

# SAME DAY VOTER REGISTRATION PROCEDURE

1. Before beginning the process to register the voter, look them up on the reference checklist to see if they are already registered in your ward or not.
2. Request documentation to prove identity, age domicile and citizenship. Only register voters who belong to your ward. A street index and ward map are available for reference. The table below indicates preferred documentation to prove a voter’s qualifications, as well as alternative documentation that can be accepted:

Identity	Age	Domicile	Citizenship*
Driver’s license	Driver’s license	Driver’s license with Keene address	
US passport	Birth Certificate	Rent/utility receipt with Keene street address	Birth certificate
Any photo ID card deemed legitimate by Supervisor of Checklist	U.S. passport	Checking account with Keene street address	U.S. passport
		Personal letter mailed to Keene street address	
<b><i>*Please note, that a Real ID, a S.S. Card, or a Green Card are NOT acceptable proof of citizenship</i></b>			
<b>Or, in lieu of the above documents:</b>			
Identity	Age	Domicile	Citizenship
<i>Personal affirmation of an Election Official</i>			
<i>Qualified Voter Affidavit (voter’s photo must be taken)**</i>	<i>Qualified Voter Affidavit**</i>	<i>Domicile Affidavit*</i>	<i>Qualified Voter Affidavit**</i>
<b><i>**Complete a Qualified Voter Affidavit (blue form) with voters needing to prove age, identify or citizenship. If executed for identity purposes, the voter will need to go to the CVA table and have their photo taken as part of the registration process. Complete a Domicile Affidavit (purple form) with voters needing to prove domicile.</i></b>			

3. Verify the voter is registering in the correct ward by checking their address on the ward specific street list provided to you. If they are in the wrong ward, review the street list for all wards and provide them with the information on where they need to go to register and vote. If the voter is in the correct ward, proceed to step 3.
4. Complete all information on the registration form with neat penmanship.
5. Be sure to indicate the voter’s party affiliation on the appropriate section of the form as follows: “REP” for Republican, “DEM” for Democrat, or “UND” for undeclared.
6. Be certain to record the driver’s license number (and state of issuance if not a NH license), or the last four digits of their social security number. If a U.S. Passport or some other form of government issued I.D. was provided, write the type of document and the document number in the driver’s license field. In the blank space reserved for OFFICE USE, you may document any other information you feel will be needed to process the registration form post-election.
7. Have the registrant read, sign and date the voter registration form. The Election Official must sign on the “Received by” line.
8. If the voter cannot provide documentation to prove identity, citizenship, age or domicile an affidavit is available for the voter to execute. In the OFFICE USE section of the registration form, check the appropriate box indicating that an affidavit is being executed.
  - a. Complete a Domicile Affidavit (purple form) with voters needing to prove domicile.

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- b. Complete a Qualified Voter Affidavit (blue form) with voters needing to prove age, **identity\*** or citizenship.
- c. The voter will need to read the affirmation, then sign/date where appropriate. You will also sign on the “Sworn before” line.

**\*If no photo id is provided when registering, the voter should be sent to the NO PHOTO ID table to have their picture taken and execute a CVA before finalizing their registration.**

- d. Paperclip any completed affidavits to the voter’s registration form. (including the CVA, if applicable.)

10. For new voters to your ward, give the registration form(s) to the voter and instruct them to go to the Addendum Table so that they may be added to the checklist addendum, and provided with a ballot. For voters that were sent over from the Check-in to change their name, give the registration to them and instruct them to return to the Voter Check-In to be provided with a ballot.

Advise voters that they should keep their ID out to show the election official that will be providing them with a ballot. If they registered without a photo ID, they will present their executed CVA to the official.