



DIVISION OF DEVELOPMENTAL DISABILITIES
Olympia, Washington

TITLE: VOTER REGISTRATION POLICY 5.07

Authority: National Voter Registration Act of 1993
Chapter 11.88.010(5) RCW
Chapter 29.07 RCW

PURPOSE

This policy establishes guidelines for staff of the Division of Developmental Disabilities (DDD) regarding voter registration of DDD clients and applicants for DDD services.

SCOPE

This policy applies to all Field Services Offices and Outstations.

POLICY

- A. At the time of intake, DDD staff will ask applicants for division services if they would like to register to vote.
 - 1. DDD staff will invite all applicants to register who are adults or who will turn eighteen (18) years of age before the next election.
 - 2. DDD staff will not offer voter registration to an individual:
 - a. If the staff knows that a current court order exists that determined the individual ineligible to vote; and
 - b. Such knowledge is based upon reading the court order or being informed of the provisions by the individual's legal representative.
 - 3. DDD staff will advise applicants that if an order of guardianship exists, applicants and their legal representatives should follow the provision of that order relating to

the applicant's voting rights.

- B. DDD staff shall not:
1. Attempt to influence an applicant's or client's political preference or party affiliation;
 2. Display any political or party preference;
 3. Attempt to discourage an applicant or client from registering to vote; or
 4. Lead the applicant or client to believe that the decision to register, or not to register, will affect the availability of services or benefits.
- C. DDD staff will provide a voter registration form to any division client or member of the public who asks to register at a DDD office or outstation.

PROCEDURES

1. DDD staff will assist the applicant to complete the [Voter Registration Service form DSHS 02-541\(X\)](#). DDD staff may physically assist the applicant to complete the form.
2. If the applicant would like to register to vote, DDD staff will provide the Secretary of State form, [MAIL-IN VREG](#), for the applicant to complete.
3. If the applicant does not wish to register to vote at this time, provide the applicant with a voter registration form to take with him/her should he/she decide to register at a later date.
4. The DDD office or outstation will send all completed voter registration forms promptly to the Office of the Secretary of State, Voter Registration By Mail, P.O. Box 40230, Olympia, WA 98504-0230, or via campus mail to Mailstop 40230. The sending office or outstation will enter the three digit Reporting Unit (RU) number in the return address for Secretary of State tracking purposes.
5. The DDD Regional Office will keep each Voter Registration Service form on file for 22 months. After 22 months, the forms can be destroyed.

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6. If during face-to-face contact with a client, DDD staff learn of a change of client address, they should assist the client to complete a new voter registration.

EXCEPTIONS

None.

SUPERSESSSION

DDD Policy 5.07

Issued December 8, 1994

Approved: /s/ Linda Rolfe
Director, Division of Developmental Disabilities

Date: May 23, 2004