

**2022-2024**



# Deputy Registrar Manual

**815-895-7147**  
**815-895-7183**

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## **Deputy Registrar Qualifications**

In order to become a Deputy Registrar, you must:

1. Live and be registered to vote in DeKalb County
2. Have been trained by the DeKalb County Clerk's office
3. Be Sponsored by a State of Illinois bona fide civic organization or agency
4. Be Chief Librarian or designee(s)
5. Be a Precinct Committeeperson
6. Be the President, Principal, or designee(s) of any institution of learning
7. Be an official of a bona fide Labor Organization or qualified designee(s)
8. Be the President or designee(s) of any Corporation as defined by the Business Corporation Act of 1983 (805 ILCS5/1.01 et seq).

## **Length of Appointment**

Appointments of deputy registrars, except for Precinct Committeemen and Elected Officials, shall be for 2-year terms, commencing on December 1st following the general election of each even numbered year, except that the mid-term appointments shall be until December 1st following the next general election. An appointment for Precinct Committeemen shall be for 2-year terms; all Municipal and Township Deputy Registrar commissions are concurrent to their term in office. When your commission period has ended, a new Certificate of Appointment will be mailed to you; it is important that you sign the bottom portion of the form and return it to the DeKalb County Clerk's office as soon as possible. Returning the form will ensure that your Deputy Registrar status remains active.

## **Revocation of Appointment**

Election authorities are 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:

- No longer affiliated with sponsoring group
- Suspension of Registrar's own voter registration
- Moved out of jurisdiction
- Knowingly furnishing false information
- Electioneering or soliciting of votes or engaging in any political discussion on behalf of a candidate or party or working for or against a proposition while conducting the voter registration activity.
- Acting as a registrar in any area where liquor and alcoholic beverages are served, sold, or consumed such as a bar or tavern.
- Failing, or refusing, to register an individual who fulfills the necessary requirements for registration.
- Failure to register an individual based on a bias of the Registrar
- Repeated failure to properly execute registration forms such as:
  - a) Failure to complete forms legibly and completely.
  - b) Failure, through negligence, to obtain correct information
  - c) Failure to use proper registration form and use of "Mail-In" form
  - d) Failure to submit forms when they are due

## **WHO MAY REGISTER TO VOTE?**

In order to register to vote an individual:

- Must be a U.S. Citizen, there is no waiting period for registration after the naturalization process.
- Must be 18 years old on or before the next Election Day. A 17-year-old may register and vote in a General Primary Election, if they will be 18 on or before the next General Election.
- Must reside in the precinct for at least 30 days prior to Election Day.
- Must show two (2) forms of Identification, one containing their current, imprinted Residential address. A business address or a Post Office Box is not acceptable as a Residential address; it may however, be used as the "mail to" address. The other Identification needs to have their name imprinted on it, such as a Debit Card, Social Security Card, etc..
- Must not be convicted of a crime and serving time in jail. A person in jail and awaiting trial or on probation may register to vote.

Residence defined: A residential address is defined as a permanent dwelling, a place where a person actually lives (inhabits). No one may register from a place of business or office, unless there is an area of residence contained in the facility. A person may not register from a hospital or mental health facility, but may register from a nursing home.

Proof of address may be in the following form(s) but not limited to and may be presented on an electronic device:

- Illinois Driver's License or State I.D., or the Illinois State Secure Paper version of the Driver's License or State I.D.
- Any valid Government issued form of Identification, e.g. U.S. Passport, Firearm Owner's card, student or employee I.D. card,
- Current piece of mail (must contain a postmark within 30 days)
- Current Utility bill
- Pre-printed Check
- Vehicle registration
- Lease or contract for a residence

Etc.....

**Procedures for completing the Registration Form**

Voter reads, or you read to them: "You do solemnly swear (or affirm) that you will fully and truly answer all such questions as shall be put to you touching your name, place of residence, place of birth, your qualifications as an elector and your right as such to register and vote under the laws of the State of Illinois."

REGISTRAR: PRINT HARD USE BLACK BALL-POINT PEN GIVE VOTER THE GREEN COPY					
<b>1</b>	Last Name <b>Public</b>	First Name <b>John</b>	Middle Initial <b>G</b>	Precinct/Voter Code <b>Office Use Only</b>	
Address: House No. & Street Name <b>123 Main St.</b>		Lot/Apt. No. <b>Apt 10</b>	City or Village <b>DeKalb</b>	Zip <b>60115</b>	Telephone No. <b>XXX-XXX-XXXX</b>
Date of Birth <b>9/4/67</b>		Place of Birth: State or Country <b>IL</b>	Sex <input checked="" type="radio"/> M <input type="radio"/> F	Driver's License Number & Last four digits of Social Security Number <b>P123-4567-8910 # 5555</b>	
Address Where You Get Your Mail: House No. & Street Name <b>P.O. Box 123</b>		Apt. No.	P.O. Box <b>DeKalb</b>	City or Village <b>DeKalb</b>	Zip <b>60115</b>
Prior Registration Address:			(County, State)	Name (if changed)	
<b>2</b>	If born outside the United States, complete this section:		Citizenship	If Naturalized: Own Papers <input type="checkbox"/> Parent's Papers <input type="checkbox"/>	
		Born of U.S. Parent	Court	City	State
		Naturalized			Date
<b>3</b>	If unable to sign name complete this section:		Father's First Name	Mother's First Name	Height
					Color or Eyes
		Distinguishing Marks	Reason For Inability to Sign Name		
			Physical Disability <input type="checkbox"/> Describe		
			Unable to Write <input type="checkbox"/>		
<b>4</b>	STATE OF ILLINOIS, COUNTY OF DEKALB, 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 permanent 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
Subscribed and sworn to before me on <u>Today's DATE</u> (month, day, year)		Deputy Registrar's Signature		Signature of Voter	
Signature of Registration Officer				Email Address: <b>JQP57@gmail.com</b>	

ELECTION AUTHORITY COPY

**THIS FORM IS TO BE USED FOR ALL NEW REGISTRATIONS AND ANY CHANGES OF ADDRESS OR NAME.**

**\*\*Any individual who has legally changed their name must re-register\*\***

**You, the Registrar,** are required to fill out the registration form personally and completely. The registrant does not fill out the form. Please print clearly using a **black ball point** pen: felt tip markers and colored pens are not acceptable as they will not scan properly into our computer system. Press *firmly* while writing so that all information is transferred legibly onto the receipt page of the registration form.

Section #1

Legibly print the registrant's last name, first name and middle initial. The address must be the *physical residential address* (a business address is not acceptable) and must contain the building number, apartment number, street name, city, and zip code. If you are taking a registration for an N.I.U. student who resides in a residence hall, the following street address must be used; do not forget to get the student's room number:

- |                 |                           |
|-----------------|---------------------------|
| Gilbert Hall    | 383 Gilbert Dr., Rm#      |
| Grant North C/D | 1250 Grant Dr. N., Rm #   |
| Grant South A/B | 1221 Douglas Dr. N., Rm # |
| Lincoln Hall    | 1151 Lucinda Ave., Rm #   |
| Neptune East    | 740 Lucinda Ave., Rm #    |

Neptune North	750 Lucinda Ave., Rm #
Neptune West	800 Lucinda Ave., Rm #
New Residence Hall East	501 N. Annie Glidden Rd., Rm #
New Residence Hall West	1175 Lincoln Drive N., Rm #
Stevenson North C/D	1350 Stevenson Dr. N., Rm #
Stevenson South A/B	420 Stadium Dr. W., Rm #

Northern View:	Bldg. 1	is not a residence-do not use
	Bldg. 2	2 Northern View Cir., Apt #
	Bldg. 3	3 Northern View Cir., Apt #
	Bldg. 4	4 Northern View Cir., Apt #
	Bldg. 5	5 Northern View Cir., Apt #
	Bldg. 6	6 Northern View Cir., Apt #

Everything in Box 1 is necessary information: name, phone number, address, birth date, place of birth, sex, etc. We do need a daytime phone number, and it must include the area code.

Date of birth must have month, day, and year. For place of birth, write the State if the registrant was born in the US, and if not born in the United States fill out section 2.

For the Driver's License/State Identification number, please write the number, even if the address is not current, UNLESS it's an out of state ID. For out of state IDs, please write the state it is from.

The form requires a Driver's License Number OR Last 4 digits of the registrant's Social Security number. PLEASE try and get BOTH. Please note: asking for you to get both the DLN /SIN & last 4 of the SSN are security measures for our office and *not required by law, you may not refuse to register an applicant if they do not provide both*. The more information we have reduces the risk errors and disenfranchising our voting public, but a voter CAN register with one or the other.

The Mailing address box where you would enter PO Box information. A voter cannot register from a PO Box. Please include any prior registration information and previous name. Asking about a previous registration address is important: if previous registration is from another state, the Elections office must notify the registration state so that the previous registration can be cancelled.

\*It is imperative that all information is clearly written and all requested information is provided. The Elections office will have to contact the voter to clarify misprinted, missing, or illegible data and contacting a person is not always easy, hence the request for a telephone number. If contact is unsuccessful, the registration process may not be completed and the individual will not be registered.

Section #2

Fill this section in if the voter was born outside of the United States. Naturalization information must be provided; however, they are not required to provide the papers. The Court is always US

District. For the date, a month and year is sufficient if the specific date can't be remembered.

Section #3

Complete this section if the voter is physically unable to sign their name, after the voter has made their mark in the signature box. This box is scanned into our system and used as their signature for identification purposes when the individual goes to vote.

Section #4

Fill in the current date and then have the voter proofread all the information that you have written down, please correct any mistakes accordingly. The voter should raise their right hand and repeat after you: *"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; that I am fully qualified to vote. That I intend that this location shall be my residence and that the above statements are true."* Following the oath, first the voter signs on the appropriate line and furnishes their email address (if desired); then you, the registrar, must sign the form to the left of the voter's signature.

Please instruct the voter to sign in the middle of the signature box, as best as possible, and to not exceed the limits of the box. The signature will be scanned into our voter registration system, and needs to fit in that space.

Please note: Illinois law now requires that an email section appear on all registration forms; the voter is not, however, required to provide the information. That email would become public knowledge if it is added to the registration form.

**You, the Deputy Registrar, must sign the registration form and write your I.D. # next to your signature.** Your Deputy Registrar I.D.# is the same as your Voter I.D.# and can be found on the white label located on the front of this manual or on your Voter Information Card.

After both signatures have been written, tear off the green sheet and issue it to the voter as their receipt for registration. Instruct the voter to hold onto the receipt until they have received their Voter Information Card in the mail. The receipt will entitle them to vote whether they have received their card or not. The information card should be received by the voter within 2 weeks, and if not received within 30 days of registering, instruct them to please contact the Elections office. All registration forms, whether new or for a change of name or address, are processed the same way in the Elections office.

**Please Note: You may not register any individuals during the time period when registration is closed, until registration is open again. Currently the closed cycle begins on the 27<sup>th</sup> day before an election and opens back up 2 days after the election is over.**

**Future Election Dates currently set for DeKalb County and the State of Illinois**

General Primaries

March 19, 2024

March 17, 2026

General Elections

November 8, 2022

November 5, 2024

Consolidated Elections April

April 4, 2023

April 1, 2025

## **Completed Registration Forms**

Deputy Registrars must return completed registrations to the DeKalb County Clerk's office by first-class mail within 2 business days or by personal delivery within 7 days of completion. If a registration is taken between the 28<sup>th</sup> and 35<sup>th</sup> day (the week before the end of registration) completed materials must be returned within 48 hours. If a registration is taken on the last day of registration, it must be returned to the office within 24 hours.

As a Deputy Registrar, you are commissioned to take a registration for any Illinois resident, whether they reside in DeKalb County or not. In these circumstances the registration(s) must be turned into the DeKalb County Clerk's office under the same guidelines as a DeKalb County resident. It is the duty of the Clerk's office to forward the registration(s) to the appropriate Election Authority.

**Any registrations may be mailed or brought to the Elections office at:  
110 E. Sycamore St., Sycamore, IL 60178**

## **Grace Period Registration**

Grace Period Registration is an extension of the 27-day deadline for registration. *This form of registration is only available through the election authority.* This allows for the registration of voters and for the change of address during the period from the close of registration until 7:00pm the day of the Election. Currently, Grace Period registration is held solely by the DeKalb County Clerk at designated DeKalb County Early Grace sites. Current site addresses and schedules may be found on our website at <http://dekalb.il.clerkservice.com>.

## **Organized Voter Registration Events**

It is recommended that organizations intending to conduct a major voter registration drive or "shopping mall" type registration event contact their 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.**

Electioneering is defined as, but not limited to: wearing candidate, party, or cause clothing or buttons; displaying or distribution of posters or literature; verbal statements regarding candidate(s), party, or cause. Voter registration cannot take place where any alcohol is served, sold, or consumed.

## **Registration Application Form**

In Illinois, the general public can use a one-part form, referred to as the "mail-in" registration form, to register. As a Deputy Registrar you are NOT allowed to use this form, but may refer a potential voter to its use, and inform them that they may obtain it from the State Board of Elections website. Use of this form by an individual does not guarantee voter registration, unless the form is delivered in person to the Clerk's office. If the completed form is sent without address verification, the voter will have to show proof of address to the Election Judges on Election Day before they are allowed to vote.

**On-line Paperless Registration:** If the deadline for registration has been missed, please direct the individual to <https://ova.elections.il.gov/> to complete the On-line Paperless Registration process. They must have an Illinois Driver's License or State ID and have the document readily available and know the last four (4) digits of their Social Security Number. The applicant must use the DL/ID number, issue date, date of birth and name exactly as they appear on the identification, these are match points for the validity of the registration. Data entry must be precise, if a mistake is made the registration will not be processed; the residential address is not a match point for validity.

If you have any questions please call  
815-895-7147, 815-895-7183 or 815-895-7150

Please visit our website at <http://dekalb.il.clerkserve.com> for updates to current laws and procedures.

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