

MVD Procedural Quick Update

#103 update2

RE: Voter Registration Procedures Update
Effective date: Immediate

Date: April 6, 2011
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.]

MVD has implemented new procedures to bring the Motor Vehicle Division into compliance with federal and state voter registration laws.

The new 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.

In addition to the voter registration procedures described in PQU#103 (October 5, 2009) and the November 23, 2009 PQU#103 update, please note that our voter registration settlement agreement states the following:

- Any applicant who is disqualified from obtaining a driver's license or state identification card shall be asked whether he or she would like to register to vote. If the applicant answers "yes" or otherwise affirmatively requests a registration form, the applicant shall be given a voter registration form. We are not, however, required to provide a voter registration form to any person who is identified as someone other than the person he or she claims to be.
- This means that, if a customer is in your office for a driver's license or ID, and you are not able to complete the voter registration process on your computer, you should offer the customer the opportunity to register to vote using the hard copy forms that you have in your office from the County Clerk. The only time you would not offer these customers the opportunity to register to vote is if they are trying to use a false identity.

Also, please note that the same agreement states that:

- All MVD offices, including state, county-municipal and private retail agent (PRA) offices, shall maintain a supply of voter registration forms and make them available to anyone who visits those offices.
- The Voter Registration Contact for each office shall be responsible for coordinating with the State National Voter Registration Act (NVRA) Coordinator to ensure that the office has an adequate supply of such registration forms. The Secretary of State shall ensure the availability of voter registration forms.
- When you do not use the computer to print the voter registration form, please be sure to enter your field office number in the gray area on line 3.

Field office managers, supervisors and others with comments or questions regarding Voter Registration Procedures and this Procedural Quick Update should contact Raul Alvarez at 505-827-0158 or by email to raul.alvarez@state.nm.us.
