

**Kane County**  
**Deputy Registrar's Handbook**



**Issued by:**

*John A. Cunningham*

**Kane County Clerk**



## COUNTY OF KANE

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Dear Deputy Registrar,

Thank you for assuming the responsibilities of a deputy registrar. Your work in registering voters provides a most important service to your community.

The Deputy Registrar's Handbook describes the eligibility requirements and terms of appointment of deputy registrars as well as their duties and responsibilities. General information about the training of deputy registrars and the proper completion of voter registration forms is also included.

If you have any questions or need assistance, please call the Voter Management office at 630/232-5990.

Sincerely,

A handwritten signature in black ink that reads "John A. Cunningham". The signature is written in a cursive style with a large, prominent "J" and "C".

John A. Cunningham  
Kane County Clerk

August, 2006



## **DEPUTY REGISTRAR RULES AND REGULATIONS**

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1. All registrations must be completed by the deputy registrar and must be accurate, neat and timely.
2. Completed voter registration cards must be returned to the County Clerk's office within seven (7) days of the registration, except at the close of registration before an election, when registrations must be returned within 48 hours if such registrations were accepted between the 35<sup>th</sup> and 28<sup>th</sup> day preceding an election. Registrations accepted on the 28<sup>th</sup> day preceding an election must be returned within 24 hours.
3. Close of Registration: Deputy registrars appointed through bona fide groups, labor unions, political parties, libraries, and deputy registrars located in township and municipal offices may take registrations up to the 28th day before an election. The County Clerk's office will notify you of the closing date for taking registrations.
4. Each deputy registrar is responsible for all voter registration cards issued to him/her. ALL damaged and unused cards must be returned to the County Clerk's office. ALL cards must be accounted for. **CARDS MAY NOT BE TRANSFERRED TO ANOTHER DEPUTY REGISTRAR.**
5. The County Clerk reserves the right to limit the number of voter registration cards issued to each deputy registrar depending upon the work record of the registrar.
6. Place of Registration: Deputy registrars appointed because of their membership in bona fide civic groups, labor unions, and political parties may take registrations anywhere in Kane County. Deputy registrars appointed because of official position (township and municipal clerks, librarians, and school officials) are authorized to take registrations only at their offices, libraries, or school.
7. Deputy registrars may now accept the registration of ALL qualified residents of the State. Deputy registrars must return completed registration materials to the Kane County Clerk's office. Completed registration materials returned by deputy registrars for persons residing outside of Kane County shall be transmitted by the County Clerk's office to the proper jurisdiction.
8. Special Registration Events: The County Clerk's office encourages special registration efforts, such as taking registration at shopping

centers, community events, schools and other public locations. The following procedures are required to obtain limited quantities of voter Registration cards for special voter registration events:

- a. A written request must be made to the County Clerk's office at least seven (7) days prior to the registration event;
  - b. This request must include the date, time, place of registration, and name of the deputy registrar who will be responsible for the registration event;
  - c. The deputy registrar responsible for the registration event must pick up the supplies from the County Clerk's office and must return registrations and all supplies to the County Clerk's office within seven (7) days after the special registration event.
9. DEPUTY REGISTRARS MAY NOT ENGAGE IN ANY ELECTIONEERING OR THE PROMOTION OF ANY CAUSE WHILE TAKING REGISTRATIONS. At a place of registration, no one may circulate petitions, distribute literature, wear political buttons, or display political signs.
10. Political parties having certified civic organization status must NOT conduct voter registration activities at political functions.
11. Deputy registrars may not take registrations in any area where liquor and alcoholic beverages are served, sold, or consumed.
12. Deputy registrars must be courteous and impartial when taking registrations, regardless of the potential voter's race, creed, color, sexual orientation, or party affiliation.
13. Appointments of deputy registrars, except precinct committeemen, shall be for 2-year terms, commencing on December 1<sup>st</sup> following the general election of each even-numbered year; except that the mid-term appointments shall be until December 1<sup>st</sup> 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.

Failure to comply with these registration procedures or regulations could result in appointments being revoked.

## **WHO CAN BE A DEPUTY REGISTRAR**

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- Precinct Committeemen
- Secretary of State appointees
- Chief Librarians or their qualified designees
- Principal of any High School, Elementary School, or Vocational School or their qualified designees
- President of any University, College, Community College, or their qualified designees
- Elected or appointed official of a bona fide labor organization or their qualified designees
- Elected or appointed official of a bona fide civic organization (certified with the State Board of Elections)
- Director of Illinois Department of Public Aid or their qualified designees
- Director of the Illinois Department of Employment Security or their qualified designees
- President of a corporation or their qualified designees
- Chairperson of the County Central Committee of recognized political parties
- County Clerk
- Municipal and Township or Road District Clerks or their deputies

## **REVOCATION OF APPOINTMENT**

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The Kane County Clerk's office is responsible for certifying and supervising all appointed deputy registrars.

Deputy registrars are subject to removal for cause. Grounds for dismissal could be, but are not necessarily limited to: failure to attend training sessions, no longer affiliated with sponsoring group, suspension of registrar's own registration, moving out of jurisdiction, knowingly furnishing false information and repeated failure to properly execute registration forms.

## **GENERAL INSTRUCTIONS REGARDING VOTER REGISTRATION CARDS**

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1. The voter registration cards must be completed in BLACK INK.
2. PRINT ALL INFORMATION required on the cards.

3. If a mistake is made, use a new voter registration card. Return the damaged cards to the County Clerk's office, indicating that they are damaged. ALL CARDS MUST BE ACCOUNTED FOR.
4. DO NOT TRANSFER CARDS TO ANOTHER DEPUTY REGISTRAR.
5. For additional supplies, complete the Supply Order Form and return it to the County Clerk's office. The County Clerk reserves the right to limit the number of voter registration cards issued to deputy registrars.

If you have any questions regarding the information printed in this booklet, you may call the Voter Management Department of the Kane County Clerk's office at (630) 232-5990.

Our voter card is a two-part pressure sensitive card. Please, be sure to apply adequate pressure when filling out this form. Upon completion, the top portion shall be returned to the County Clerk's office and will then become the voter's permanent record. On the reverse side of this record is an application to serve as a judge of election.

On the left side of the voter card is a Cancellation of Previous Registration. This section should be completed by the applicant if previously registered outside of Kane County.

The bottom portion of the voter card (green copy) is the applicant's receipt. The applicant should be instructed to keep this receipt, as there is a transfer of voter registration form on the reverse side.

## **PROCESSING REGISTRATION APPLICATIONS**

Upon receipt, the voter's registration application is processed by the County Clerk's office. The registrant should be informed that they will receive their voter identification card in the mail within 7-14 days.

A change of address will be processed in the same manner as a new registration with a new voter identification card being mailed within 7-14 days.

ANY registered voter who changes his or her name MUST re-register.



**COUNTY:** Indicate the county where the registrant lives.

**VOTER'S PHONE NUMBER:** List the phone number, including area code, at which the applicant may be reached during the day. Space is also provided for the applicant's home number.

**DATE OF BIRTH:** Statute 10 ILCS 5/4-8 requires date of birth by month, day, and year. Print the state where applicant was born. If the applicant was born outside the United States, print the country of birth and complete Section 5.

**SEX:** Indicate whether applicant is male or female by circling M or F

**SOCIAL SECURITY NUMBER:** Federal law requires the voter provide at least the last four (4) digits of the social security number or the voter's full Illinois driver's license number.

<b>2</b>	LAST NAME    CIRCLE JR SR II III IV    FIRST NAME    MIDDLE INITIAL				COUNTY
	LEGAL RESIDENCE - (Do Not Give P.O. Box) House No. & Street Name    Apt. No.    City or Village    Zip				Telephone numbers Home Day
DATE OF BIRTH: (MM/DD/YY)	PLACE OF BIRTH: State <u>  </u> Country	SEX M    F	Driver's License Number or last four digits of Social Security Number		

### Section 3

**ADDRESS WHERE YOU RECEIVE YOUR MAIL:** This space is provided if the applicant has a separate mailing address. It is to be used for all P.O. Box addresses.

<b>3</b>	ADDRESS WHERE YOU GET YOUR MAIL: (If Different from Above, i.e., P.O. Box) House No. & Street Name    Apt. No.    P.O. Box    City or Village    Zip			
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### Section 4

**PRIOR REGISTRATION:** If the applicant has been registered previously, print the prior address, including county. If the applicant's name has changed since the previous registration, print that name also. Collect the applicant's former voter registration card, if available, and send it to the County Clerk's office together with the new registration.

<b>4</b>	PRIOR REGISTRATION:	ADDRESS:	FORMER NAME
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## Cancellation of Previous Registration

If the prior registration was outside of Kane County, this stub should be filled out and returned to the County Clerk.

CANCELLATION OF PREVIOUS REGISTRATION	
<p>I AM REGISTERED AS AN ELECTOR IN ILLINOIS AND          I HEREBY AUTHORIZE THE CANCELLATION OF MY PREVIOUS REGISTRATION          MY LAST REGISTRATION WAS:</p>	
PRINT FULL NAME	NAME OF FORMER COUNTY
FORMER PHYSICAL ADDRESS: (DO NOT GIVE RURAL RT. OR P.O. BOX NUMBER)	
CITY, STATE, ZIP	DATE OF BIRTH
SIGNATURE OF VOTER	DATE

## Section 5

**PERSONS BORN OUTSIDE THE UNITED STATES:** Persons born in Puerto Rico, U.S. Virgin Islands and Guam have automatic United States citizenship and need not complete this section.

**BORN OF U.S. PARENT:** Persons born of U.S. parents temporarily residing outside the United States are United States citizens. For such persons, the deputy registrar should mark an X in the box "Born of U.S. Parent." No additional citizenship information is necessary.

**NATURALIZED:** For naturalized citizens, the deputy registrar should mark an X in the box "Naturalized" and also print the name of the court, city and state where the naturalization took place, as well as the date of the naturalization.

<b>5</b> If born outside of the United States, complete this section:	Citizenship	Naturalization:		Own Papers <input type="checkbox"/>	Parent's Papers <input type="checkbox"/>
	Born of U.S. Parent/s	Court	City	State	Date
	Naturalized				

## Section 6

**APPLICANT UNABLE TO SIGN NAME:** The deputy registrar must then complete the following information to identify the voter: father's first name, mother's first name, height, color of eyes, distinguishing marks (if any) and reason for inability to sign name.

<b>6</b> If unable to sign name complete this section:	Father's First Name	Mother's First Name	Height	Color of Eyes	Reason for Inability to Sign Name
	Distinguishing Marks				Physical Disability <input type="checkbox"/> Describe Unable to Write <input type="checkbox"/>

## Section 7

**OATH:** The deputy registrar shall require each applicant to read or have read to him/her the affidavit of registration before completing and signing the application. [ 10ILCS 5/5-9, 6-37, 6-35, 4-10 ]

**APPLICANT'S SIGNATURE:** Have the applicant review the information given before signing on the appropriate line. The signature must be the same as the name printed on the first line. If unable to sign name, applicant may make his/her mark on the signature line. The deputy registrar must then complete [Section 6](#).

**DATE AND DEPUTY REGISTRAR'S SIGNATURE:** The deputy registrar dates and signs the voter registration card on the appropriate lines. The applicant should be given the receipt.

<b>7</b>	STATE OF ILLINOIS, County of Kane I hereby swear (or affirm) that I am a citizen of the United States, that on the date of the next election I shall have resided in the State of Illinois and in the election precinct in which I reside 30 days, and that I intend that this location shall be my residence, that I am fully qualified to vote, and that the above statements are true.	THIS IS MY SIGNATURE OR MARK IN THE SPACE BELOW
	Subscribe and sworn to before me this date ____ day of _____, 20____	
	_____ <small>Signature of Registration Officer</small>	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>

# APPLICATION TO SERVE AS A JUDGE OF ELECTION

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On the reverse side of the voter card is an *Application To Serve As A Judge of Election*. If the applicant expresses an interest, he/she can complete the form. For more information regarding the duties of a judge of election, please contact the Election Department of the County Clerk's office at (630) 232-5994.

<b>APPLICATION TO SERVE AS A JUDGE OF ELECTION</b>	
IN A CONSTANT EFFORT TO SECURE JUDGES OF ELECTION, WE INVITE YOU TO MAKE AN APPLICATION TO SERVE AS A JUDGE, IN FUTURE ELECTIONS, FOR YOUR POLITICAL PARTY. IF YOU WISH TO DO SO:	
<b>PLEASE SIGN THIS FORM AND INDICATE YOUR POLITICAL AFFILIATION.</b>	
I WISH TO BE A <input type="checkbox"/> <b>REPUBLICAN</b> <input type="checkbox"/> <b>DEMOCRATIC</b>	
Judge of election in future elections	
YOUR NAME (Please Print) _____	
YOUR ADDRESS _____	
SIGNATURE _____	HOME PHONE NO. _____
	DAYTIME PHONE NO. _____

# CERTIFICATION OF REGISTRATIONS

1. Complete the *Certification of Registration* form by listing the names and addresses of the individuals whose voter registration cards are being returned to the County Clerk. **PRINT** all such information, then date and sign the form.
2. Insert in the return envelope the completed *Certification of Registration* form, the completed voter registration cards, and any other appropriate material such as a completed supply order form.
3. **DO NOT WAIT** until the entire *Certification of Registration* form is filled before returning it and the completed voter registration cards to the County Clerk's office. Return the form and cards within seven (7) days of taking the first registration.

CERTIFICATION OF REGISTRATION		
Enclosed are Voter Registration cards with the names of the registered voters listed below.		
(PLEASE PRINT)		
NAME	ADDRESS	CITY
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
These registrations were taken in accordance with the registration procedures adopted by the Kane County Clerk.		
DEPUTY REGISTRAR INFORMATION		
(PLEASE PRINT)		
Date:	_____	
Name:	_____	
Address:	_____	
City:	_____	Zip: _____
Home Phone:	_____	
Business Phone:	_____	
Organization or Local Government affiliated with:	_____	
Signature:	_____	
	(Deputy Registrar)	
THIS SHEET MUST BE RETURNED TO THE COUNTY CLERK OFFICE WITH THE REGISTRATIONS.		
2500/6/92, 2500/11/92, 2500/6/06		

## **QUALIFICATIONS FOR REGISTRATION**

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

- Be a citizen of the United States;
- Be 18 years of age or older on or before the next election;
- Be a resident of the precinct 30 days prior to the next election;
- Currently reside in the State of Illinois;
- Provide two (2) forms of identification, at least one of which contains the person's current name and address.

**Residence defined:** A residence is defined as a permanent abode, a place where a person actually lives (dwells). No one may register from a place of business or office unless he/she actually lives there as a permanent abode and has no other dwelling place. A person may not register from a hospital or state mental health facility, but may register from a nursing home. A separate mailing address may be noted in addition to the physical address.

### **A Deputy Registrar should take a Registration if:**

- A person has never registered to vote in Kane County;
- Anyone changing a name must re-register in Kane County;
- A person is not certain whether registered in Kane County;
- A person has not voted recently and is unsure of the status of their registration.

### **If a registered voter wishes to change his or her address, the Deputy Registrar may instruct the voter to:**

- Use the space provided on the back side of their Voter Registration Identification card;
- Complete a change of address form;
- Print their old address, new address, birth date and full name on a sheet of paper. The voter's signature is needed also.

## **IDENTIFICATION FOR VOTER REGISTRATION**

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In accord with Public Act 83-0258, deputy registrars must require each voter applicant to furnish two (2) forms of identification, one of which must include his/her current name and residence address. Identification shall include, but is not limited to:

- Driver's License
- Social Security Card
- Employee ID Card
- Student ID Card
- Credit Card
- Library Card
- Insurance Card
- Selective Service Card
- Civic Membership Card
- Fraternal Membership Card
- Union Membership Card
- Professional Association Membership Card
- Utility Bill
- Checkbook

Deputy registrars may also verify residence by the use of telephone books, city directories, school records, and utility records. Utility bills in the name of one spouse may be used as proof of residence for both husband and wife.

If an applicant has not updated the address on the driver's license, proof of residence can be any letter mailed to him/her at the present address, postmarked within the last 30 days.

If you have any questions, contact the Voter Management office at: (630) 232-5990.

## NOTES

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Revised August 2006