE B	ALL PO	INT PE	N
1) Last Name First								st Name Middle Initial				
							Jr.					
Address (House No. & Street N	Apt. N	lo.				ou do not hav ur Social Secu						
0.00000000000		3					I T					
City, Town or Village							Zip		Mo	Date o nth Dar		ır
				1				3.3.1				
Telephone Number		Email	Addres	5							Gender	Homeless Voter
										111	M F	
Prior Registration: Addre	255				Nam	ne (If chan	ged)					
2) Place of Birth	If born outside	Citize	Citizenship		ip If Naturalized		ed Own Paper			Parent's Pa	oers	
(State or Country)	of the United States, complete	Born of US Parent		Court	City		у		State	Date		
	this section:	Natural	lized									
3) If unable to sign	Father's First Name		Mothe	r's First I	Name	Height	eight Color of Eyes			Reason for Inability to Sign Name		
name, complete									P	hysical Disab	lity 🔲 D	escribe
this section:	Distinguishing Marks								L	nable to Writ	e 🗆	
4) STATE OF ILLINOIS COUN in the election precinct in which	n I reside for 30 days and t											
Subscribed and sworn to me												
Month Day	Year											
		Siar	nature o	fRegist	ation Officer			Signat	ure or Mark	of Applicant f	or Registration	1
						_	_					

*Important:* Instruct registrants to expect to receive a voter identification card four to six weeks from the date of registration.

## **Registering an Applicant: Audit Sheet**

The audit sheet is the final step in registering an applicant:

*Important:* Audit sheets must be turned in with all completed registration cards.

- Complete the audit sheet using a line for each new registrant
- Remember to print your Deputy Registrar Identification Number on each audit sheet submitted.
- Print your name clearly at the top of the audit sheet.
  - ➤ Also include the name of your sponsoring organization.
- Return audit sheets and cards to one of the Cook County Clerk's offices or one of the township offices listed on pages 21-23.

	Deputy Registrar (Please Print)	Organization
<u>-</u>	ignature of Deputy or Coordinator	Date of Return
	Contact Phone Number	- ID#
Date	Complete Name of Registrant	Address Including City or Village
		I
	For Office Use Only	Bridgeview Markham Maywood
	trations	Rolling Meadows Skokie Downtown

### Helpful Tips: Being an Effective Deputy Registrar

- Remember to print your Deputy Registrar Identification Number on the top of each audit sheet submitted.
- Nobody knows you're a deputy registrar unless you tell them.
  - Most people will not register to vote unless they're asked.
- Call a few friends tonight while what you've learned is fresh in your mind.
- Ask if they and others in their household are registered at their current address.
  - If not, make an appointment to drop by and sign them up.
  - Tomorrow at work, do the same.
    - ⇒ You may be surprised to find that many of them haven't taken care of this basic responsibility of citizenship.
- When registering people in a public place, here are some important tips to remember:
  - Always look people in the eye and quickly ask, "Are you registered to vote at your current address?"
    - Eye contact is essential because people in public places automatically screen out strangers, including silent ones sitting at registrar tables.
    - ⇒ If you don't speak up, they will pass you by.
  - Check with your church, your workplace and/or any union, community or civic organization to which you belong.
    - ⇒ Any meeting, picnic or lunch break could be a registration opportunity. Take advantage of any public gathering.
  - Always ask permission of the store manager or organizer of a meeting or event before you set up your site.

## **Grace Period & Election Day Registration**

### Strace Period Voter Registration

Anyone who is eligible (see who may register to vote) and missed the deadline for voter registration has 27 days from the close of registration to the day before Election Day to come to the County Clerk's office at 69 West Washington, Chicago or other specified locations to register and vote. Grace Period registration is also offered at all Early Voting sites.

 Call 312-603-0906 or visit www.cookcountyclerkil.gov for hours and locations.

*Important:* Grace period registrants must vote immediately after registering.

### Election Day Voter Registration

Persons who are eligible to register to vote may do so on Election Day.

- Election Day Voter Registration will be offered in all precincts on Election Day.
  - ⇒ Applicants must go to the precinct that serves their home address.
  - ⇒ Applicants must bring two pieces of identification to their local precinct.
    - → One must have their current address on it.
- You may refer people to the website for more detailed information: www.cookcountyclerkil.gov /elections/voterprofile

## Mail-In "Motor Voter" Registration Application

Also included in your training packets are white NVRA (National Voter Registration Act) "Motor Voter" cards.

- These Mail-in cards may be a good supplemental tool for your organization.
- Give them to anyone who wishes to register to vote but does not have identification with them or does not have time to stop and register at that moment.
  - However, keep these things in mind when distributing Mail-in cards:
    - $\Rightarrow$  The voter receives no receipt.
    - ⇒ Although a receipt by itself is not proof of registration, voters who register by mail do not have any record that they applied to be a registered voter.
    - ⇒ Our office makes every attempt to verify the voter's identity through a valid driver's license or social security number.
      - However, if we are unable to verify the voter's identity, they must provide identification at the polls on Election Day.
- You and your organization will decide how to incorporate Mail-in registration forms into your effort.



1					
· \	Are you a citizen of the United States? Yes No Will you be at least 18 years of age on or before the general election? Yes	If you checked "No" in response to either of the uestions, DO NOT complete this form.			
		I I I I I I I I I Suffix (circle one if applicable)			
l					
	Previous Name (if changed)				
	mail Address				
	Street Address Where You Live				
3	i i i i i i i i i i i i i i i i i i i				
	Date	of Birth Sex Would you be interested (circle one) (circle one) Year M F Yes No			
	Illinois Driver's License Number or IL State ID number Irjou har entiter, kit he kat bur drijst dri yar social security mutter)	Homeless Voter			
	Voter Affidavit - Read all the statements and sign on the line below. <b>swear or affirm that:</b> *1 am a citizen of the United States. *1 will be at least 18 years old on or before the general election. *1 will be at least 18 years old on or before the general election precinct at least 30 days as of the date of the next election. *The information I have provided is true to the best of my knowledge under penalty of perjury. If I have provided false information, then I may be fined, imprisoned or, if I am not a U.S. Citizen, deported from or refused entry into the United States.	SIGN OR MARK IN BOX BELOW			
	f you cannot sign, ask the person who helped you complete this form to p	print their name, address and telephone number below. Phone Number			

#### IMPORTANT INFORMATION:

- Federal law requires first-time voters who register by mail to show proof of identification in order to vote. You may be able to satisfy this requirement by providing your driver's license number, state ID # or, if you don't have either of these, the last 4 digits of your social security number on this form. If we are able to verify your identify with one of these numbers, it will not be necessary for you to show ID in order to vote. If we cannot verify your identify through a valid driver's license or social security number, you will need to provide identification before you can vote. Acceptable forms of identification include: a copy of a current and valid photo ID, or a copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows your name and address. A copy of your identification can be mailed in an envelope to us along with this registration form, or can be shown the first time you vote.
- » Mail or deliver your completed application to:

Cook County Clerk's Office 69 W. Washington, Suite 500 Chicago, IL 60602

### **Online Voter Registration**

Registering to vote or changing your voting address now takes just a few clicks on the Internet for anyone with an Illinois Driver's License or Illinois Identification Card.

- The Driver's License or Identification Card need not have your current address on it.
- You will be able to enter your new address online.
- Just follow these simple steps:
  - ➤ Go to cookcountyclerk.com
  - Click on the "Register to Vote" icon
  - Click on the link under the first section labeled "Online"
- The link takes the voter to the Illinois Online Voter Application. The registration process is a simple one:
  - Type in the required information such as name, address, and so on.
  - When you click to submit your registration, you will receive an email confirmation of your registration application.
  - The Cook County Clerk's Office will then send you a second email confirming our receipt of your data.
  - A voter registration card will be mailed to your home a few weeks after the second email.
- Persons who register to vote using this online application must meet the following requirements:
  - ✤ Be a US Citizen
  - ➤ Be 18 years of age on or before the next general election.
  - ➤ Have an Illinois Driver's License or Illinois Identification Card.

*Important:* If you do not have an Illinois Driver's License or ID card, you CANNOT use the online application.

Online voter registration is available from now until the Sunday before.

### **Close of Registration Dates**

*Important:* Deputy registrars may sign people up to vote until the registration deadline—27 days before an election.

Gubernatorial Elections	Close of Voter Registration	Election Day		
Primary Election	January 31 2023	Febraury 28, 2023		
General Election	March 7, 2023	April 4, 2023		



### Places to Pick Up and Turn in Cards Offices of the Cook County Clerk



### **CHICAGO**

George W. Dunne Cook County Office Building 69 W. Washington, 5th Floor Chicago, IL 60602 312/603-0987



MARKHAM 16501 S. Kedzie Ave., Room 238 Markham, IL 60428 708/210-4150

### MAYWOOD

Whitcomb Building 1311 Maybrook Square, Room 109 Maywood, IL 60153 708/865-6010 The Chicago office of the Cook County Clerk is open from 8:30 a.m. to 5:00 p.m., Monday through Friday.



### SKOKIE

5600 Old Orchard Road, Room 149 Skokie, IL 60077 847/470-7233 Suburban office hours are 8:30 a.m. to 4:30 p.m., Monday through Friday.

### Places to Pick Up and Turn in Cards (continued)

**Township Offices in Cook County** 

#### BARRINGTON

602 S Hough St. Barrington, IL 60010 847/381-5632

#### BERWYN

6600 W. 26th St. Berwyn, IL 60402 708/788-6600

#### **BLOOM**

425 S. Halsted St. Chicago Hts., IL 60411 708/754-9400

#### BREMEN

16361 Kedzie Pkwy. Markham, IL 60428 708/333-9530

#### CALUMET

2353 S. York St. Blue Island, IL 60406 708/385-0264

#### CICERO

4949 W. Cermak Rd. Cicero, IL 60804 708/656-3600

#### **EVANSTON**

2100 Ridge Ave. Evanston, IL 60201 847/866-2925

#### **ELK GROVE**

600 Landmeier Rd. Elk Grove Village, IL 60007 847/437-0300

HANOVER 250 S. Route 59

Bartlett, IL 60103 630/837-0301

#### LEMONT

1115 S. Warner Ave. Lemont, IL 60439 630/257-2522

#### LEYDEN

2501 Mannheim Rd. Franklin Park, IL 60131 847/455-8616

#### LYONS

6404 Joliet Rd. Countryside, IL 60525 708/482-8300

#### MAINE

1700 Ballard Rd. Park Ridge, IL 60068 847/297-2510

#### **NEW TRIER**

739 Elm St. Winnetka, IL 60093 847/446-8202

#### NILES

5255 Lincoln Ave. Skokie, IL 60077 847/673-9300

#### NORTHFIELD

2550 Waukegan Rd. Glenview, IL 60025 847/724-8300

#### **NORWOOD PARK**

7833 W. Lawrence Ave. Norridge, IL 60706 708/453-0861

#### **OAK PARK**

105 S. Oak Park Ave. Oak Park, IL 60302 708/383-8005

#### ORLAND

14807 S. Ravinia Ave. Orland Park, IL 60462 708/403-4222

#### PALATINE

721 S. Quentin Rd. Palatine, IL 60067 847/358-6700

#### PALOS

10802 S. Roberts Rd. Palos Hills, IL 60465 708/598-4449

### Places to Pick Up and Turn in Cards (continued) Township Offices in Cook County

#### **PROVISO**

**RICH** 

4565 W. Harrison St. Hillside, IL 60162 708/449-4300

22013 Governor's Hwy.

Richton Park, IL 60471

#### **RIVERSIDE**

27 Riverside Rd. Riverside, IL 60546 708/442-4400

#### SCHAUMBURG

1 Illinois Boulevard Hoffman Estates, IL 60194 847/884-0030

#### **RIVER FOREST**

708/748-6722

8020 Madison St. River Forest, IL 60305 708/366-2029

#### **STICKNEY**

5635 State Rd. Burbank, IL 60459 708/424-9200

#### **THORNTON**

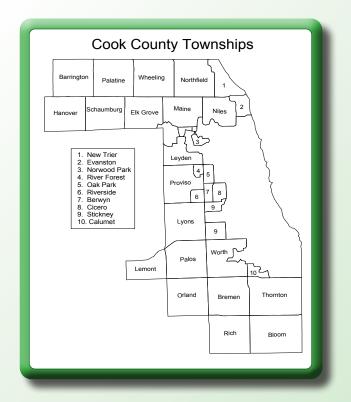
333 E. 162nd St. South Holland, IL 60473 708/596-6040

#### WHEELING

1616 N. Arlington Hts. Rd. Arlington Hts., IL 60004 847/259-7730

#### WORTH

11601 S. Pulaski Rd. Alsip, IL 60803 708/371-2900





# Office of the Cook County Clerk

Vital Records, Elections, Ethics\*, Real Estate & Tax Services\* and Clerk of the Board\*

cookcountyclerkil.gov

