



Office of the Cook County Clerk

David Orr, Cook County Clerk



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.

David Orr

Cook County Clerk's Deputy Voter Registrar Training Manual 2012



Table of Contents

Deputy Registrar Qualifications-----	4
Rules-----	5-6
Who May Register to Vote-----	7
Acceptable Forms of ID-----	7
How to Register an Applicant-----	8-14
Places to Pick Up and Turn in Cards-----	15-17
Helpful Tips: Being an Effective Deputy Registrar-----	18
Grace Period Registration and Voting-----	19
Mail-In "Motor Voter" Registration Form-----	20-21
Close of Registration Dates-----	22



Registrar Qualifications

A Cook County Deputy Registrar must be:

- Registered** to vote in Cook County.
- Trained** by an Election Department employee.
- 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) committeepersons.
 - 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).

Program Rules for Registrars Trained by the Cook County Clerk's Office

- A deputy registrar may accept the registrations of anyone to vote who is eligible and resides **anywhere within 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 15-17).
- 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.



Important Fact: 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.

Program Rules (cont.)

- 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, their 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:

- Be citizens of the United States on the day of registration. There is no waiting period once a person becomes a citizen.
- Be 18 years old by the next election. If an applicant is not yet 18 but will be on or before the next election, accept the registration.
- Actually reside at the address listed on the registration card. This must not be a business address or post office box (except for homeless registrants).
- Display two pieces of identification. Identification must include one piece with a current address. Neither need be a picture ID.

Check the applicant's identification. Acceptable Forms include:

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



NOTE: 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.

How to Register an Applicant



- As a deputy registrar, you will be given an identification number that must be entered on every registration card.
- Enter your deputy registrar identification number in the boxes at the top left corner of the yellow registration card.

Deputy Registrar—□□□□□□ **PRINT HARD-USE BALL POINT PEN**

1) Last Name		First Name		Middle Initial	Sr.
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	Year
Telephone Number	Email Address		Gender	Homeless Voter	
Prior Registration: Address		Name (If changed)			
2) Place of Birth (State or Country)	If born outside of the United States, complete this section:	Citizenship	If naturalized	Own Papers	Parent's Papers
		Born of US Parent	Court	City	State
3) If unable to sign name, complete this section:	Father's First Name	Mother's First Name	Height	Color of Eyes	Reason for Inability to Sign Name
	Distinguishing Marks			Physical Disability	Describe
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 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:					
M. M. D. D. Y. Y. Y. Y.					
Signature of Registration Officer		Signature or Mark of Applicant for Registration			

How to Register an Applicant: Section 1

Deputy Registrar—

PRINT HARD-USE BALL POINT PEN

1) Last Name		First Name		Middle Initial	Sr.
				Jr.	
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	Year
Telephone Number		Email Address		Gender	Homeless Voter
				M F	<input type="checkbox"/>

- Use a pen with black ink only. Other ink colors will not register.
- Complete Section 1 of the voter registration card. Print the 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.

Important Fact: 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. P.O. boxes may NOT be used.

- Print the applicant's full address, including house number, direction, street, apartment number (if any), the city or village, and zip code.
- If the applicant is homeless, check the homeless voter box.
- Print the applicant's date of birth, using two digits for the month, two digits for the day and four digits for the year; like this:
10 | 02 | 1950.

How to Register an Applicant: Section 1 (cont.)

Deputy Registrar--

PRINT HARD-USE BALL POINT PEN

1)	Last Name	First Name	Middle Initial	Sr. Jr.
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	Year
Telephone Number	Email Address		Gender M F	Homeless Voter <input type="checkbox"/>

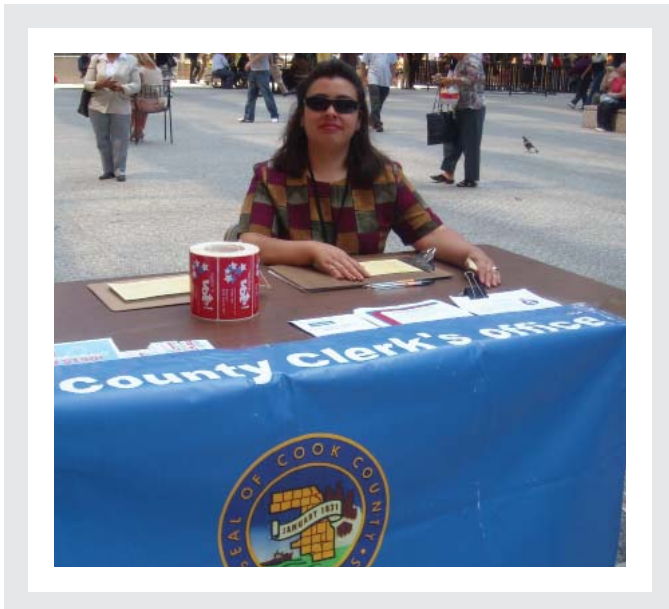
- Print the applicant's telephone number in the space provided. Be sure to include area code.
- Print "1st Registration" in the area marked "Prior Registration" if the applicant has never registered. If the applicant has previously been registered, write the previous address.
- If the applicant is re-registering because of a name change, print the previous name in the area marked "Name (If Changed)".
- 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 if and ONLY if the applicant does not have either the driver's license or state ID number.
- NOTE:** The registration cannot be processed without one of these three types of identification numbers.
- The registration card **MUST BE COMPLETED BY THE DEPUTY REGISTRAR, NOT THE VOTER.**

Important Fact: 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 in a more efficient manner.

How to Register an Applicant: Section 2

2) Place of Birth (State or Country)	If born outside of the United States, complete this section:	Citizenship		If naturalized		Own Papers <input type="checkbox"/>	Parent's Papers <input type="checkbox"/>	
		Born of US Parent	<input type="checkbox"/>	Court	City	State	Date	
		Naturalized	<input type="checkbox"/>					

- 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. Always sign first, before the applicant signs.
- If 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.



How to Register an Applicant: Section 3

3) If unable to sign name, complete this section:	Father's First Name	Mother's First Name	Height	Color of Eyes	Reason for Inability to Sign Name
					Physical Disability <input type="checkbox"/> Describe <input type="checkbox"/>
	Distinguishing Marks				Unable to Write <input type="checkbox"/>

If an applicant is unable to sign his or her name, Section 3 must be completed.

- Obtain the information required in Section 3 from any applicant who is unable to sign his or her name on the registration card.
- This information includes father's first name, mother's first name, height of applicant, applicant's color of eyes and indicate the reason for the inability to sign their name.
- An applicant who cannot sign his/her name can make his/her mark in the 'distinguishing marks' box, and also in the signature box in section 4.



How to Register an Applicant: Audit Sheet

Important Fact: 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 16 and 17.

AUDIT - SUBURBAN COOK COUNTY VOTER REGISTRATION

Submit an audit each time you return voter registration cards. Completed registrations must be returned within seven days.

Deputy Registrar (Please Print)	Organization
Signature of Deputy or Coordinator	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	ID# Date of Return

	Date	Complete Name of Registrant	Address Including City or Village
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			

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
312/603-0987



Bridgeview:

10220 S. 76th Ave.,
Room 238
Bridgeview, IL
708/974-6150



Markham:

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



Maywood:

Whitcomb Building
1311 Maybrook Square,
Room 109
Maywood, IL
708/865-6010



Rolling Meadows:

2121 Euclid Ave.,
Room 238
Rolling Meadows, IL
847/818-2850



Skokie:

5600 Old Orchard Road,
Room 149
Skokie, IL
847/470-7233

The Chicago office of the Cook County Clerk is open from 8:30 a.m. to 5:00 p.m., Monday through Friday.

Suburban office hours are 8:30 a.m. to 4:30 p.m. Monday, Tuesday, Thursday and Friday, and 8:30 a.m. to 7:00 p.m. on Wednesday.

Places to Pick Up and Turn in Cards (cont.)

Township Offices in Cook County

BARRINGTON

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

ELK GROVE

2400 S. Arlington Hts. Road
Arlington Hts., IL 60005
847/437-0300

NILES

5255 Main St.
Skokie, IL 60077
847/673-9300

BERWYN

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

HANOVER

250 S. Route 59
Bartlett, IL 60103
630/837-0301

NORTHFIELD

3801 W. Lake Ave.
Glenview, IL 60025
847/724-8300

BLOOM

425 S. Halsted St.
Chicago Hts., IL 60411
708/754-940

LEMONT

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

NORWOOD PARK

7833 W. Lawrence
Norridge, IL 6070
708/453-0861

BREMEN

16361 Kedzie Parkway
Markham, IL 60428
708/333-9530

LEYDEN

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

OAK PARK

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

CALUMET

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

LYONS

6404 Joliet Road
Countryside, IL 6052
708/482-8300

ORLAND

15100 S. 94th Ave.
Orland Park, IL 60462
708/403-4222

CICERO

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

MAINE

1700 Ballard Road
Park Ridge, IL 60068
847/724-8300

PALATINE

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

EVANSTON

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

NEW TRIER

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

PALOS

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

Places to Pick Up and Turn in Cards (cont.)

Township Offices in Cook County

PROVISO
4645 W. Harrison St.
Hillside, IL 60162
708/449-4300

RIVERSIDE
27 Riverside Road
Riverside, IL 60546
708/442-0302

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

RICH
22013 Governor's Hwy.
Richton Park, IL 60471
708/748-6722

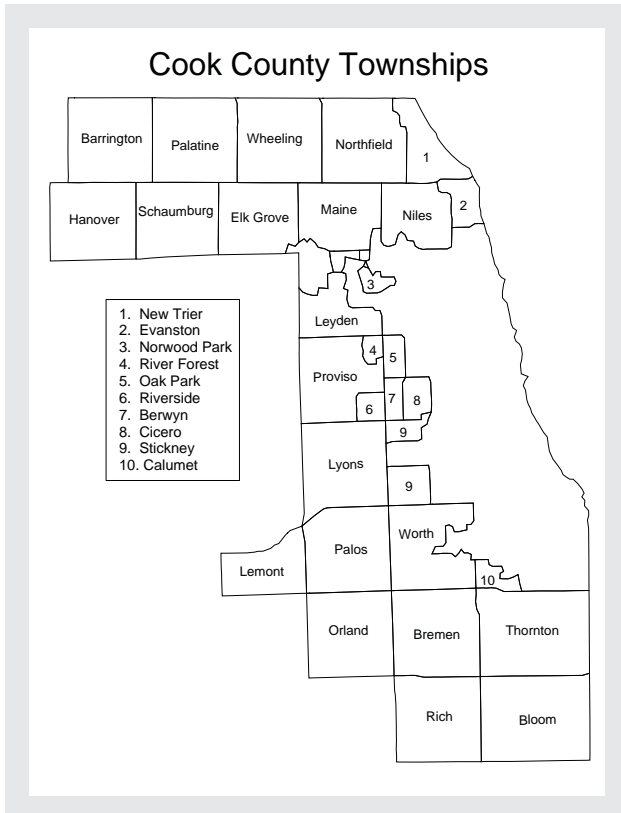
SCHAUMBURG
1 Illinois Boulevard
Hoffman Estates, IL 60194
847/884-0030

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

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

STICKNEY
5635 State Road
Burbank, IL 60459
708/424-9200

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



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, and 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 Registration and Voting

Anyone who is eligible (see who may register to vote) and missed the deadline for voter registration has 21 days from the close of registration to come to the County Clerk's office at 69 West Washington, Chicago to register and vote. Call 312-603-0906 or visit www.cookcountyclerk.com for hours.



Important Fact: Grace period registrants must vote in the Clerk's office immediately after registering.

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:
 - 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.
 - Federal law requires first-time voters who register by mail to show proof of identification in order to vote for the first time unless our office is able to verify the voter's identity through a valid driver's license or last four digits of the social security number.
 - 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, then the voter must provide identification at the polls on Election Day.
- You and your organization will want to decide how to incorporate mail-in registration forms into your effort.**



Close of Registration Dates

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

March 20, 2012
Presidential Primary Election

February 21, 2012

November 6, 2012
Presidential General Election

October 9, 2012





Printed internally by the Cook County Bureau of Administration
Digital Graphics Unit