# **Guide to Registering Voters**

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## **Know the basics**

## Vote by mail

Washington state votes by mail.

Ballots are mailed 18 days prior to an election.

Voters must be registered and have their address up-to-date to receive a ballot. New registrations and updates can be submitted online with MyVote, by mail or in person.

Registrations are not by party affiliation.

Elections are administered by each county elections department.

## **Voter eligibility**

Registered voters must be:

A citizen of the United States	Permanent residency or having green card is not the same as being a citizen.
A legal resident of Washington State	A person must establish a residential address at least 30 days before Election Day.
At least 18 years old by Election Day	If a person is currently 17 but will be 18 years old by Election Day, they can register to vote.
Not disqualified from voting due to a court order	Only a Superior Court Judge can declare a person unable to vote due to mental incompetency. Do not assume that a person under a guardianship due to mental incapacity is ineligible to vote.
Not under the Department of Corrections supervision for a Washington felony conviction	A felon's right to vote is restored as long as they are no longer in prison or on community custody (supervision, parole) with the Washington State Department of Corrections (DOC). Once their right to vote is restored, they must re-register in order to vote.

#### Laws and rules

Anyone may register voters. Volunteers who are not eligible to vote themselves may still register others to vote.

Voter registration coordinators may not compensate or reward staff members/volunteers based on the number of voters they register. However, pay or rewards are permitted for time spent registering voters (RCW 29A.84.130).

Rewards, prizes or gifts may not be offered to people in exchange for registering to vote. Promotional gifts, such as buttons or candy, must be given to anyone who asks, regardless of their eligibility, party preference or intention to register to vote.

Partisan materials cannot be handed out if your organization is a 501(c)3 or if you receive state funds.

Return completed registration forms **no later than five days** after you receive them, or before the voter registration deadline (whichever is first). You may return them by mail or in person to your county elections department or the Office of the Secretary of State.

Voter registration information that is public include first name, last name, date of birthday and address.

#### **Dates and deadlines**

Plan voter registrations in accordance with the dates and deadlines.

29 days before election day	Deadline for online and mail-in voter registration, address change and other updates
8 days before election day	Deadline for new Washington State voter registration (in person only)

New applications and updates submitted after the deadlines will take effect for the next election.

# **Best practices**

Team up with existing event organizers if there's something going on in your city, town or campus that's sure to draw a crowd.

Don't just ask if people need to register to vote, ask if their address is current. In Washington a person needs to update their voter registration records if they change their residential address, mailing address and/or name.

Contact the State Elections Division for outreach materials, workshops and educational opportunities. Your county elections department is also a great contact for resources and more information.

# **Voter Registration Forms**

## **Paper form**

When using a paper voter registration form, double-check that all the required fields have been completed. Missing information can cause registrations to be delayed or rejected.

- 1. The residential address must be in Washington State. The residential address determines which candidates and measures will be on the ballot. PO boxes may not be used as a residential address.
- 2. Include a mailing address if it is different from the residential address. The mailing address is where the ballot will be sent. The mailing address can be anywhere in the world.
- **3.** Verify the person has answered both of these questions.

Register online at www.myvote	.wa.gov	
1 Personal information		
last name	first	middle
date of birth (mm/dd/yyyy)		O male O female
residential address (in Washin	ngton)	apt#
city		ZIP
mailing address (if different th	han residential address)	
city	state / ZIP	
phone number (optional)	email address	(optional)
Qualifications  If you mark no to either of the  Oyes Ono I am a citizer	ese questions, do not comp on of the United States of An	
○yes ○no I will be at le	east 18 years old by the nex	t election.
3 Military / overseas status		
<ul><li>I am in the Armed Forces (i military spouses or depend I live outside the U.S.</li></ul>		·
4 Identification — Washingt	on driver license / ID nu	mber
If you do not have a Washing license or ID, provide the last digits of your Social Security	four xxx-xx-	

**Washington State Voter Registration Form** 

# **Best practices**

Don't hide behind a table. Take a clipboard around the event to spread the word.

An organization may make discrete marks on the voter registration forms to keep track of volunteers and for quality assurance purposes.

You may highlight the required fields on the form to draw attention. Do not make any marks in the signature area.

re true. I am a citizen of the ngton for at least thirty days will be at least 18 years old court order, and I am not shington felony conviction.

> date here

#### **Washington State Voter Registration Form**

Register online at www.myvote.wa.gov			
	1 Personal information		
Best practices			
		O male O female	
Have a safe place set aside for completed for	ms. This could be a box. envelope.		
or other container to prevent forms from being lost or damaged.		apt#	
If you have forms for a second of the life has	at the constitute forms to the Otata	ZIP	
If you have forms from many counties, it's bes	st to send the forms to the State		
Elections Division.			
	city state / ZIP		
	phone number (optional) email address (		
	2 Qualifications		
	If you mark no to either of these questions, do not complete this form		
	<ul><li>○ yes</li><li>○ no</li><li>○ l am a citizen of the United States of Am</li><li>○ yes</li><li>○ no</li><li>I will be at least 18 years old by the next</li></ul>		
	3 Military / overseas status		
	O I am in the Armed Forces (includes National Guard an	d Reserves; and	
	military spouses or dependents away from home bec.  I live outside the U.S.	ause of service).	
<b>4</b> . A Washington State driver licence, state	4 Identification — Washington driver license / ID nur	nher	
ID number or the last 4 digits of their Social	Tachtineation — Washington unver needed / 12 handed		
Security number. Applicants without these	If you do not have a Washington driver		
standard IDs may leave this blank but will be asked for alternative ID by their county	license or ID, provide the last four x x x - x x -		
elections department before the registration	digits of your Social Security number		
is approved.	5 Former registration If you are already registered and are changing your name	ne or address, fill out this	
	section (this information will be used to update your re	gistration)	
5. If a voter needs to update their voter	former last name first	middle	
registration records, they should include	Torritor last name	madio	
their former registration information so a duplicate registration is not generated.	former residential address city	state / ZIP	
	6 Declaration		
	I declare that the facts on this voter registration form are	true. I am a citizen of the	

United States, I will have lived at this address in Washington for at least thirty days immediately before the next election at which I vote, I will be at least 18 years old when I vote, I am not disqualified from voting due to a court order, and I am not under Department of Corrections supervision for a Washington felony conviction.

sign here	date here	
		L

6. Make sure the voter signs and that the

signature is clear.

## **MyVote**

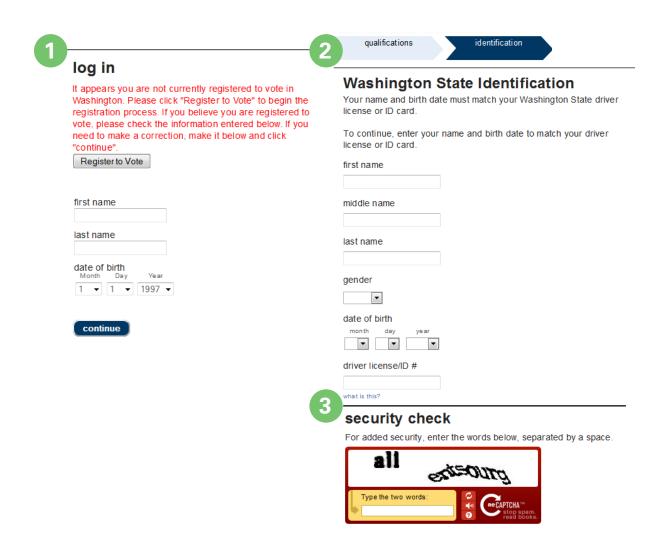
## MyVote, your personalized elections toolkit

MyVote is where you can register to vote, update your address, and research your own customized election information.

Using MyVote to submit a new registration or voter information update requires a valid Washington State driver license or state ID.

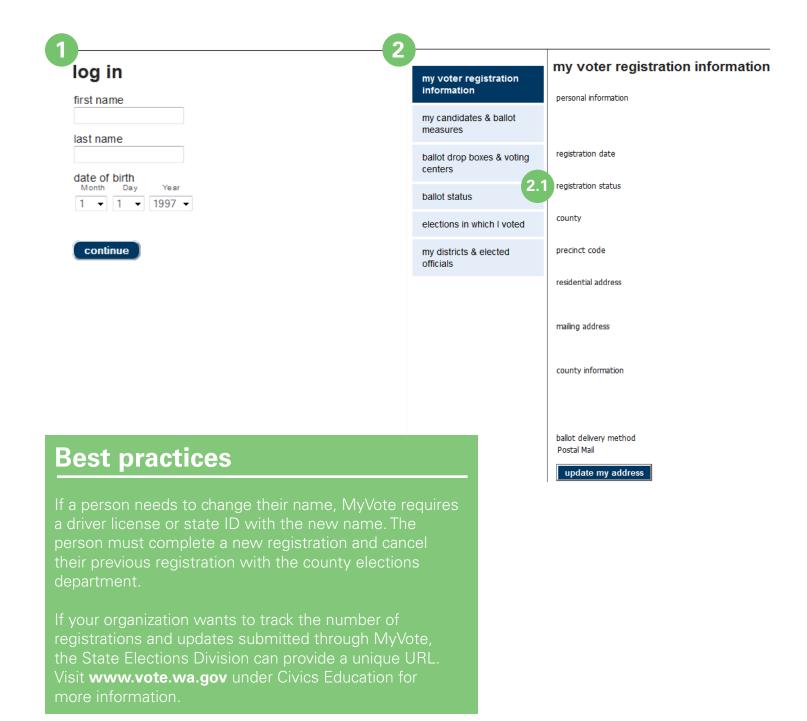
## Register to vote

- 1. Go to www.myvote.wa.gov and log in. New users will be given the option to "Register to Vote".
- 2. Complete the Washington State Identification page, and make sure the fist name, last name, date of birth and driver license or state ID number match the information exactly as it appears on the driver license or state ID.
- If the security check words are not legible, you can press the circular arrow button on the right to get a new word.



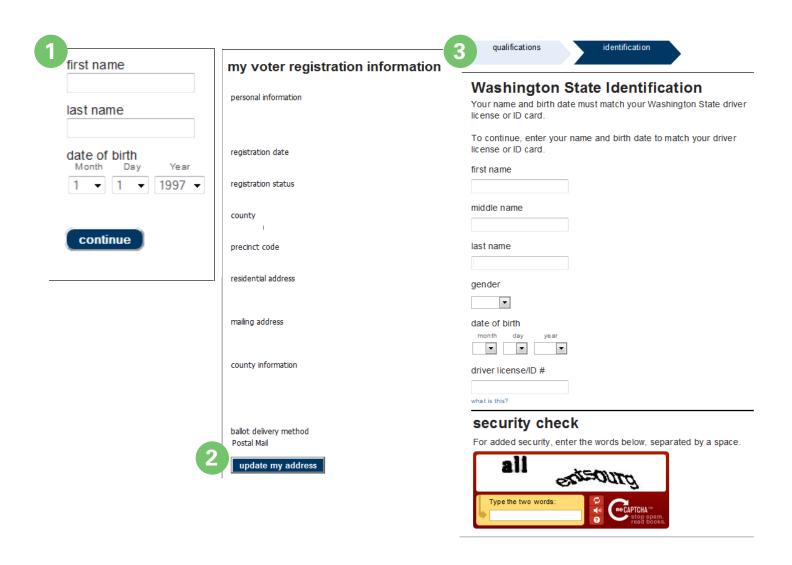
## Check a voter's registration status

- 1. Log in to **www.myvote.wa.gov** with first and last name, and date of birth exactly as it appears in the voter registration records. If MyVote is unable to find the person in the system, ask if they registered using a name variation, such as William, Bill or Will. If you still cannot find them, contact the Secretary of State's Elections Division at **(800) 448-4881.**
- 2. Make sure their residential and mailing addresses are current and their registration status is active.
  - **2.1.** If the residential and mailing addresses are not current, click on "update my address." If registration status says inactive, the person should update their address (even if their address hasn't changed), to change their voter registration status to active.



## **Update Address**

- 1. Log in to MyVote and make sure the first name, last name and date of birth match the voter's registration records.
- 2. Once you locate the voter, click on "update my address."
- 3. Complete the Washington State Identification page, and ensure the name, last name, date of birth and driver license or state ID match the information exactly as it appears on the driver license or state ID.



## **Contact Information**

#### **State Elections Division**

Location

520 Union Ave SE Olympia, WA 98501 **Mailing Address** 

PO Box 40229 Olympia, WA 98504-0229 Phone

(360) 902-4180 (800) 448-4881

#### **County Elections Departments**

**Adams County** 

210 W Broadway Ave, Ste 200 Ritzville, WA 99169-1897 Phone: (509) 659-3249 TDD/TTY: (509) 659-1122

**Asotin County** 

PO Box 129 Asotin, WA 99402-0129 Phone: (509) 243-2084 TDD/TTY: (800) 855-1155

**Benton County** 

PO Box 470 Prosser, WA 99350-0470 Phone: (509) 736-3085 TDD/TTY: (800) 833-6388

**Chelan County** 

PO Box 4760 Wenatchee, WA 98807-4760 Phone: (509) 667-6808 TDD/TTY: (800) 833-6388

**Clallam County** 

223 E 4th St, Ste 1 Port Angeles, WA 98362 Phone: (360) 417-2221 Toll-free: (866) 433-8683 TDD/TTY: (800) 833-6388

**Clark County** 

PO Box 8815 Vancouver, WA 98666-8815 Phone: (360) 397-2345 TDD/TTY: (800) 833-6388

**Columbia County** 

341 E Main St, Ste 3 Dayton, WA 99328-1361 Phone: (509) 382-4541 TDD/TTY: (800) 833-6388

**Cowlitz County** 

207 4th Ave N, Rm 107 Kelso, WA 98626-4124 Phone: (360) 577-3005 TDD/TTY: (360) 577-3061

**Douglas County** 

PO Box 456 Waterville, WA 98858 Phone: (509) 745-8527 ext 6407 TDD/TTY: (888) 578-7707

**Ferry County** 

350 E Delaware Ave, #2 Republic, WA 99166 Phone: (509) 775-5225 ext 1139 TDD/TTY: (800) 833-6388 Franklin County

PO Box 1451 Pasco, WA 99301 Phone: (509) 545-3538 TDD/TTY: (800) 833-6388

**Garfield County** 

PO Box 278 Pomeroy, WA 99347 Phone: (509) 843-1411 TDD/TTY: (800) 833-6388

**Grant County** 

PO Box 37 Ephrata, WA 98823 Phone: (509) 754-2011 ext 343 TDD/TTY: (800) 833-6388

**Grays Harbor County** 

100 W Broadway, Ste 2 Montesano, WA 98563 Phone: (360) 249-4232 TDD/TTY: (360) 249-6575

**Island County** 

PO Box 1410 Coupeville, WA 98239 Phone: (360) 679-7366 TDD/TTY: (360) 679-7305

**Jefferson County** 

PO Box 563 Port Townsend, WA 98368 Phone: (360) 385-9119 TDD/TTY: (800) 833-6388

**King County** 

919 SW Grady Way Renton, WA 98057-2906 Phone: (206) 296-8683 TDD/TTY: 711

**Kitsap County** 

614 Division St Port Orchard, WA 98366 Phone: (360) 337-7128 TDD/TTY: (360) 337-7275

**Kittitas County** 

205 W 5th Ave, Ste 105 Ellensburg, WA 98926 Phone: (509) 962-7503 TDD/TTY: (800) 833-6388

**Klickitat County** 

205 S Columbus Ave, Stop 2 Goldendale, WA 98620 Phone: (509) 773-4001 TDD/TTY: (800) 833-6388 **Lewis County** 

PO Box 29 Chehalis, WA 98532-0029 Phone: (360) 740-1278 TDD/TTY: (360) 740-1480

**Lincoln County** 

PO Box 28 Davenport, WA 99122 Phone: (509) 725-4971 TDD/TTY: (800) 833-6388

**Mason County** 

PO Box 400 Shelton, WA 98584 Phone: (360) 427-9670 ext 470 TDD/TTY: (800) 833-6388

**Okanogan County** 

PO Box 1010 Okanogan, WA 98840 Phone: (509) 422-7240 TDD/TTY: (800) 833-6388

**Pacific County** 

PO Box 97 South Bend, WA 98586-0097 Phone: (360) 875-9317 TDD/TTY: (360) 875-9400

**Pend Oreille County** 

PO Box 5015 Newport, WA 99156 Phone: (509) 447-6472 TDD/TTY: (509) 447-3186

**Pierce County** 

2501 S 35th St, Ste C Tacoma, WA 98409 Phone: (253) 798-8683 TDD/TTY: 711

San Juan County

PO Box 638 Friday Harbor, WA 98250 Phone: (360) 378-3357 TDD/TTY: (360) 378-4151

**Skagit County** 

PO Box 1306 Mount Vernon, WA 98273 Phone: (360) 336-9305 TDD/TTY: (800) 833-6388

**Skamania County** 

Elections Dept, PÓ Box 790 Stevenson, WA 98648 Phone: (509) 427-3730 TDD/TTY: (800) 833-6388 **Snohomish County** 

3000 Rockefeller Ave, MS 505 Everett, WA 98201 Phone: (425) 388-3444 TDD/TTY: (425) 388-3700

Spokane County

1033 W Gardner Ave Spokane, WA 99260 Phone: (509) 477-2320 TDD/TTY: (509) 477-2333

Stevens County

215 S Oak St, Rm 106 Colville, WA 99114 Phone: (509) 684-7514 Toll-free: (866) 307-9060 TDD/TTY: (800) 833-6388

**Thurston County** 

2000 Lakeridge Dr SW Olympia, WA 98502-6090 Phone: (360) 786-5408 TDD/TTY: (360) 754-2933

**Wahkiakum County** 

PO Box 543 Cathlamet, WA 98612 Phone: (360) 795-3219 TDD/TTY: (800) 833-6388

Walla Walla County

PO Box 2176 Walla Walla, WA 99362 Phone: (509) 524-2530 TDD/TTY: (800) 833-6388

**Whatcom County** 

311 Grand Ave, Ste 103 Bellingham, WA 98225 Phone: (360) 676-6742 TDD/TTY: (360) 738-4555

**Whitman County** 

PO Box 191 Colfax, WA 99111 Phone: (509) 397-5284 TDD/TTY: (800) 833-6388

Yakima County

128 N 2nd St, Řm 117 Yakima, WA 98901 Phone: (509) 574-1340 TDD/TTY: (800) 833-6388