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**SECTION:** CERTIFICATION

**SUBJECT:** National Voter Registration Act (NVRA)

**ITEM:** *Guidelines for Implementing the NVRA*

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## Policy

The local agency shall, at the initial enrollment appointment, at each subsequent certification appointment, and whenever the participant reports a change of address provide each adult applicant/participant the opportunity to register to vote and document whether or not the individual chooses to register.

## Required Procedures

- I. At the initial enrollment appointment, each subsequent certification appointment and whenever the participant reports a change of address, the local agency shall:
  - A. Provide the *California Voter Registration Form* and the *Would You Like to Register to Vote?* forms to each adult applicant/participant. The applicant/participant shall be provided these forms upon arriving for their initial enrollment or certification appointment and shall be given time to review the forms prior to the individual counseling session.
  - B. Inform the applicant/participant that the decision whether or not to register to vote has no effect on their eligibility for WIC benefits;
  - C. Provide applicant/participant time to review the form and indicate if they would like to register to vote.
    1. For individuals wanting to register to vote, staff shall provide assistance in completing the *California Voter Registration Form*, if requested;
    2. For individuals opting to not register to vote, staff shall complete the "Agency Use Only" box on the bottom of the *Would You Like to Register to Vote?* Form.
  - D. Make the *California Voter Registration Form* available to any adult expressing an interest in registering to vote whether or not he/she is a WIC applicant or participant; and
  - E. Retain the signed and dated *Would You Like to Register to Vote?* form for three years.

- II. Local agency staff shall:
  - A. Assist any applicant/participant who requests help in reading or completing the *California Voter Registration Form*;
  - B. Refrain from interpreting election terms and rules; and
  - C. Refer questions related to voting to the local Registrar of Voters, Elections Office, or the office of the Secretary of State at (800) 345-VOTE (8683). Additional assistance may be provided by the League of Women Voters or other volunteer organization.-
- III. Upon request, local agency staff shall mail the completed *California Voter Registration Form* to the appropriate voter registration or election office within 5 days of receipt of the completed form.
- IV. Any person may be fined and/or imprisoned for up to three years if they intimidate, threaten, or coerce a person who is registering to vote, attempting to register to vote, or is voting.

## Resources

[California Voter Registration Forms](#): Available on-line in English and Spanish.

[Order form for California Voter Registration Forms](#): Available in English, Spanish, Chinese, Japanese, Korean, Tagalog, Vietnamese, English, and Spanish.

[Would You Like to Register to Vote? forms](#): Available in English, Spanish, Chinese, Japanese, Korean, Tagalog, Vietnamese, English, and Spanish.

[Training Materials](#)

## Authority

11 CFR Part 8, National Voter Registration Act (42 U.S.C. 1973gg-1 et seq.)

11 CFR Part 8, Elections Code Sections 2150 and 14311.

WRO Policy Memo 800-D, April 4, 1994

WRO Policy Memo 800-F, October 12, 1994