

National Voter Registration Act (NVRA)

Office of Aging and Adult Services (OAAS)

OAAS-TNG-17-015

Reissued July 7, 2020

National Voter Registration Act (NVRA)

- NVRA is a federal law that went into effect in 1995.
- The Louisiana legislature enacted [Louisiana Revised Statute 18:116](#) (and other statutes) to comply with NVRA requirements.



National Voter Registration Act (NVRA)

The Act is designed to:

- Enhance voting opportunities for all Americans, and
- Make it easier for Americans to register to vote and maintain current voter registration information.



National Voter Registration Act (NVRA)



- NVRA requires states to designate “**voter registration agencies**”. This includes any office that provides state-funded program(s) primarily engaged in providing service(s) to persons with disabilities.
- A “**voter registration agency**” **MUST** offer voter registration opportunities to an applicant/participant during certain interactions.

Voter Registration Eligibility Requirements

Voter Registration Eligibility Requirements

To be eligible to register to vote, a person MUST:

- Be a United States citizen.
- Reside in the state and parish in which you seek to register.
- Be at least 17 years old (16 years old to register at the Louisiana Office of Motor Vehicles or Registrar of Voters' office) but must be 18 years old prior to next election to vote.

Louisiana law allows any person age 17 to register to vote any time prior to the first election at which he/she shall have attained the age of 18 years.

Voter Registration Eligibility Requirements (cont'd)

To be eligible to register to vote, a person must:

- **NOT** be under an order of imprisonment for conviction of a felony or if under such an order not have been incarcerated pursuant to the order within the last 5 years and not be under an order of imprisonment related to a felony conviction for election fraud or any other election offense pursuant to R.S. 18:1461.2.
- **NOT** be under a judgment of full interdiction for mental incompetence or partial interdiction with suspension of voting rights.

It is **NOT** your responsibility to determine if the person is eligible to register to vote. The Registrar of Voters' office will process the person's voter application and determine if he/she meets the requirements.

OAAS = Voter Registration Agency

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The Office of Aging and Adult Services (OAAS) is designated as a “**voter registration Agency**” because it provides services to persons with disabilities.



Agencies/Programs Under OAAS Responsible for NVRA Compliance

OAAS has identified the following agencies/programs responsible for NVRA compliance and/or reporting:

- OAAS State Office (SO)
- OAAS Compliance & Audit Team (CAT)
- OAAS Regional Offices (ROs)
- Long Term Care (LTC) Access Services Contractor
- Long Term-Personal Care Services (LT-PCS) Contractor
- State Personal Assistance Services (SPAS) Contractor
- Support Coordination Agencies (SCAs)
- Program of All-Inclusive Care for the Elderly (PACE) Providers
- Home and Community-Based Services (HCBS) Waiver Registry Contractor
- Traumatic Head and Spinal Cord Injury (THSCI) Trust Fund Program Providers
- Permanent Supportive Housing (PSH) Providers
- Nursing Facility Admissions (NFA)

Your Role in NVRA



- All agency/program staff **MUST** abide by the OAAS NVRA policies and procedures as outlined in the OAAS NVRA Manual.
- Each agency/program office **MUST** appoint an NVRA representative/coordinator that is responsible for managing and overseeing NVRA records retention, reporting and training requirements.

When must applicants/participants be offered the opportunity to vote?

An applicant/participant **MUST** be offered the opportunity to vote at the following times:

- Initial application/assessment for services
- Re-assessment for continued service eligibility determination (e.g. annual re-assessment, etc.)
- Notification of name or address change

NOTE: Agencies **MUST** offer the opportunity to register to vote regardless of the method of interaction (face-to-face, through the U.S. mail delivery system or via electronic media (e-mail) transmissions).



REQUIREMENTS UNDER NVRA

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In-Person Contact Requirements

Agency staff assisting/assessing an applicant/participant **in-person** are **required** under NVRA to:

- Offer the applicant/participant the opportunity to register to vote and/or change his or her name or address for voter registration purposes.
- Document the response to the offer on the **OAAS Voter Registration Declaration (VRD) form**.
- Provide applicant/participant a copy of the **Louisiana Voter Registration Application (LA-VRA)**.
- Offer assistance with completing the **LA-VRA at the SAME LEVEL OF ASSISTANCE** offered and/or provided when completing other OAAS work-related applications/forms.

In-Person Contact Requirements (cont'd)

- Retain completed **VRD** forms documenting **EVERY** offer to register to vote. *
- Maintain a copy of the completed LA-VRA form.*
- Review the LA-VRA to make sure that the applicant/participant completed the following fields:
 - Name;
 - Address; and
 - Signature

NOTE: LA-VRAs cannot be accepted as complete unless these three fields are completed.

***According to the policy identified in the OAAS NVRA Manual.**

- Mail, or otherwise deliver, completed **LA-VRA** forms to the **Registrar of Voters' office for the parish in which the applicant/participant lives** within the timelines identified in the OAAS NVRA Manual.

NOTE: Some agencies must forward the completed LA-VRA form to the designated OAAS office/representative who will then forward to the respective Registrar of Voters' office within the timelines identified in the OAAS NVRA Manual.





Remote Contact Requirements

Agency staff assisting an applicant/participant **remotely**, such as by telephone or e-mail inquiry, are **required** under NVRA to:

- During telephone calls applicable to NVRA transactions (as indicated in the OAAS NVRA Manual), the applicant/participant should be reminded that a VRD form and a LA-VRA form will be sent (or WERE sent) to him/her with the other agency documents/forms.

NOTE: For name and address changes, prepare and mail a Change of Name/Address Confirmation letter to the applicant/participant along with a copy of the LA-VRA and VRD within one (1) business day of the remote communication/contact.

- Document these actions in the applicant/participant's file.



Remote Contact Requirements (cont'd)

- Retain completed **VRD** forms (if returned). *
- Maintain a copy of **the LA-VRA** form (if returned).*
- Verify that the returned LA-VRA form contains the applicant/participant's **name, address, and signature** (prior to accepting the LA-VRA as complete).
 - If the LA-VRA is missing one of these data elements, document the following in the file: “An incomplete LA-VRA was received and it was not forwarded to the ROV.” The agency must send the applicant/participant a new LA-VRA form with a letter informing him/her that the LA-VRA form was incomplete.

***According to the policy identified in the OAAS NVRA Manual.**



Remote Contact Requirements (cont'd)

- Mail or otherwise deliver any received completed **LA-VRA** forms to the **Registrar of Voters' office for the parish in which the applicant/participant lives** within the timelines identified in the OAAS NVRA Manual.

NOTE: Some agencies must forward the completed LA-VRA form to the designated OAAS office/representative who will then forward to the respective Registrar of Voters' office within the timelines identified in the OAAS NVRA Manual.

NVRA Forms

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OAAS Voter Registration Declaration (VRD)

For **ALL** in-person contacts, the **OAAS Voter Registration Declaration (VRD)** form **MUST** be completed regardless if the applicant/participant is already registered to vote or elects **NOT** to complete the VRD form.

STATE OF LOUISIANA
VOTER REGISTRATION AGENCIES
DECLARATION FORM

If you are not registered to vote where you live now, would you like to apply to register to vote here today? (Check one)

☐ I want to register to vote.

☐ I do not want to register to vote.

IF YOU DO NOT CHECK EITHER BOX, YOU WILL BE CONSIDERED TO HAVE DECIDED NOT TO REGISTER TO VOTE AT THIS TIME.

Applying to register or declining to register to vote will not affect the amount of assistance that you will be provided by this agency. Voter eligibility requirements are found on the voter registration application form.

Note: If you do register to vote, the location where your application was submitted will remain confidential. If you decline to register to vote, this fact will remain confidential. Applying to register or declining to register to vote will be used only for voter registration purposes.

If you would like help in filling out the voter registration application form, we will help you. The decision whether to seek or accept help is yours. You may fill out the application form in private. (Check one)

☐ Yes, I would like help.

☐ No, I do not want help.

For assistance in completing the voter registration application form outside our office, contact the Office of Aging and Adult Services at 1-866-758-6035.

If completed outside our office, this declaration form and your completed voter registration application form (if you filled one out) should be returned to the Office of Aging and Adult Services, 628 North 4th Street, 2nd Floor, P.O. Box 2031 (Bln 14), Baton Rouge, Louisiana 70821.

Signature or Mark	Name Typed or Printed	Date
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Signatures of Two Witnesses If Signed With Mark:

1) _____ 2) _____

COMPLAINTS

If you believe that someone has interfered with your right to register or to decline to register to vote, your right to privacy in deciding whether to register or in applying to register to vote, or your right to choose your own political party or other political preference, you may file a complaint with the Louisiana Secretary of State, Commissioner of Elections, P.O. Box 94125, Baton Rouge, LA 70804-9125 or by calling (225)922-0900 or 1-800-883-2805.

Comments/Remarks (for official use only):

OAAS Voter Registration Declaration (VRD) – (cont'd)

If the applicant/participant declines to register to vote at a face to face meeting, have him/her mark “I do not want to register to vote” on the VRD form.

An applicant/participant is considered to have declined to register to vote if he/she **FAILS** to:

- Complete or sign the Voter Registration Declaration (VRD) form; or
- Check either box to indicate whether or not he/she wants to register to vote.

If the applicant/participant is already registered to vote, he/she must still complete this form but just indicate this information on the form.

NOTE: You **MUST** indicate on the VRD form under the “Comments/Remarks” section that the applicant/participant failed to complete or sign the VRD form; failed to check either box on this form; or “already registered to vote”.

Louisiana Voter Registration Application (LA-VRA)

You **MUST** provide the same degree of **assistance** to the applicant/participant in completing the LVRA form as you would provide to him/her in completing your agency's forms.



Louisiana Voter Registration Application

(LA-VRA - Rev. 3/19)

SEE THE OTHER SIDE OF THIS PAGE FOR INSTRUCTIONS →
QUESTIONS? - Call your parish Registrar of Voters Office or call the
Secretary of State at 1-800-883-2805 or (225) 922-0900.

OFFICIAL USE ONLY:		WD: _____	PCT: _____	REG. TYPE: _____	IN/OUT: _____	REG # _____
Please print clearly in ink, preferably black.						
Reason for Application: <input type="checkbox"/> New Voter Registration <input type="checkbox"/> Updating Voter Registration						
Eligibility	1.	Are you a citizen of the United States of America? <input type="checkbox"/> Yes <input type="checkbox"/> No		If you answered "No" to these questions, do not complete this form. You are not eligible to vote at this time. (Please see application instructions for information regarding eligibility to register prior to age 18.)		
		Will you be 18 years of age on or before election day? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Name	2.	LAST NAME: _____		FIRST NAME: _____		
		FULL MIDDLE OR MAREN NAME: _____		SUFFIX (Sr., Jr., III) _____		
Residence Address (Where you live and claim homestead exemption, if any)	3.	HOUSE #/A STREET (NO P.O. BOX): _____		UNIT/PT # _____		Give Location (if necessary) <div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div>
		CITY/TOWNE: _____		STATE: LA ZIP CODE: _____		
<input type="checkbox"/> Check if no postal service at your residence address above and supply mailing address here.						
Mailing Address (If different from Residence Address)		HOUSE #/A STREET/P.O. BOX: _____		UNIT/PT # _____		
		CITY/TOWNE: _____		STATE: _____ ZIP CODE: _____		
Birthdate	4.	MM / DD / YYYY		5. *SSN	6. Sex <input type="checkbox"/> M <input type="checkbox"/> F	7. Race (Optional) <input type="checkbox"/> WHITE <input type="checkbox"/> BLACK <input type="checkbox"/> ASIAN <input type="checkbox"/> HISPANIC <input type="checkbox"/> AMERICAN INDIAN <input type="checkbox"/> OTHER
Party Affiliation	8.	<input type="checkbox"/> DEM <input type="checkbox"/> GRN <input type="checkbox"/> IND <input type="checkbox"/> LBT <input type="checkbox"/> REP <input type="checkbox"/> NO PARTY <input type="checkbox"/> OTHER (Please specify) _____		9. Place of Birth CITY/TOWNE: _____ STATE: _____ PARISH/COUNTY: _____ COUNTRY: _____		
Mother's Maiden Name	10.	_____		11. Email (Optional)	12. Phone (Optional) Home: (____) ____-____ Other: (____) ____-____	
LA DL/ID Card #	13.	<input type="checkbox"/> I do not have a LA DL/ID card		14. Do you need assistance in voting? <input type="checkbox"/> No <input type="checkbox"/> Yes, Reason: _____		
Place of Last Residence	15.	HOUSE #/A STREET: _____		16. Place of Last Registration STATE: _____ PARISH/COUNTY: _____		17. Former Registered Name, if any: _____
		CITY: _____ STATE: _____				
Affirmation and Signature (read and sign or make your mark)	18.	I do hereby solemnly swear or affirm that I am a United States citizen, that I am of eligible age to register to vote, that I have not been incarcerated pursuant to an order of imprisonment for conviction of a felony within the past five years, nor am I under an order of imprisonment for a felony offense of election fraud or other election offense pursuant to R.S. 18:1491.2, that I am not currently under a judgment of full interdiction or limited interdiction where my right to vote has been suspended, that I am a bona fide resident of this state and parish, and that the facts given by me on this application are true to the best of my knowledge and belief. If I have provided false information, I may be subject to a fine of not more than \$2,000 (\$5,000 for subsequent offenses) or imprisonment for not more than 2 years (5 years for subsequent offenses), or both. Any false statement may constitute perjury.				
		Applicant Signature: Date: _____				
Witnesses (If your signature is a mark, you must have two witnesses sign)	19.	Witness #1 Signature:		Witness #1 Print Name: _____		
		Witness #2 Signature:		Witness #2 Print Name: _____		
* Last 4 digits of the social security number are required, if issued, and you have no LA driver's license or LA special ID; full SSN number is preferred but optional.						
<div style="border: 1px solid black; padding: 5px;"> <div style="font-size: x-small;">OFFICIAL USE ONLY</div> <div style="font-size: x-small;">CHECK ONE: <input type="checkbox"/> New Registration <input type="checkbox"/> Updated Registration: <input type="checkbox"/> Address Change <input type="checkbox"/> Name Change <input type="checkbox"/> Party Change <input type="checkbox"/> Change in Assistance in Voting</div> <div style="font-size: x-small;">REMARKS: _____</div> <div style="font-size: x-small;">CIRCLE ONE: PA. MN. RG. SDA. SS (Disability)</div> <div style="font-size: x-small;">Received by: _____ Date: _____</div> </div>						

Note: If you decline to register to vote, this fact will remain confidential and will be used only for voter registration purposes. If you register to vote, the office where your application was submitted will remain confidential and will be used only for voter registration purposes. You may request a copy of your voter registration form at any time from the registrar of voters.

Provided by the Louisiana Secretary of State

Approved by the Louisiana Attorney General

LA-VRA - Rev. 3/19

Louisiana Voter Registration Application (LA-VRA) – (cont'd)

You MUST remind the applicant/participant that:

- You are available to provide assistance in completing the Louisiana Voter Registration Application (LA-VRA);
- Assistance is available at your office, or over the telephone, in completing the LA-VRA; and
- Applicants/participants may mail the completed LA-VRA document back to your office, or they may mail it directly to their parish Registrar of Voters' office.

Louisiana Voter Registration Application (LA-VRA) – (cont'd)

- If the applicant/participant wants to register to vote and a LA-VRA form is completed, tell him/her: **“You are not officially registered to vote until the parish Registrar of Voters’ office receives and approves your application.”**
- The form must be completed in BLACK ink.
- When you process a completed LA-VRA form, you MUST review the form for applicant’s **name, address and ORIGINAL signature.**

NOTE: If any of those data elements are missing, the agency MUST instruct the applicant/participant to fill in any of those missing items. If the LA-VRA form is mailed in and missing any of those items, the agency must document in the applicant/participant’s file and send a “Incomplete Voter Registration” letter with a new LA-VRA form.

Louisiana Voter Registration Application (LA-VRA) – (cont'd)

- When you process a completed LA-VRA form, you **MUST** also fill out the following in the “Official Use Only” box:
- **Circle** “SS (Disability)”, and;
 - Sign your **name** (first and last name) on the “Received by” line and put the **date** the LA-VRA was received.

OFFICIAL USE ONLY	
<input type="checkbox"/> New Registration	Updated Registration: <input type="checkbox"/> Address Change <input type="checkbox"/> Name Change <input type="checkbox"/> Party Change <input type="checkbox"/> Change to Assistance in Voting
REMARKS:	
CIRCLE ONE:	
PA	MV
RG	SS (Disability)
SDA	
Received by: <u>Name</u>	
Date: <u>7/xx/xx</u>	

Louisiana Voter Registration Application (LA-VRA) – (cont'd)

- If an applicant/participant does not want you to assist with completing the LA-VRA and states that they will complete it later, give him/her the LA-VRA form and indicate this information on the VRD form. (He/she wanted to register to vote but didn't need assistance and wants to complete the form later.)
- If an applicant requests a LA-VRA for a friend or a family member, please provide the LA-VRA form to him/her.

Ordering LA-VRA Forms

- LA-VRA forms are available through the Secretary of State's (SOS) Office.
- LA-VRA forms can be ordered by calling the SOS-Registration Division at 225-922-0900.
- LA-VRA forms are available through each parish Registrar of Voters' office and can be downloaded and printed from the Secretary of State website (www.sos.la.gov) or by clicking [here](#).
- All NVRA information and forms relative to OAAS are available on the OAAS website at:
<http://www.ldh.la.gov/index.cfm/newsroom/category/142>

Reporting Requirements

- Within three (3) business days after the close of each quarterly reporting period, the agency/program's NVRA representative **MUST** report to the OAAS NVRA Office Coordinator on the appropriate **OAAS NVRA Quarterly Activity Program Report form**.
- This report will include:
 - Total number of applications for service, assistance or admission, recertification, and changes of address relating to such service or assistance received;
 - Total number of **VRD** forms received; and
 - Total number of completed **Louisiana Voter Registration Applications** received and forwarded to the appropriate **Registrar of Voters' office**.



Reporting Requirements (cont'd)

The **OAAS NVRA Quarterly Program Reporting form** can be accessed on the OAAS website at the following web address:

<http://www.ldh.la.gov/assets/docs/OAAS/NVRA/NVRA-Quarterly-Report-Form.pdf>

The quarterly reporting periods are:

- **First Quarter = January 1 – March 31**
- **Second Quarter = April 1 – June 30**
- **Third Quarter = July 1 – September 30**
- **Fourth Quarter = October 1 – December 31**

OAAS NVRA Quarterly Program Reporting Form



NATIONAL VOTER REGISTRATION ACT (NVRA) QUARTERLY PROGRAM REPORTING FORM

Voter Registration Agency/Program:

Regional Office (if applicable):

Program Representative:

1. Check reporting quarter: ☐ Q1 ☐ Q2 ☐ Q3 ☐ Q4
of calendar year:

First Quarter (Q1): January 1 - March 31
Second Quarter (Q2): April 1 - June 30
Third Quarter (Q3): July 1 - September 30
Fourth Quarter (Q4): October 1 - December 31

2. Provide the following data:

Total number of applications for service or assistance, re-certifications, renewals, and changes of address	<input type="text"/>
Total number of Voter Registration Declaration (VRD) forms received	<input type="text"/>
Total number of completed Louisiana Voter Registration Applications (LA-VRA) received and forwarded to Registrar of Voters' (ROV) office.	<input type="text"/>

3. Submit this form to the OAAS NVRA Office Coordinator within three (3) days of the close of the reporting period.

OAAS NVRA Office Coordinator is: Kirsten Clebert
Email Address: Kirsten.Clebert@la.gov

Record Retention

- Agencies/Programs, or their designated OAAS representative, **MUST** retain all completed **VRD** forms and copies of all completed **LA-VRA** forms according to the OAAS NVRA Manual.
- Copies of **VRD** and **LA-VRA** forms **MUST** be kept, either in hard copy form **OR** scanned into electronic format for 2 years following the end of the calendar year in which the record was created and according to the OAAS NVRA Manual.



DO NOT do the following:

Agencies/program staff are **prohibited from:**

- Trying to influence an applicant's/participant's political preference or party registration;
- Displaying any political preference or party allegiance; and/or
- Making any statement or taking any action which would:
 - Discourage the applicant/participant from registering to vote; and/or
 - Lead the applicant/participant to believe that a decision to register or not to register to vote would have any bearing on the availability of OAAS services or benefits from OAAS and/or the agency.



Protect Confidential Information

Agencies/program staff **MUST protect confidential information** related to NVRA at all times and **NEVER disclose** this information outside the NVRA process:

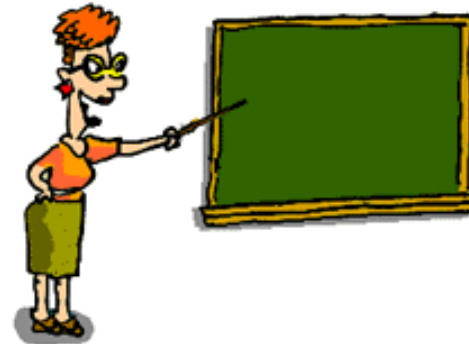
- Applicant/participant declined to register to vote;
- Specific location where the applicant/participant applies to register to vote;
- The fact that the applicant/participant is entitled to assistance in voting;
- Applicant's/participant's identifying information:
 - SSN
 - Driver's License #
 - DOB (day and month)
 - Mother's maiden name
 - E-mail address(es)



Training Requirements

Agencies/programs **MUST** provide training to all employees (e.g. student workers, volunteers, temporary workers, etc.) who are involved in any of the OAAS NVRA processes and perform one or more of the following functions:

- Intake;
- Assessment and re-assessment for program eligibility; and
- Change of Name or Address



Training Requirements (cont'd)

Agencies/programs **MUST** provide training to staff that perform NVRA duties:

- Within (30) calendar days of employment for new employees
- Annually for existing employees (use calendar year)



Training Requirements (cont'd)

- Training requirements are considered fulfilled when the agency/program staff involved in the NVRA process:
 - Attends the **Secretary of State's (SOS) Office** annual in-person NVRA training, or
 - Completes the **Secretary of State's (SOS) Office** on-line NVRA training at https://s3.amazonaws.com/staticcontent.sos.la.gov/NVRA/SOS/story_html5.html.

NOTE: In addition to the SOS trainings, agencies must refer to the OAAS NVRA Manual and the NVRA documents found on the OAAS NVRA webpage in order to comply with the specific OAAS NVRA requirements.

For OAAS employees: LDH NVRA training is available in the **Louisiana Employees Online (LEO)** system.

General Provisions

- Complaints regarding voter registration **MUST** be reported to the OAAS NVRA Office Coordinator within two (2) business days of receipt.
- Any questions, concerns, and/or requests for documents, forms, additional guidance and/or training related to this policy should be immediately referred to the employee's supervisor and /or the OAAS NVRA Office Coordinator.
- Failure to comply with the provisions of this policy may result in disciplinary action and/or other penalties as appropriate.

NVRA Resources

The following NVRA resources are available on the OAAS website:

- OAAS NVRA Manual

<http://www.ldh.la.gov/assets/docs/OAAS/NVRA/national-voter-registration-act-manual.pdf>

- Voter Registration Declaration (VRD) Form

<http://www.ldh.la.gov/assets/docs/OAAS/NVRA/OAAS-VoterRegistrationDeclarationForm.pdf>

- Louisiana Voter Registration Application (LA-VRA)

<http://www.sos.la.gov/ElectionsAndVoting/PublishedDocuments/ApplicationToRegisterToVote.pdf>

- OAAS Name/Address Confirmation Letter

http://www.ldh.la.gov/assets/docs/OAAS/NVRA/NVRA_Name-Address-Confirmation-Letter.pdf

- OAAS Incomplete Voter Registration Letter

http://www.ldh.la.gov/assets/docs/OAAS/NVRA/NVRA_Incomplete-Voter-Application-Letter.pdf

- OAAS NVRA Quarterly Program Reporting Form

<http://www.ldh.la.gov/assets/docs/OAAS/NVRA/NVRA-Quarterly-Report-Form.pdf>

NVRA Resources (cont'd)

If an applicant/participant has any questions regarding NVRA, you may refer him/her to the parish Registrar of Voters' office **or** to the Secretary of State's website at

www.GeauxVote.com

OAAS NVRA Contacts

Questions regarding NVRA and the OAAS NVRA policy should be referred to:



Rebecca Clement , LDH Legal

225-342-6401

Rebecca.Clement@la.gov

or

Heather Newsom, OAAS NVRA Office Coordinator

225-342-8494

Heather.Newsom@la.gov

Questions

