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
Cook County Clerk's Deputy Voter Registrar Training Manual 2019/2020
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Deputy 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) 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 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.
- 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.
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:

- Be 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 of 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.
Registering an Applicant: Section 1

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 IF AND ONLY IF 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.
Registering an Applicant: Section 1 (continued)

- 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.
- 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.
    - P.O. boxes may NOT be used
- 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)”.

THE REGISTRATION CARD MUST BE COMPLETED BY THE DEPUTY REGISTRAR, NOT THE APPLICANT!

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.
Registering an Applicant: Section 2

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.
Registering an Applicant: Section 3

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
    - A large mole
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.
- Issue the green receipt to the applicant.

---

**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:

- 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 15-17.

### Deputy Registrar Audit Sheet for Suburban Cook County

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Complete Name of Registrant</th>
<th>Address Including City or Village</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**For Office Use Only**

Complete Registrations_________

Received By _________________

Bridgeview_____ Markham_____ Maywood_____

Rolling Meadows_____ Skokie_____ Downtown_____

Township ________________________________

White – CLERK’S OFFICE / Yellow – DEPUTY REGISTRAR COPY
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 & Voting

Grace 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.cookcountyclerk.com 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.cookcountyclerk.com/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:

⇒ 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.
**Mail-In “Motor Voter” Registration Application**

**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 identity with one of these numbers, it will not be necessary for you to show ID in order to vote.** If we cannot verify your identity 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.

- **Deadline Information**
  Mail or deliver this form no later than 28 days before the next election.

- **Mail or deliver your completed application to:**
  Cook County Clerk’s office
  69 W. Washington, Suite 500
  Chicago, IL 60602
  For more information call 312.603.0906 or visit cookcountyclerk.com

**PRINT CLEARLY OR TYPE IN BLUE OR BLACK INK**

### ILLINOIS VOTER REGISTRATION APPLICATION

<table>
<thead>
<tr>
<th>1</th>
<th>Are you a citizen of the United States? [ ] Yes [ ] No</th>
<th>If you checked “No” in response to either of these questions, DO NOT complete this form.</th>
<th>Jr. Sr. III IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Last Name</td>
<td>Middle Initial or Name</td>
<td>Suffix (Circle One)</td>
</tr>
<tr>
<td></td>
<td>First Name</td>
<td>Date of Birth</td>
<td>Month Day Year</td>
</tr>
<tr>
<td></td>
<td>Street Address Where You Live (Do not give a PO Box or Business address)</td>
<td>Apt. No.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>City</td>
<td>State</td>
<td>Zip Code</td>
</tr>
<tr>
<td></td>
<td>First Time Registration: [ ] OR [ ] Previous Registration (If Changed):</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Former Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Illinois Driver’s License Number or IL State ID number (If you have neither, list the last four digits of your social security number.)</td>
<td>Would you be interested in serving as an election judge? [ ] YES [ ] No</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Email Address</td>
<td>Phone Number</td>
<td></td>
</tr>
</tbody>
</table>

**Voter Affidavit - Read all the statements and sign within the box to the right.**

- I swear or affirm that:
  1. I am a citizen of the United States.
  2. I will be at least 18 years old on or before the next election.
  3. I will have lived in the State of Illinois and in my election precinct at least 30 days as of the date of the next election.
  4. 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**

**DATE:** Month Day Year

If you cannot sign your name, ask the person who helped you fill out this form to print their name, address and telephone number below.

| Name | Address | Telephone No. |

**FOLD ON DOTTED LINES, PEEL OFF TAPE, SEAL AND MAIL**
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 Voter Registration | Election Day
--- | ---
January 29, 2019 | February 26, 2019
March 5, 2019 | April 2, 2019
February 18, 2020 | March 17, 2020
October 6, 2020 | November 3, 2020

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

ELK GROVE
2400 S. Arlington Hts Rd
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 (continued)
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

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

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

Barrington Palatine Wheeling Northfield
Hanover Schaumburg Elk Grove Maine Niles
1
2
3
4 5
Leyden
6
7 8
9
10
Worth
Lemont
Orland
Palos
Bremen
Thornton
Rich
Cook County Townships

Source: Cook County Clerk David Orr, 2008