

## Deputy Registrars

The Deputy Registrar program in Illinois is designed to encourage voter participation and enhance the electoral process. Under Illinois law, deputy registrars are appointed, with certain individuals being automatically appointed, while others must be appointed through a written request.

Individuals who are automatically appointed as deputy registrars include Municipal Clerks, Township/Road District Clerks, Precinct Committeemen, and Secretary of State driver's license facility employees. The following individuals who require a written request for appointment include chief librarians or designees, high school/elementary school principals or designees, university or college presidents or designees, state labor organization members, bona fide state civic organization members (community agencies would be included in this list), Public Aid director or designees, Employment Security director or designated employees, and corporation presidents or designated employees. If you wish to know if your agency is registered as a bona fide state civic organization, contact your local election authority or call Jamye Sims with the Illinois State Board of Elections, at 217/782-1570.\*

### General Information on Deputy Registrars

- Deputy registrars (except precinct committeemen) are appointed for 2-year terms, commencing on December 1 following the general election of each even-numbered year; except that the mid-term appointments shall be until December 1 following the next general election.
- Appointments of precinct committeemen shall be for 2-year terms commencing on the date of the county convention following the general primary at which they were elected.
- Deputy registrars must be trained by the local election authorities (county clerk or board of election commissioners). All training programs are designed to inform deputy registrars of their duties and responsibilities and include instructions relevant to the proper completion of the voter registration forms.
- Deputy registrars from public libraries, high schools, universities, colleges, community colleges, academy or institutions, healthcare and family services offices, and unemployment offices may accept registrations **only at their locations**.
- All deputy registrars are required to take and subscribe to an oath.
- Deputy registrars will receive a certificate of appointment from the local election authority which shall be maintained in the person's office for public inspection.

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\* Organizations who are not registered as bona fide state civic organizations must have filed an application with the Illinois State Board of Elections by the 90<sup>th</sup> day prior to each election.

## Guidelines for Deputy Registrars Registering Voters

- Deputy registrars may accept voter registrations at any time except during the 27 day period before each election. Registration is closed for 2 days after each election (1 day in Chicago).
- Deputy registrars may now accept the registration of all qualified residents of the State. Deputy registrars must return completed registration materials to the election authority within 48 hours of registration if such registration was accepted between the 35<sup>th</sup> and 28<sup>th</sup> day preceding an election, and within 24 hours if such registration was accepted on the 28 day preceding an election.
- Completed registration materials returned by deputy registrars for persons residing outside the county shall be transmitted by the election authority to the proper jurisdiction.
- When accepting voter registration applications, deputy registrars are required to see two forms of identification, and except in the case of a homeless individual, one of the pieces of identification must include the applicant's current residence or address.
- In the case of a homeless individual, the individual's voting residence that is his or her mailing address shall be included on his or her registration record card.
- Voter registration applicants must sign (or affix his/her mark) the affidavit attached to the registration application in the presence of the deputy registrar. The deputy registrar must also sign the application.
- Organizations intending to conduct a major voter registration drive may contact the local election authority for advisement. Political parties having certified civic organization status must **not** conduct voter registration activities at political functions. Voter registration activities must be organized as separate and distinct functions by **all** organizations. Any type of electioneering or campaigning while conducting voter registration activities is **strictly prohibited**.
- Election authorities may establish **temporary places of registration**. A notice of the times of operation and locations of these places must be published not less than three nor more than 15 days prior to the holding of such registration. These places must be staffed by employees of the election authority or deputy registrars.