



500 East Carson Plaza Drive  
Suite 103  
Carson, CA 90746  
310.826.7622  
[www.chac.edu](http://www.chac.edu)

# **STUDENT CONSUMER INFORMATION HANDOUT 2023-2024**

# **GENERAL CONSUMER INFORMATION**

In addition to the disclosure of general information required under consumer information regulations, there are specific disclosure requirements with which colleges must comply.

Those disclosure requirements include:

## **Cleary (Campus Security) Act:**

**Please refer to the Crime Awareness and Campus Security page under the Student and Information Services section of the College's catalog, Drug-Free Colleges, and Crime Awareness & Campus Security handouts.**

- Annual Security report: Institutional Security Policies and Crime Statistics = October 1<sup>st</sup>
  1. *Enrolled students and current employees – annual security report –*  
By October 1 of each year, an institution must distribute to all enrolled students and current employees, its annual security report through the appropriate publications and mailings including –
    - i) Direct mailing to each individual through the U.S. Postal Service, campus mail, electronic mail, or manual distribution
    - ii) A publication or publications provided directly to each individual
  2. *Prospective students and prospective employees – annual security report –*  
The institution must provide a notice to prospective students and prospective employees that includes a statement of the report's availability, a description of its contents, and an opportunity to request a copy.
- Report on Completion or Graduation Rates for Student Athletics

## **Student Right-To-Know Act:**

**Please refer to the Completion Rate Summary handout.**

Student Right-To-Know disclosures must be made by July 1 of each year.

- Information on Completion and Graduation Rates –
  1. Completion or graduation rates and, if applicable, transfer-out rates for specific cohort of the general student body. This cohort is of certificate or degree-seeking, full-time, first-time, undergraduate students.
  2. Completion or graduation rates and, if applicable, transfer-out rates of students receiving athletically related student aid, if the institution offers athletic aid. The institution must provide student-athlete graduation rate information to potential student-athletes, their parents, and their high school coaches and guidance counselors upon making an offer of athletic aid.

The cohort year is September 1-August 31; the report must be available by the following July 1.

Colleges must make available no later than July 1, 2020, the rates for the cohort for which 150% of the normal time for completion elapsed between September 1, 2018 and August 31, 2019.

Prior to the Amendments of 1998, all Colleges were required to disclose transfer-out rates. **Now a College is required to calculate and disclose its transfer-out rates only if it determines that its mission includes providing substantial preparation for its students to enroll in another eligible College (such as a community college).**

1. A transfer-out rate.

For the cohort rates related to athletically related student aid, Colleges must disclose information on completion rates and if applicable, transfer-out rates, on certificate or degree seeking full-time undergraduate students who enter the College between September 1, and August 31, of the following year.

### **Family Educational Rights and Privacy Act (FERPA).**

Annual notification to parents of students currently in attendance and eligible students of their rights under Sec. 99.7 to inspect, review, amend, consent to disclosure, or file a complaint with the Department of Education.

The Family Educational Rights and Privacy Act (FERPA) affords eligible students and their parents certain rights with respect to their education records including:

- The right to inspect and review the student's education records during normal College hours with an appointment within 45 days of the day the College receives a written, dated request for access. The College does not permit students to inspect or review confidential student guidance notes maintained by the College, nor financial records (including any information those records contain) of their parents or guardians. The College catalog contains additional information on the procedure to exercise the right to inspect and review education records.
- The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or a violation of privacy. Students requesting amendment of an education record should submit a written, dated request to a College Official, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or a violation of privacy. If the College decides not to amend the record, the College will notify the student of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. The College catalog contains additional information on the procedure for requesting amendment of records.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without prior consent from the parents and the eligible student. The College may neither release nor disclose personally identifiable information contained in the student's education records to outside employers, agencies, or individuals without first securing a written release from the parent or eligible student, unless permitted by the ACT.

Upon request, the College discloses educational records without consent to officials of another College in which a student seeks or intends to enroll.

- The student has a right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

- The rights accorded to, and consent required of, parents under this Act transfer from the parents to the student once the student becomes eligible.

### **National Voter Registration Act – Required Form and Information – Sec. 668.14(d) (1) & (2).**

Requires each College to make a good faith effort to distribute a mail voter registration form to each enrolled student physically in attendance. A National Voter Registration form is located at the end of this information packet, along with registration information for the State in which this College is located.

### **Approved leave of absence**

A leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. An LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during an LOA.

An LOA must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring a school to perform a Return calculation. If an LOA does not meet the conditions in 34 CFR 668.22(d), the student is considered to have ceased attendance and to have withdrawn from the school, and the school is required to perform a Return calculation.

In order for an LOA to qualify as an approved LOA –

1. the school must have a formal written policy regarding leaves of absence requiring that all requests for leaves of absence be submitted in writing and include the reason for the student's request;
2. The student must follow the school's policy in requesting the LOA;
3. There must be a reasonable expectation that the student will return from the LOA;
4. The school must approve the student's request for an LOA in accordance with the school's policy;
5. The institution may not assess the student any additional institutional charges, the student's need may not increase, and therefore, the student is not eligible for any additional Federal Student Aid;
6. the LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period;
7. except in a clock-hour or no term credit-hour program, a student returning from an LOA must resume training at the same point in the academic program that he or she began the LOA; and
8. If the student is a Title IV loan recipient, the school must explain to the student, prior to granting the LOA, the effects that the student's failure to return from an LOA may have on the student's loan repayment terms, including the expiration of the student's grace period.

A student granted an LOA that meets the criteria in this section is not considered to have withdrawn, and no Return calculation is required. Upon the student's return from the leave, he or she continues to earn the Federal Student Aid previously awarded for the period.

### **Written formal policy required**

Among the policies and procedures a school must maintain is one that discusses the procedures a student must follow in applying for a leave of absence, and the criteria the institution will apply in determining

whether to approve the application. An institution's LOA policy must specify that all requests for an LOA must be submitted in writing, must be signed, and must be dated.

As mentioned previously, the regulations provide that an institution must determine, before it grants an LOA, that there is a reasonable expectation that the student will return from the leave. In order for the institution to make such a determination, and in order for it to ensure that the student meets the criteria in the institution's LOA policy, the institution must know the student's reason for requesting the leave.

**Therefore, an institution's LOA policy must specify that the reason for a student's leave request be included on a student's application for an LOA.**

An institution's policy must require a student to apply in advance for an LOA unless unforeseen circumstances prevent the student from doing so. For example, if a student were injured in a car accident and needed a few weeks to recover before returning to school, the student would not have been able to request the LOA in advance. A school may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the school documents the reason for its decision and collects the request from the student at a later date. In this example, the beginning date of the approved LOA would be determined by the institution to be the date the student was unable to attend school because of the accident.

A school must publicize its LOA policy. The school may do this by including that policy in the consumer information the school makes available to students (see *Volume 2 – School Eligibility and Operations*).

### **Reasonable expectation of return**

This condition is specified to make clear that a school may not grant a student an LOA merely to delay the return of unearned Title IV funds.

## **Financial Aid Information:**

**Refer to the Financial Aid Services portion of the Financial Information section of the college catalog.**

At a minimum, the following information must be provided about financial assistance available at a college.

- The need-based and non-need-based federal financial aid is available to students;
- The need-based and non-need-based state and local aid programs, and other private aid programs that are available;
- How students apply for aid and how eligibility is determined;
- How the college distributes aid among students;
- The rights and responsibilities of students receiving aid;
- How and when financial aid will be disbursed;
- The terms and conditions of any employment that is a part of the financial aid package;

- The terms of, the schedules for, and the necessity of loan repayment and required loan exit counseling;
- The criteria for measuring satisfactory academic progress, and how a student who has failed to maintain satisfactory progress may reestablish eligibility for federal financial aid;
- Information on preventing drug and alcohol abuse;
- Information regarding the availability of Federal Student Aid (FSA) program funds for study abroad programs;
- That a student may be eligible for FSA program funds for attending a study abroad program that is approved for credit by the home college; and
- The terms and conditions under which students receiving federal education loans may obtain deferments while serving (a) in the Peace Corps; (b) under the Domestic Volunteer Service Act; or (c) as a volunteer for a tax-exempt organization of demonstrated effectiveness in the field of community service.

**Information about the college:**

**More detailed information regarding the items below is included in the college catalog.**

- The names of associations, agencies, and/or governmental bodies that accredit, or license the college and its programs, and the procedures by which a student may receive a copy for review of the college's accreditation, licensure, or approval;
- Special facilities and services available to disabled students;
- The costs of attending the college (tuition and fees, books and supplies, room and board, and applicable transportation costs, such as commuting) and any additional costs of the program in which the student is enrolled or has expressed an interest;
- A statement of the requirements for the return of FSA program funds when a student withdraws from college, information about any refund policy with which the college must comply, and the requirements for officially withdrawing from the college;
- The degree programs, training, and other education offered;
- The availability of a GED program, if the college admits students who do not have a high school diploma or equivalent;
- The instructional, laboratory, and other physical plant facilities associated with the academic programs;
- A list of the faculty and other institutional personnel;
- The satisfactory progress standards that students must maintain; and
- Who to contact for information on student financial assistance and who to contact for general institutional issues.

## **STUDENT FINANCIAL AID**

The college recognizes that, in many instances, individuals and their families are not able to meet the entire cost of education. Therefore, our Financial Aid Office will assist you with the process of applying for federal student

financial aid. The Financial Aid Administrator is the designated official at the college for consumer information. If you have any questions, please do not hesitate to contact the Financial Aid Administrator.

This booklet is provided to help answer your questions concerning the types of assistance available to you.

## **APPLICATION PROCEDURES**

You can give your Data Release Number (DRN) to the Financial Aid Officer if you did not list the college on your application. The college will use your DRN to get a copy of your application information electronically. You can find your DRN on the confirmation page received after submitting a *FAFSA on the Web* application or on the *Student Aid Report (SAR)* you receive after submitting your FAFSA.

- You can list your original schools on the application, wait for your SAR to arrive by e-mail, if you provided an e-mail address on your FAFSA or in the mail, and then correct the SAR by replacing some or all of the original schools with other schools.
- You can call the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243) and provide your Data Release Number (DRN) to request a change to your SAR to replace some or all of the original schools with other schools. You must receive your SAR before requesting these changes.

You can add or delete schools on your application by using the —add school|| or —remove|| links in the school section. Your PIN is required to access this information.

### **Understanding The Proper Use of Your FSA ID/Password**

You should not share your **FSA ID** with anyone—even if that person is helping you complete the application—nor should your parents share their PINs with anyone. In addition, only the person providing the data should sign the application. Note that if you (or a parent, if you are dependent) sign electronically any document related to the Federal Student Aid.

- Programs using a **FSA ID** you certify that you are the person identified by that PIN and have not disclosed that PIN to anyone else. Revealing the **FSA ID** could make the PIN holder susceptible to identity theft.

The FAFSA processor will send data to only the schools originally listed. For example, if you originally listed the maximum number of schools on the application and then replaced them with new schools by changing your SAR, only the second set of schools would get data from any corrections. If you made corrections to your FAFSA information at (or after) the time you listed the new schools, only the second set of schools would get the corrected data.

**Federal School Code.** The Department assigns a number called a Federal School Code to each college that participates in the federal student aid programs. For a school to receive your application data, you must list the school's Federal School Code. CHAC Federal Code is **03681300**. This code is not in the FAFSA instructions; they are provided in the Federal School Code List that can be found at [www.fafsa.gov](http://www.fafsa.gov).

When the ISIR is received at the college, the Financial Aid Office will estimate your financial aid eligibility provided on a Preliminary Award Letter.

If, during the application process, your file is selected for "verification" by the U.S. Department of Education, you and your family must submit all documents required to validate the information you have listed on your application for assistance.

Please refer to "The Student Guide" published by the U.S. Department of Education for more detailed information.

## **TYPES OF ASSISTANCE**

### **1. FEDERAL PELL GRANT**

The Federal Pell Grant is gift assistance which does not have to be repaid. Annually, the U.S. Department of Education determines student eligibility for this grant. For the 2022-2023 award years, the minimum grant is \$767, and the maximum grant is \$7,395

### **2. FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)**

The FSEOG is gift assistance which does not have to be repaid. FSEOG is awarded to students who have an exceptional financial need as determined by the U.S. Department of Education standards. Students with the lowest "Expected Family Contribution" (EFC) are awarded FSEOGs. The average amount of the award is \$200 per award year.

### **3. FEDERAL WORK-STUDY**

The Work-Study program offers students the opportunity to meet part of their expenses by working part-time on or off campus for at least minimum wage. A limited number of assignments are available, and priority is given to students with the greatest need who are qualified for the job assignments available.

### **4. DIRECT SUBSIDIZED LOAN**

The Subsidized Direct Loan program provides low interest loans through the U.S. Department of Education, and other lending institutions. The maximum annual loan amount for the first academic year is \$3,500, less loan fees based on the following timetable: a.1.057% for first disbursements made on/after 10/1/20 and before 10/1/23. Interest does not accrue and payments are not made until six months after the student leaves college. The minimum payment amount is \$50 per month; however, the Direct Loan program provides many flexible repayment plans. The interest rates for subsidized loans disbursed on/after 7/1/23 and before 7/1/24 are 5.5% for the most up-to-date information, go to [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

### **5. DIRECT UNSUBSIDIZED LOAN**

If you do not qualify for a full or partial (Subsidized) based on your financial need, you may qualify for a Direct Loan (Unsubsidized). The difference is that, for the Direct Loan (Subsidized), the Federal Government pays the interest for you during in-college and deferment periods 4.99%. If you receive an unsubsidized loan, you are responsible for the interest during the in-college and deferment periods. Your servicer may allow you to accumulate the interest until you have left college or your deferment ends; however, this will increase the amount of your loan principal. You can borrow up to \$6,000 for the first academic year less loan fees based on the following timetable: a. 1.057% for first disbursements made on/after 10/1/20 and before 10/1/23 In addition, if you are a dependent student, the maximum amount you may borrow is \$2,000 unless your parent is not eligible to borrow a PLUS loan in which case the maximum amount you may borrow for the 1<sup>st</sup> academic year is \$6,000. For loans first disbursed on or after 7/1/23 and before 7/1/24 the interest rate is 5.5 % Repayment terms are the same as the Direct Loan (Subsidized) except as noted above for in-college and deferment periods.

### **6. DIRECT PARENT PLUS LOAN**

The Direct PLUS loan is available to parents who wish to apply for additional assistance for their dependent child's education. The PLUS loans are made through the U.S. Department of Education. The amount of the PLUS loan cannot exceed the student's cost of attendance. The interest rate for Parent Plus loans first disbursed on or after 7/1/23 and before 7/1/24 is 8.05% The loan fees associated with the Parent Plus loan are as follows: a.1.057% for first disbursements made on/after 10/1/20 and before 10/1/23 The repayment period for a Federal DPLUS Loan begins on the date after the loan is fully disbursed. Your first payment will be due 60 days after the final loan disbursement. You will pay both the principal and the interest that accumulates. During periods of deferment and forbearance, you do not pay any principal, but interest will accumulate. This means your loan principal will increase unless you choose to pay the interest monthly



during your deferment or forbearance.

## **METHODS OF DISBURSING FINANCIAL AID**

Financial aid is awarded based on an academic year. The disbursement of aid varies by the type of assistance.

The Federal Pell Grant will be advanced twice during the academic year, once at the beginning and once at the mid-point of the academic year. You must successfully pass your course to receive academic credit equal to half of the academic year.

The Federal Loan proceeds are credited to the student's tuition and fees account after the first day of class for the first payment period. Second disbursements are made after the student has successfully completed 1/2 of their financial aid credits for the 2<sup>nd</sup> payment period. The student will receive any amount which exceeds the tuition and fees charged by the College. A first-year, first-time borrower's account will not be credited until 30 days after their first day of class.

## **BORROWER CONFIRMATION FOR SUBSEQUENT LOANS**

### ***Regarding Subsidized and Unsubsidized Master Promissory Notes:***

If the multi-year feature of the Master Promissory note (MPN) is available for the college, students are able to obtain additional loan funds without having to sign a new MPN for each academic year or period of enrollment. The college will notify the borrower of the loan amounts awarded through the estimated award letter. The borrower only needs to contact the college regarding the loan amounts if he or she wants to decline or make adjustments to the type or amounts of the loan.

### ***Regarding Parent PLUS Master Promissory Notes:***

For loans made under the multi-year feature of the MPN the regulations that govern the Loan Programs require a college to document an active confirmation. The confirmation process is to provide a means for a borrower to accept or decline a loan made for a subsequent academic year under the multi-year feature. This assists in providing the borrower with greater control and understanding of loan debt.

The Direct Federal Parent Loan request form must be completed, for loans awarded, indicating the loan amount requested. This form must be signed by the parent borrower and placed in the student's file.

## **REFUND FORMULA**

Refer to the Refund Policy portion of the Financial Information section within the college catalog.

**NOTICE TO STUDENTS:** The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, or are dismissed prior to completing 60% of a payment period. The federal Title IV financial aid programs must be recalculated in these situations. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

- (1) determining the percentage of the payment period for which federal financial aid was awarded and completed, percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period (Any break of five days or more is not counted as part of the days and LOA days in the payment period) This percentage is also the percentage of earned aid; and
- (2) Aid to be returned = (100% of the aid that was disbursed/could be disbursed minus the percentage of earned aid) as of the last day of attendance. Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula: After the 60% point in the payment period, you will have earned 100% of the federal financial aid funds already disbursed to you. This calculation concerning federal financial aid is separate and distinct from the institutional refund policy and may result in your owing additional funds to the college to cover tuition charges

previously paid by federal financial aid prior to your withdrawal.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

**If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 45 days of the student's withdrawal.**

If you plan to withdraw from the college, please contact your financial aid or business office to determine the amount of funds, if any, which must be returned on your behalf.

All refunds due will be made within 45 days of the college's determining date of the student's withdrawal. The last date of actual attendance is used in calculating any refund amount. Refunds are allocated in the following order:

1. Direct Loan Unsubsidized
2. Direct Loan Subsidized
3. Direct Parent (PLUS) Loan
5. Federal Pell Grant
6. Federal Supplemental Educational Opportunity Grant (FSEOG)
7. The student

## **OMBUDSMAN NOTIFICATION**

Please contact the Financial Aid Officer at your college, who is always ready to assist you with any questions or concerns regarding your Direct Subsidized, Unsubsidized, Parent (PLUS) Loans.

If a situation exists that the Financial Aid Officer cannot resolve, follow the procedures in the college catalog regarding "problem resolution".

After all above options have been exhausted, if you are unable to resolve a Direct Loan or FFEL issue, The Department of Education's Office of the Ombudsman for student loan issues is available. An ombudsman resolves disputes from a neutral, independent viewpoint. The Office of Student Financial Assistance Ombudsman will informally research a borrower problem and suggest solutions to resolve the problem. Student borrowers can contact the Department's Office of the Ombudsman by:

**Via e-mail:**

[fsaombudsmanoffice@ed.gov](mailto:fsaombudsmanoffice@ed.gov)

**Via on-line assistance:**

<http://www.ombudsman.ed.gov>

**Via (toll free) telephone:**

1-877-557-2575

**Via fax:**

(202) 275-0549

**Via mail:**

U.S. Department of Education

FSA Ombudsman

830 First Street, N.E.

Washington, DC 20202-5144

**National Student Loan Data System (NSLDS) Information for Students**

**Student Access Web Site: <http://www.nsls.ed.gov>**

**STATEMENT REGARDING CREDIT BALANCES**

For continuing students or parents that have previously signed a Statement Regarding Credit Balances, the initial authorization will continue to be valid for only the academic year period. The Statement Regarding Credit Balances may be rescinded at any time. The provisions of the initial authorization are as follows:

When current tuition, fees and other allowable charges have been paid, students may have a credit balance on their account. If the credit balance is a result of Title IV funding, the credit balance will be issued to the student within 14 days. If the credit balance is not a result of Title IV funding, the credit balance will be issued to the student by the end of the loan period. The following provisions also apply:

- The college should retain any existing credit balance on the account to be applied to allowable future charges not to exceed \$200 to assist in managing those funds or to be disbursed to you at your request.
- The College should retain any existing credit balance (credit by Federal Direct PLUS loan proceeds) on behalf of the student's account to be applied to allowable future charges in the next academic year, not to exceed \$200 to assist in managing those funds or to be disbursed to the student at their request.
- In the event that the funds are not requested prior to leaving college, the college should return the credit balance to the U.S. Department of Education as prepayment on the student loan with the student's written authorization. Otherwise funds will be refunded to the student.

**STUDENT/PARENT CERTIFICATION OF UNDERSTANDING**

Understand that the authorization can be rescinded to retain the credit balance at any time during the student's attendance in the program.

Understand that the College may consider this authorization to be in effect throughout the student's award year or period of enrollment unless rescinded by the student/parent.

If you have any questions regarding the items on this notification, please contact the financial aid office at your college.

## Voter Registration Application

Before completing this form, review the General, Application, and State specific instructions.

Are you a citizen of the United States of America? <input type="checkbox"/> Yes <input type="checkbox"/> No Will you be 18 years old on or before election day? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If you checked "No" in response to either of these questions, do not complete form.</b> (Please see state-specific instructions for rules regarding eligibility to register prior to age 18.)				This space for office use only.	
<b>1</b>	(Circle one) Mr. Mrs. Miss Ms.	Last Name	First Name	Middle Name(s)	(Circle one) Jr Sr II III IV
<b>2</b>	Home Address		Apt. or Lot #	City/Town	State Zip Code
<b>3</b>	Address Where You Get Your Mail If Different From Above			City/Town	State Zip Code
<b>4</b>	Date of Birth ____ / ____ / ____ Month Day Year		<b>5</b>	Telephone Number (optional)	
<b>7</b>	Choice of Party (see item 7 in the instructions for your State)		<b>8</b>	Race or Ethnic Group (see item 8 in the instructions for your State)	
			<b>6</b>	ID Number - (See Item 6 in the instructions for your state)	
<b>9</b>	I have reviewed my state's instructions and I swear/affirm that: <input type="checkbox"/> I am a United States citizen <input type="checkbox"/> I meet the eligibility requirements of my state and subscribe to any oath required. <input type="checkbox"/> The information I have provided is true to the best of my knowledge under penalty of perjury. If I have provided false information, I may be fined, imprisoned, or (if not a U.S. citizen) deported from or refused entry to the United States.				
			Please sign full name (or put mark) ▲ Date: _____ Month Day Year		

If you are registering to vote for the first time: please refer to the application instructions for information on submitting copies of valid identification documents with this form.

### Please fill out the sections below if they apply to you.

If this application is for a change of name, what was your name before you changed it?

<b>A</b>	Mr. Mrs. Miss Ms.	Last Name	First Name	Middle Name(s)	(Circle one) Jr Sr II III IV
<b>B</b>	Street (or route and box number)		Apt. or Lot #	City/Town/County	State Zip Code

If you live in a rural area but do not have a street number, or if you have no address, please show on the map where you live.

<b>C</b>	<ul style="list-style-type: none"> <li>■ Write in the names of the crossroads (or streets) nearest to where you live.</li> <li>■ Draw an X to show where you live.</li> <li>■ Use a dot to show any schools, churches, stores, or other landmarks near where you live, and write the name of the landmark.</li> </ul>	NORTH ↑    									
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Example</td> <td style="text-align: center;">Route #2</td> <td style="text-align: center;">● Grocery Store</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">Woodchuck Road</td> </tr> <tr> <td style="text-align: center;">Public School ■</td> <td></td> <td style="text-align: center;">X</td> </tr> </table>	Example	Route #2	● Grocery Store			Woodchuck Road	Public School ■		X	
Example	Route #2	● Grocery Store									
		Woodchuck Road									
Public School ■		X									

If the applicant is unable to sign, who helped the applicant fill out this application? Give name, address and phone number (phone number optional).

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**Mail this application to the address provided for your State.**

## General Instructions

**Who Can Use this Application:** If you are a U.S. citizen who lives or has an address within the United States, you can use the application in this booklet to:

- Register to vote in your state,
- Report a change of name to your voter registration office,
- Report a change of address to your voter registration office, or
- Register with a political party.

### Exceptions

- Please do not use this application if you live outside the United States and its territories and have no home (legal) address in this country, or if you are in the military stationed away from home. Use the Federal Postcard Application available to you from military bases, American embassies, or consular offices.
- **New Hampshire** town and city clerks will accept this application only as a request for their own absentee voter mail-in registration form.
- **North Dakota** does not have voter registration.
- **Wyoming** law does not permit mail registration.

### How to Find Out If You Are Eligible to Register to Vote in Your State

- Each state has its own laws about who may register and vote. Check the information under your state in the state Instructions.
- *Note:* All states require that you be a United States citizen by birth or naturalization to register to vote in federal and state elections. Federal law makes it illegal to falsely claim U.S. citizenship to register to vote in any federal, state, or local election.
- *Also Note:* You **cannot** be registered to vote in more than one place at a time.

### How to Fill Out this Application

- Use both the Application Instructions and state Instructions to guide you in filling out the application.
- First, read the Application Instructions. These instructions will give you important information that applies to everyone using this application.
- Next, find your state under the State Instructions. Use these instructions to fill out Boxes 6, 7, and 8. Also refer to these instructions for information about voter eligibility and any oath required for Box 9.

### When to Register to Vote

- Each state has its own deadline for registering to vote. Check the deadline for your state on the last page of this booklet.

### How to Submit Your Application

- Mail your application to the address listed under your state in the State Instructions. Or, deliver the application in person to your local voter registration office.
- The remaining states that accept the national form will accept copies of the application printed from the computer image on regular paper stock, signed by the applicant, and mailed in an envelope with the correct postage.

### First Time Voters Who Register by Mail

- If you are registering to vote for the first time in your jurisdiction and are mailing this registration application, you may be required to provide proof of identification the first time you vote.
- Depending on the specific requirements of your state, you may avoid providing identification at the polls when you vote for the first time by mailing a copy of an identification document together with this application. The list of acceptable documents is included in the State Instructions.

**Do not include original documents with this application.**

**Please read the accompanying state Instructions to determine the voter identification requirements for your state.**

## Application Instructions

Before filling out the body of the form, please answer the questions on the top of the form as to whether you are a United States citizen and whether you will be 18 years old on or before Election Day. If you answer no to either of these questions, you may not use this form to register to vote. However, state specific instructions may provide additional information on eligibility to register to vote prior to age 18.

### Box 1 — Name

- Put in this box your full name in this order — Last, First, Middle. Do not use nicknames or initials.
- *Note:* If this application is for a change of name, please tell us in **Box A** (*on the bottom half of the form*) your full name before you changed it.

### Box 2 — Home Address

- Put in this box your home address (legal address). Do **not** put your mailing address here if it is different from your home address. Do **not** use a post office box or rural route without a box number. Refer to state-specific instructions for rules regarding use of route numbers.
- *Note:* If you were registered before *but* this is the first time you are registering from the address in Box 2, please tell us in **Box B** (*on the bottom half of the form*) the address where you were registered before. Please give us as much of the address as you can remember.
- *Also Note:* If you live in a rural area but do not have a street address, *or* if you have no address, please show where you live using the map in **Box C** (*at the bottom of the form*).

### Box 3 — Mailing Address

- If you get your mail at an address that is different from the address in Box 2, put your mailing address in this box.
- *Note:* If you have no address in Box 2, you **must** write in Box 3 an address where you can be reached by mail.

### Box 4 — Date of Birth

- Put in this box your date of birth in this order — Month, Day, Year. *Be careful not to use today's date!*

### Box 5 — Telephone Number

- Most states ask for your telephone number in case there are questions about your application. However, you do **not** have to fill in this box.

### Box 6 — ID Number

- Federal law requires that states collect from each registrant an identification number. You must refer to your state's specific instructions for item 6 regarding information on what number is acceptable for your state. If you have neither a driver's license nor a social security number, please indicate this on the form and a number will be assigned to you by your state.

### Box 7 — Choice of Party

- In some states, you must register with a party if you want to take part in that party's primary election, caucus, or convention. To find out if your state requires this, see item 7 in the instructions under your state.
- If you want to register with a party, print in the box the full name of the party of your choice.
- If you do **not** want to register with a party, write "no party" or leave the box blank. Do **not** write in the word "independent" if you mean "no party," because this might be confused with the name of a political party in your state.
- *Note:* If you do not register with a party, you can still vote in general elections and nonpartisan (nonparty) primary elections.

### Box 8 — Race or Ethnic Group

- A few states ask for your race or ethnic group, in order to administer the Federal Voting Rights Act. To find out if your state asks for this information, see item 8 in the instructions under your State. If so, put in Box 8 the choice that best describes you from the list below:
  - American Indian *or* Alaskan Native
  - Asian or Pacific Islander
  - Black, *not of* Hispanic Origin
  - Hispanic
  - Multi-racial
  - White, *not of* Hispanic Origin
  - Other

### Box 9 — Signature

- Review the information in item 9 in the instructions under your state. Before you sign or make your mark, make sure that:
  - You meet your state's requirements, and
  - You understand **all** of Box 9.
- Finally, sign your **full** name or make your mark, and print today's date in this order — Month, Day, Year.
- If the applicant is unable to sign, put in **Box D** the name, address, and telephone number (optional) of the person who helped the applicant.

## Arizona

**Registration Deadline** — 29 days before the election.

**6. ID Number.** Your completed voter registration form must contain the number of your Arizona driver's license, or non-operating identification license issued pursuant to A.R.S. § 28-3165, if the license is current and valid. If you *do not have* a current and valid Arizona driver's license or non-operating identification license, you must include the last four digits of your social security number if one has been issued to you. If you do not have a current and valid driver license or non-operating identification license or a social security number, please write "NONE" on the form. A unique identifying number will be assigned by the Secretary of State.

**7. Choice of Party.** If you are registered in a political party which has qualified for ballot recognition, you will be permitted to vote the primary election ballot for that party. If you are registered as an independent, no party preference or as a member of a party which is not qualified for ballot recognition, you may select and vote one primary election ballot for one of the recognized political parties.

**8. Race or Ethnic Group.** Leave blank.

**9. Signature.** To register in Arizona you must:

- be a citizen of the United States
- be a resident of Arizona and your county at least 29 days preceding the next election
- be 18 years old on or before the next general election
- Not have been convicted of treason or a felony (or have had your civil rights restored)
- Not currently be declared an incapacitated person by a court of law

### **Attention: Proof of Voter Identification**

*(Pursuant to the Help America Vote Act of 2002)*

If this form is submitted by mail and it is the first time you have registered to vote in your jurisdiction, you **MUST** submit current, valid proof of identification with this application or the first time you vote in a federal election. To send it with this application you should enclose one of the following:

**1) A COPY** of a current and valid photo identification **OR**

**2) A COPY** of a current utility bill, bank statement, government check, paycheck, or other government document that shows your name and address in the jurisdiction.

Submitting your proof of identification now with the application will allow you to avoid the federal requirement to show this proof at the polling place or, if voting by mail, to avoid sending it with your mail-in-ballot. If you do not provide proof of identification, you may cast a provisional ballot.

*Voters may also be required to show proof of identification under State law.*

### **Mailing address:**

Secretary of State/Elections  
1700 W. Washington, 7th Floor  
Phoenix, AZ 85007-2888

## California

**Registration Deadline** — 15 days before the election.

**6. ID Number** When you register to vote, you must provide your California driver's license or California identification card number, if you have one. If you do not have a driver's license or ID card, you must provide the last four digits of your Social Security Number (SSN). If you do not include this information, you will be required to provide identification when you vote.

**7. Choice of Party.** Please enter the name of the political party with which you wish to register. If you do not wish to register with any party, enter "Decline to State" in the space provided.

California law allows voters who "decline to state" an affiliation with a qualified political party or who affiliate with a nonqualified political party to vote in the primary election of any qualified political party that files a notice with the Secretary of State allowing them to do so. You can call 1-800-345-VOTE or visit [www.ss.ca.gov](http://www.ss.ca.gov) to learn which political parties are allowing nonaffiliated voters to participate in their primary election.

**8. Race or Ethnic Group.** Leave blank.

**9. Signature.** To register in California you must:

- be a citizen of the United States
- be a resident of California
- be at least 18 years of age at the time of the next election
- not be imprisoned or on parole for the conviction of a felony
- not currently be judged mentally incompetent by a court of law

Signature is required. If you meet the requirements listed above, please sign and date the registration card in the space provided.

### **Attention: Proof of Voter Identification**

*(Pursuant to the Help America Vote Act of 2002)*

#### **Voting in person:**

• A first-time voter who registers by mail must present to the appropriate state or local election official:

1) a current and valid photo identification; or

2) a current utility bill, bank statement, government check, paycheck, or other government document that shows the name and address of the voter.

#### **Voting by mail:**

• A first-time voter who registers by mail must submit a **COPY** of one of the following documents with his or her absentee ballot:

1) current and valid photo identification; **OR**

2) current utility bill, bank statement, government check, paycheck, or other government document that shows the name and address of the voter.

#### **For Those Who Register by Mail:**

Persons who register to vote by mail and submit a driver's license number that the state or local election official can match with an existing state identification record will not be required to provide identification when they vote. Additionally, voters will not be required to provide identification when they vote if they are: (i) provided the right to vote otherwise than in person under the Voting Accessibility for the Elderly and Handicapped Act; or (ii) entitled to vote otherwise than in person under any other Federal law.

These identification requirements only apply to elections in which there is a federal office on the ballot. If you do not provide proof of identification, you may cast a provisional ballot.

**Mailing address:**

Secretary of State  
Elections Division  
1500 11th Street  
Sacramento, CA 95814

## Florida

**Registration Deadline** — 29 days before the election.

**6. ID Number.** If you have one, you must provide your Florida driver's license number or Florida identification card number. If you do not have a Florida driver's license or identification card, you must provide the last four digits of your social security number.

**7. Choice of Party.** You must register with a party if you want to take part in that party's primary election, caucus, or convention.

**8. Race or Ethnic Group.** You are requested to fill in this box. See the list of choices under the Application Instructions for Box 8 (on page 2).

**9. Signature.** To register in Florida you must:

- be a citizen of the United States
- be a legal resident of both the State of Florida and of the county in which you seek to be registered
- be 18 years old (you may pre-register if you are 17)
- not now be adjudicated mentally incapacitated with respect to voting in Florida or any other State
- not have been convicted of a felony without your civil rights having been restored pursuant to law
- not claim the right to vote in another county or state
- swear or affirm the following:

"I will protect and defend the Constitution of the United States and the Constitution of the State of Florida, that I am qualified to register as an elector under the Constitution and laws of the State of Florida, and that I am a citizen of the United States and a legal resident of Florida"

**Attention: Proof of Voter Identification**

*(Pursuant to the Help America Vote Act of 2002)*

Beginning in 2004, federal ID requirements will apply to any first-time voter who:

- Registered to vote by mail after January 1, 2003, and
- Has not previously voted in an election in the county in which he or she is registered

When voting the first time, these voters will need to present at the polls current, valid picture identification. These first time voters may not sign the affirmation of identity in lieu of presenting a picture ID. Any such voter not presenting the required identification will vote a provisional ballot.

When voting the first time, if by absentee ballot, these first time voters will need to provide a **COPY** of:

- Current and valid picture identification, or
- COPY** of a current utility bill, bank statement, government check, paycheck, or other government document (excluding a voter identification card) that shows the name and address of the voter.

Failure to provide a **COPY** of required identification with the absentee ballot will cause the ballot to be treated as a provisional ballot.

If you wish to avoid providing the identification required of first-time voters, you may enclose a **COPY** of one of the above listed documents along with this application. (DO NOT SEND ORIGINAL ID DOCUMENTS BY MAIL)

*Voters may also be required to show proof of identification under State law.*

**Mailing address:**

State of Florida  
Department of State  
Division of Elections  
107 West Gaines Street, Room 231  
Tallahassee, FL 32399-0250

## Georgia

**Registration Deadline** — the fifth Monday before any general primary, general election, or presidential preference primary, or regularly scheduled special election pursuant to the Georgia Election Code. In the event that a special election is scheduled on a date other than those dates prescribed by the Georgia Election Code, registration would close on the 5th day after the call.

**6. ID Number.** Your full social security number is required. Your social security number will remain confidential and will not be disclosed except as required by law. The number will be used to identify and verify the identity of voters (Georgia Election Code, O.C.G.A. Ch. 21-2-219, 21-2-220, 21-2-225).

**7. Choice of Party.** You do not have to register with a party to take part in that party's primary, caucus or convention.

**8. Race or Ethnic Group.** You are requested to fill in this box. See the list of choices under the Application Instructions for Box 8 (on page 2).

**9. Signature.** To register in Georgia you must:

- be a citizen of the United States
- be a legal resident of Georgia and of the county in which you want to vote



- be 18 years old within six months after the day of registration, and be 18 years old to vote
- not be serving a sentence for having been convicted of a felony
- not have been judicially determined to be mentally incompetent, unless the disability has been removed

**Attention: Proof of Voter Identification**

*(Pursuant to the Help America Vote Act of 2002)*

If you are submitting this form by mail and you are registering for the first time in Georgia, attach a **COPY** of one of the following with your application: A **COPY** of a current and valid photo ID, a **COPY** of a current utility bill, bank statement, government check, paycheck, or government document that shows your name and address. If you do not provide proof of identification, you may cast a provisional ballot.

**Mailing address:**

Elections Division  
Office of the Secretary of State  
1104 West Tower  
2 Martin Luther King, Jr. Dr., S.E.  
Atlanta, GA 30334-1505

## Indiana

**Registration Deadline** — 29 days before the election.

**6. ID Number.** Your state voter ID number is your ten digit Indiana is-sued driver's license number. If you do not possess an Indiana driver's license then provide the last four digits of your social security number. Please indicate which number was provided. (Indiana Code 3-7-13-13)

**7. Choice of Party.** Leave blank.

**8. Race or Ethnic Group.** Leave blank.

**9. Signature.** To register in Indiana you must:

- be a citizen of the United States
- have resided in the precinct at least 30 days before the next election
- be at least 18 years of age on the day of the next general election
- not currently be in jail for a criminal conviction

**Attention: Proof of Voter Identification**

*(Pursuant to the Help America Vote Act of 2002)*

An individual who registers to vote by mail who has not previously voted in a federal general election in Indiana (or a special election for federal office in Indiana) must include with that mailing a **COPY** of the individual's current and valid photo identification or a current utility bill, bank statement, government check, paycheck, or government document that shows the name and address of the voter. If this documentation is not provided with the registration application, the voter will be required to provide the documentation before voting. If you do not provide proof of identification, you may cast a provisional ballot.

**Mailing address:**

Election Division  
Office of the Secretary of State  
302 West Washington Street, Room E-204  
Indianapolis, IN 46204-2743

## Maine

**Registration Deadline** — Delivered 10 business days before the election (or a voter may register in-person up to and including Election Day).

**6. ID Number.** Optional and acceptable now but not required until January 6, 2006 – you must list your valid Maine driver's license number. If you don't have a valid Maine driver's license, then you must provide the last four digits of your Social Security Number. Voters who don't have either of these forms of ID must write "NONE" in this space.

**7. Choice of Party.** You must register with a party if you want to take part in that party's primary election caucus, or convention (unless otherwise permitted by a political party).

**8. Race or Ethnic Group.** Leave blank.

**9. Signature.** To register in Maine you must:

- be a U.S. citizen
- be a resident of Maine and the municipality in which you want to vote
- be at least 17 years old (you must be 18 years old to vote)

**Attention: Proof of Voter Identification**

*(Pursuant to the Help America Vote Act of 2002)*

If this application is sent by mail to the registrar, then you must also provide a **COPY** of certain identity documents with the registration form. You may submit a **COPY** of a Maine driver's license or other valid photo ID, a current utility bill, a bank statement, a paycheck or other government document that shows the voter's name and address. If you do not provide proof of identification, you may cast a provisional ballot.

*Voters may also be required to show proof of identification under State law.*

**Mailing address:**

Elections Division  
Bureau of Corporations, Elections, and Commissions  
101 State House Station  
Augusta, ME 04333-0101

## Maryland

**Registration Deadline** — 9:00 p.m. 21 days before the election.

**6. ID Number.** If you have a current, valid Maryland driver's license or a Motor Vehicle Administration identification card, you must enter the driver's license or identification number. If you do not have a current, valid Maryland driver's license or Motor Vehicle Administration identification card, you must enter at least the last 4 digits of your social security number. However, please note, the disclosure of your full Social Security number is voluntary. The statutory authority allowing election officials to request your full Social Security number is Election Law Article, Section 3-202, Annotated Code of Maryland. The number will be used only for registration and other administrative purposes. It will be kept confidential.

**7. Choice of Party.** You must register with a party if you want to take part in that party's primary election.

**8. Race or Ethnic Group.** Leave blank.

**9. Signature.** To register in Maryland you must:

- be a U.S. citizen
- be a Maryland resident
- be at least 18 years old by the next general election
- not be under guardianship for mental disability
- not have been convicted of buying or selling votes
- not have been convicted more than once of a crime of violence (Criminal Law, Art. 14-101)
- not have been convicted of an infamous crime [1] unless:
- you have been pardoned,
- you have completed the court-imposed sentence [2] (first conviction), or
- at least 3 years have passed since you completed the court-imposed sentence [2] (second or later conviction).

[1] Infamous crime means any felony or any other crime involving an element of deceit, fraud or corruption.

[2] The court-imposed sentence includes probation, parole, community service, restitutions and fines.

### **Attention: Proof of Voter Identification**

*(Pursuant to the Help America Vote Act of 2002)*

If you have never voted in Maryland and submit this application by mail, and if you want to ensure that you are not required to provide identification when you vote in Maryland for the first time, you should submit with this application:

- a **COPY** of a current valid photo identification, **OR**
- a **COPY** of a current utility bill, bank statement, government check, paycheck, or other government document with your name and address

If you do not provide proof of identification, you may cast a provisional ballot.

### **Mailing address:**

State Board of Elections  
P.O. Box 6486  
Annapolis, MD 21401-0486

## Massachusetts

**Registration Deadline** — 20 days before the election.

**6. ID Number.** Leave blank.

**7. Choice of Party.** If you do not designate a party of political designation in this box, you will be registered as un-enrolled. Un-enrolled voters may participate in party primaries. However, an un-enrolled voter must enroll in a party on the day of the Presidential Preference Primary in order to participate in that primary.

**8. Race or Ethnic Group.** Leave blank.

**9. Signature.** To register in Massachusetts you must:

- be a citizen of the United States
- be a resident of Massachusetts
- be 18 years old on or before the next election
- not have been convicted of corrupt practices in respect to elections
- not be under guardianship with respect to voting
- not be currently incarcerated for a felony conviction

### **Attention: Proof of Voter Identification**

*(Pursuant to the Help America Vote Act of 2002)*

If this form is submitted by mail and it is the first time you have registered to vote in your jurisdiction, you **MUST** submit current, valid proof of identification with this application or the first time you vote in a federal election. To send it with this application you should enclose one of the following:

- 1) A **COPY** of a current and valid photo identification **OR**
- 2) A **COPY** of a current utility bill, bank statement, government check, paycheck, or other government document that shows your name and address in the jurisdiction.

Submitting your proof of identification now with the application will allow you to avoid the federal requirement to show this proof at the polling place or, if voting by mail, to avoid sending it with your mail-in-ballot.

If you do not provide proof of identification, you may cast a provisional ballot.

*Voters may also be required to show proof of identification under State law.*

### **Mailing address:**

Secretary of the Commonwealth  
Elections Division, Room 1705  
One Ashburton Place  
Boston, MA 02108

## Nebraska

**Registration Deadline** — the third Friday before the election (or delivered by 6 p.m. on the second Friday before the election).

**6. ID Number.** Leave blank.

**7. Choice of Party.** You must register with a party if you want to take part in that party's primary election, caucus, or convention.

**8. Race or Ethnic Group.** Leave blank.

**9. Signature.** To register in Nebraska you must:

- be a citizen of the United States
- be a resident of Nebraska
- be at least 18 years of age or will be 18 years of age on or before the first Tuesday after the first Monday of November
- not have been convicted of a felony, or if convicted, have had your civil rights restored
- not have been officially found to be mentally incompetent

**Attention: Proof of Voter Identification**

*(Pursuant to the Help America Vote Act of 2002)*

If this form is submitted by mail and it is the first time you have registered to vote in your jurisdiction, you **MUST** submit current, valid proof of identification with this application or the first time you vote in a federal election. To send it with this application you should enclose one of the following:

1) A **COPY** of a current and valid photo identification **OR**

2) A **COPY** of a current utility bill, bank statement, government check, paycheck, or other government document that shows your name and address in the jurisdiction.

Submitting your proof of identification now with the application will allow you to avoid the federal requirement to show this proof at the polling place or, if voting by mail, to avoid sending it with your mail-in-ballot.

If you do not provide proof of identification, you may cast a provisional ballot.

*Voters may also be required to show proof of identification under State law.*

**Mailing address:**

Nebraska Secretary of State  
Suite 2300, State Capitol Bldg.  
Lincoln, NE 68509-4608

## Nevada

**Registration Deadline** — 9:00 p.m. on the fifth Saturday before any primary or general election. 9:00 p.m. on the third Saturday before any recall or special election. However, if a recall or special election is held on the same day as a primary or general election, the registration closes at 9:00 p.m. on the fifth Saturday before the day for the elections.

**6. ID Number.** An identification number is a Nevada Driver's License number, or at least the last four digits of your Social Security number. In the event you have not been issued a current and valid Nevada Driver's License or a Social Security number, a number will be issued to you by the County Clerk/Registrar. Registration records, including social security numbers are available for public inspection. (NRS 293.507).

**7. Choice of Party.** You must register with a party if you want to take part in that party's primary election, caucus, or convention. If you register with a minor political party, or as a Nonpartisan you will receive a Nonpartisan Ballot for the Primary Election.

**8. Race or Ethnic Group.** Leave blank.

**9. Signature.** To register in Nevada you must:

- be a citizen of the United States
- have attained the age of 18 years on the date of the next election
- have continuously resided in the State of Nevada, in your county, at least 30 days and in your precinct at least 10 days before the next election
- not currently be laboring under any felony conviction or other loss of civil rights that would make it unlawful for you to vote
- not be determined by a court of law to be mentally incompetent
- claim no other place as your legal residence

**Attention: Proof of Voter Identification**

*(Pursuant to the Help America Vote Act of 2002)*

If you are a first time registrant submitting this form by mail, and wish to avoid additional identification requirements upon voting for the first time, you must provide the following information to the election officials: 1) a **COPY** of a current and valid photo identification; or 2) a **COPY** of a current utility bill, bank statement, government check, pay-check or other government document that shows your name and address. If you vote in person or by mail, and you did not provide the above information at the time of registration, you must present the information to election officials before casting your ballot in person or submit the information when returning your ballot by mail. If you do not provide proof of identification, you may cast a provisional ballot.

**Mailing address:**

Secretary of State  
Elections Divisions  
101 North Carson Street  
Suite 3, Capitol Complex  
Carson City, NV 89701-4786

**Local county addresses:**

You also may return completed applications to the County Clerk/Registrar where you normally reside. A complete list is available on Nevada's web site: [www.sos.state.nv.us](http://www.sos.state.nv.us)

## New Hampshire

New Hampshire town and city clerks will accept this application only as a request for their own absentee voter mail-in registration form, which must be received by your city or town clerk by 10 days before the election. You need to fill in only Box 1 and Box 2 or 3.

The application should be mailed to your town or city clerk at your zip code. These addresses are listed on the Secretary of State web site at <http://www.state.nh.us/sos/clerks.htm>

It should be mailed in plenty of time for your town or city clerk to mail you their own form and for you to return that form to them by 10 days before the election.

## New Mexico

**Registration Deadline** — 28 days before the election.

**6. ID Number.** Your full social security number is required. This registration card containing your social security number will become part of the permanent voter registration records of your locality, which are open to inspection by the public in the office of the county clerk. However, your social security number and date of birth will remain confidential and will not be disclosed to the public.

Computerized listings of limited voter registration information (without social security number or birth date) are available to the general public, and are furnished upon request to incumbent election officeholders, candidates, political parties, courts and non-profit organizations promoting voter participation and registration, for political purposes only (1-5-19B, NMSA 1978)

**7. Choice of Party.** You must register with a party if you want to take part in that party's primary election, caucus, or convention.

**8. Race or Ethnic Group.** Leave blank.

**9. Signature.** To register in New Mexico you must:

- be a citizen of the United States
- be a resident of the State of New Mexico
- be 18 years of age at the time of the next election
- not have been denied the right to vote by a court of law by reason of mental incapacity
- if convicted of a felony, must have completed all conditions of probation or parole, served the entirety of a sentence or have been granted a pardon by the Governor

**Attention: Proof of Voter Identification**

*(Pursuant to the Help America Vote Act of 2002)*

If this form is submitted by mail and it is the first time you have registered in this county or state of New Mexico, you MUST submit:

- 1) a **COPY** of a current and valid photo identification; **OR**
- 2) a **COPY** of a utility bill, bank statement, paycheck or other government document showing name and address in this county.

Submitting this identification information now will allow you to avoid being required to show personal identification at the polling place on Election Day. If you do not provide proof of identification, you may cast a provisional ballot.

**Mailing address:**

Bureau of Elections  
325 Don Gaspar, Suite 300  
Santa Fe, NM 87503

## Ohio

**Registration Deadline** — 30 days before the election.

**6. ID Number.** Your social security number is requested. Providing this number is voluntary. This information allows the Board of Elections to verify your registration if necessary (O.R.C. 3503.14). [Federal law will require that you provide your driver's license number to register to vote. If you do not have a driver's license then you will have to provide at least the last four digits of your social security number. If you don't have either number you will have to write "NONE" on the form and the State will assign you a number.]

**7. Choice of Party.** You do not register with a party if you want to take part in that party's primary election. Party affiliation is established by voting at a primary election.

**8. Race or Ethnic Group.** Leave blank.

**9. Signature.** To register in Ohio you must:

- be a citizen of the United States
- be a resident of Ohio
- be 18 years old on or before Election Day. If you will be 18 on or before the day of the general election, you may vote in the primary election for candidates only.
- not be convicted of a felony and currently incarcerated
- not be found incompetent by a court for purposes of voting

**Attention: Proof of Voter Identification**

*(Pursuant to the Help America Vote Act of 2002)*

Persons registering by mail between January 1, 2003, and December 31, 2003, may, but are not required, to provide their county board of elections with the identification information when submitting a voter registration form by mail. Persons registering by mail after January 1, 2004, must provide this information when attempting to vote for the first time, unless the voter supplied the information when registering. The identification information is as follows:

- 1) a **COPY** of a current and valid photo identification; **OR**
- 2) a **COPY** of a utility bill, bank statement, government check, paycheck, or other government document showing name and address.

If you do not provide proof of identification, you may cast a provisional ballot. You do not need to send any of the documents listed above if you include your driver's license number or the last four digits of your social security number and this information can be verified.

**Mailing address:**

Secretary of State of Ohio  
Elections Division  
180 E. Broad Street — 15th Floor  
Columbus, OH 43215

**Pennsylvania**

**Registration Deadline** — 30 days before an election or primary.

**6. ID Number.** You must supply a Driver's License Number, if you have one. If you do not have a Driver's License Number, you must supply the last four digits of your social Security Number. If you do not have a Social Security Number, please write "NONE" in the box.

**7. Choice of Party.** You must register with a party if you want to take part in that party's primary election.

**8. Race or Ethnic Group.** You are requested to fill in this box. See the list of choices under the Application Instructions for Box 8 (on page 2).

**9. Signature.** To register in Pennsylvania you must:

- be a citizen of the United States at least one month before the next election
- be a resident of Pennsylvania and your election district at least 30 days before the election
- be at least 18 years of age on the day of the next election

**Attention: Proof of Voter Identification**

*(Pursuant to the Help America Vote Act of 2002)*

Pennsylvania law requires that registered voters who appear to vote for the first time in an election district after December 9, 2003 must present a form of identification.

If this is the first election in which you are voting in your election district, and you intend to vote by absentee ballot in an election after January 1, 2004, you may include a form of identification with this voter registration application form rather than include it with your application for an absentee ballot.

A list of the acceptable forms of identification may be obtained from your county voter registration office or from the Pennsylvania Department of State at its website, [www.dos.state.pa.us](http://www.dos.state.pa.us). If you do not provide proof of identification, you may cast a provisional ballot.

**Mailing address:**

Office of the Secretary of the Commonwealth  
210 North Office Bldg.  
Harrisburg, PA 17120-0029

**Texas**

**Registration Deadline** — 30 days before the election.

**6. ID Number.** You must provide your driver's license number to register to vote. If you do not have a driver's license then you will have to provide at least the last four digits of your social security number. If you have neither, please write "NONE" on the form. A unique identifying number will instead be assigned to you by your State.

**7. Choice of Party.** You do not have to register with a party if you want to take part in that party's primary election, caucus, or convention.

**8. Race or Ethnic Group.** Leave blank.

**9. Signature.** To register in Texas you must:

- be a citizen of the United States
- be a resident of the county in which the application for registration is made
- be at least 17 years and 10 months old (you must be 18 to vote)
- not be finally convicted of a felony, or if a convicted felon, you must have fully discharged your punishment, including any incarceration, parole, supervision, period of probation or be pardoned.
- have not been declared mentally incompetent by final judgment of a court of law

**Attention: Proof of Voter Identification**

*(Pursuant to the Help America Vote Act of 2002)*

If this form is submitted by mail and it is the first time you have registered to vote in your jurisdiction, you **MUST** submit current, valid proof of identification with this application or the first time you vote in a federal election. To send it with this application you should enclose one of the following:

**1) A COPY** of a current and valid photo identification **OR**

**2) A COPY** of a current utility bill, bank statement, government check, paycheck, or other government document that shows your name and address in the jurisdiction.

Submitting your proof of identification now with the application will allow you to avoid the federal requirement to show this proof at the polling place or, if voting by mail, to avoid sending it with your mail-in-ballot.

If you do not provide proof of identification, you may cast a provisional ballot.

*Voters may also be required to show proof of identification under State law.*

**Mailing address:**

Office of the Secretary of State  
Elections Division  
P.O. Box 12060  
Austin, TX 78711-2060

**Virginia**

**Registration Deadline** — Delivered 29 days before the election.

**6. ID Number.** Your full social security number is required. Your social security number will appear on reports produced only for official use by voter registration and election officials and, for jury selection purposes, by courts. Article II, §2, Constitution of Virginia (1971).

**7. Choice of Party.** You do not have to register with a party if you want to take part in that party's primary election, caucus, or convention.

**8. Race or Ethnic Group.** Leave blank.

**9. Signature.** To register in Virginia you must:

- be a citizen of the United States
- be a resident of Virginia and of the precinct in which you want to vote
- be 18 years old by the next May or November general election
- not have been convicted of a felony, or have had your civil rights restored
- not currently be declared mentally incompetent by a court of law

**Attention: Proof of Voter Identification**

*(Pursuant to the Help America Vote Act of 2002)*

If this form is submitted by mail and it is the first time you have registered to vote in your jurisdiction, you **MUST** submit current, valid proof of identification with this application or the first time you vote in a federal election. To send it with this application you should enclose one of the following:

**1) A COPY** of a current and valid photo identification **OR**

**2) A COPY** of a current utility bill, bank statement, government check, paycheck, or other government document that shows your name and address in the jurisdiction.

Submitting your proof of identification now with the application will allow you to avoid the federal requirement to show this proof at the polling place or, if voting by mail, to avoid sending it with your mail-in-ballot.

If you do not provide proof of identification, you may cast a provisional ballot.

*Voters may also be required to show proof of identification under State law.*

**Mailing address:**

State Board of Elections  
200 N. 9th Street, Suite 101  
Richmond, VA 23219