

MVD Procedural Quick Update

#103

RE: Voter Registration Procedures
Effective date: Immediate

Date: October 5, 2009
To: All MVD
From: Mac Lewis, MVD Policy and Procedures Manager

[This is the latest in a series of procedural updates. These updates deal with specific MVD procedures and practices. Managers and Supervisors should consistently distribute the updates to all personnel and integrate them into regular information and training sessions.]

Effective immediately, we are implementing new procedures to bring the Motor Vehicle Division into compliance with federal and state voter registration laws.

The new voter registration procedures apply to every DL and ID applicant who is age 18 or older, or will be 18 or older at the time of the next election, and is a United States citizen.

Effective immediately:

Every state, county-municipal and private agent office that issues drivers' licenses (DLs) and identification cards (IDs) will have an assigned Voter Registration Contact. This will be the manager of the office. If there is no manager assigned to the office, the Voter Registration Contact will be the agent with the most seniority. The Voter Registration Contact will be responsible for:

- Making sure Voter Registration posters are placed in conspicuous locations.
- Reading and understanding the Voter Registration manual provided by the Secretary of State.
- Making sure that all agents who issue DLs and IDs understand the procedures for verifying that every customer receiving a DL or ID is given the opportunity to register to vote.
- Answering questions from the public and agents pertaining to voter registration.
- Forwarding Voter Registration forms to the County Clerk's Office (in the county where the MVD office is located) within 10 days or within five days if the form is accepted within five days before the last day for registration to vote.
- Notifying the County Clerk when the MVD office's supply of Voter Registration forms is low.
- Notifying the County Clerk when the MVD office's supply of postage-paid return envelopes is low; or making other arrangements for the County Clerk to pick up the completed forms in compliance with the required timelines.

Every Agent who issues a DL or ID will adhere to the following procedures without exception.

- Every applicant for a DL or ID who is age 18 or older, or will be 18 or older at the time of the next election, and is a United States citizen must be asked if he or she would like to register to vote.

- There is a drop down screen in the MVD 2.0 driver application called "Voter Registration."
 - If the agent clicks "yes," MVD 2.0 will prompt the agent to load a Voter Registration form for printing. The agent will print the form and have the customer complete any remaining items, sign and date it. Forms will be collected by the Voter Registration Contact and forwarded to the County Clerks Office in their county within 10 days or within five days if the form is accepted within five days before the last day for registration to vote.
 - If the agent clicks "no," the transaction will be allowed to continue with no further action required.
 - If the agent fails to click "yes" or "no," MVD 2.0 will produce a window that states "You are required to offer this applicant the opportunity to register to vote. Please select Y (Yes) or N (No) for Voter Registration." The agent must then click on OK and select "yes" or "no" on the Voter Registration drop down box.
- If an applicant changes his or her residence or mailing address of record when renewing a DL/ID, a pop up window will appear on the agent's monitor asking if the applicant would like MVD to notify the Secretary of States Office of the change of address. The agent must ask if the applicant would like MVD to notify the Secretary of State's Office.
 - If the applicant answers "yes," MVD 2.0 will automatically print a "Change of Address" form to notify the Secretary of State's Office. The agent shall have the applicant verify the information is correct, then have them sign and date it. Forms will be collected by the Voter Registration Contact and forwarded to the County Clerk's Office in their county
 - If the applicant answers "no," the transaction will be allowed to continue with no further action required.
- Change of Address forms are available on the Internet and intranet.
 - Any applicant wishing to comply with the Motor Vehicle Code by notifying the Division of a change in address without being issued a new DL or ID should be given a Change of Address form MVD-10284.
 - Agents should explain to customers that the form should be completed in full and mailed to Central Operations at the address given on the form.
 - Central Operations will be responsible for ensuring that the change of address is entered into MVD system and notifying the Secretary of State's Office.

Field office managers and supervisors should refer any comments or questions regarding this Procedural Quick Update to their Bureau Chiefs, with cc to mac.lewis@state.nm.us. Others are encouraged to direct comments or questions directly to Mac Lewis.
