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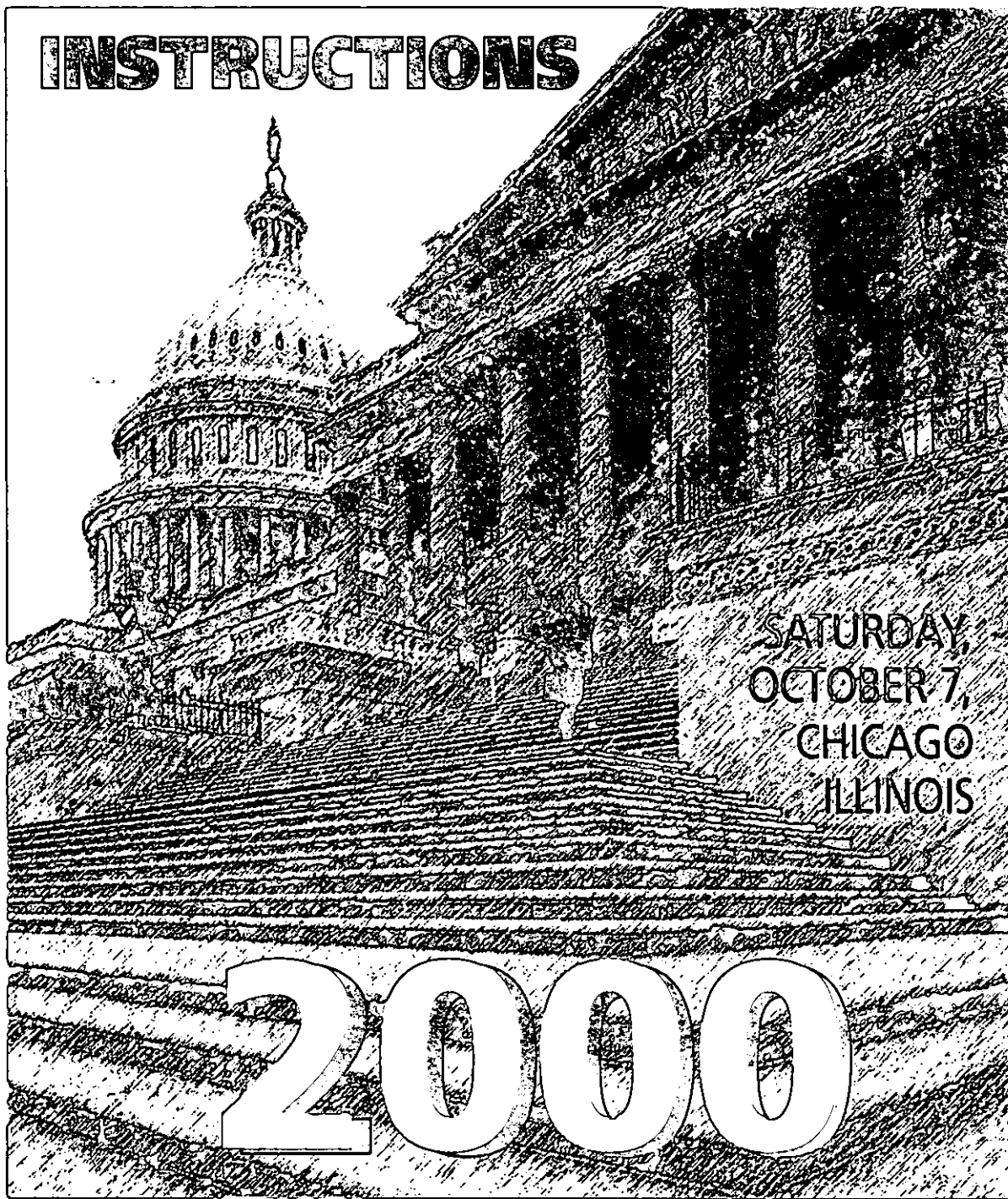
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AREA REGISTRATION

INSTRUCTIONS



SATURDAY
OCTOBER 7,
CHICAGO
ILLINOIS

2000

Issued by the
Board of Election Commissioners
69 W. Washington, Suites 600/800
Chicago, Illinois 60602
Telephone (312)269-7900

TTY (312)269-0027 (For the hearing impaired only)



Commissioners

Langdon D. Neal, *Chairman*
Richard A. Cowen, *Secretary/Commissioner*
Theresa M. Petrone, *Commissioner*

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1. Area Registration Instructions

On Saturday, October 7, 2000, sites throughout the City are open for voter registration from 11 a.m. to 5 p.m. All registration supplies will be delivered to the registration location.

Registration Officers

Two registration officers are assigned to work at each area site. If an assigned registration officer does not arrive by 11:15 a.m., call the Board at (312)269-7870.

Supplies

Supplies for conducting area voter registration will be delivered to the registration location in a Board of Election tote bag. See the store manager, head librarian, or proprietor to obtain the registration supplies.

Registration signs are also sent directly to each registration location for posting in advance.

A table and chairs will be delivered to most locations. Check with the store manager or the proprietor regarding the registration table and chairs.

Volunteer Deputy Registrars

Volunteer deputy registrars may also be registering voters during Area Registration, however, only duly authorized registration officers, assigned by the Board of Election Commissioners, may register voters in the area registration location.

The procedures in this handbook pertain only to the area registration officers.

Volunteer deputy registrars must return their materials to the Board of Election Commissioners as instructed for their program.

2. Setting up the Registration Location—10:45 a.m.

Step 1 Check all supplies; set up the registration site in the location agreed upon with the proprietor. See supply list at right.

Step 2 Wear an Official Registration Officer badge.

Name, ward and location address must be printed on each registration officer's badge. Make sure any substitute registration officer also wears an official badge.

Step 3 Post all notices.

If there is not adequate wall space to post the notices, hang notices from the front edge of the table.

Sample—Form 21R

Form 21R

REGISTRATION SUPPLY LIST
SATURDAY, OCTOBER 7, 2000

REGISTRATION OFFICERS:

Check the supplies listed below; if any items are missing, or you need additional supplies, call (312) 328-6200.

REGISTRATION SUPPLIES

Refer to the Handbook for information on the use of the forms.

FORM NO.	NAME OF FORM
<input type="checkbox"/> 27	Notice to complete registration (Citizenship)
<input type="checkbox"/> 36R	Registration Officer badges
<input type="checkbox"/> 194R/76R	Registration payroll and registration certificate
<input type="checkbox"/> 76AR	Registration audit reports
<input type="checkbox"/> 178	Place of Registration sign
<input type="checkbox"/> 275	NVRA Mail-in voter registration applications
<input type="checkbox"/> 276	Voter registration forms
<input type="checkbox"/> 278A	Information for voter registration (pink) forms
<input type="checkbox"/> 276E	Registration return envelope
<input type="checkbox"/> 279	Cancellation of registration within the State of Illinois
<input type="checkbox"/> 280	Cancellation of registration - change of name
<input type="checkbox"/> 284S	Sign - Spanish translation of registration form
<input type="checkbox"/> 100	Judge of election applications
<input type="checkbox"/>	Registration Handbook
<input type="checkbox"/>	"I Registered to Vote Today" Stickers
<input type="checkbox"/>	pens - paper clips - rubber bands - kleen-stik - masking tape

(List of return locations on reverse side)

Form 36R

WARD 51

LOCATION ADDRESS 69 W. WASHINGTON

BOARD OF ELECTION COMMISSIONERS
FOR THE CITY OF CHICAGO
AREA REGISTRATION DAY
OCTOBER 7, 2000

OFFICIAL REGISTRATION OFFICER

JENNY FRANCES
(PRINT NAME)

3. People in the Registration Location

Watchers

A watcher is a representative of a candidate, political party, or civic organization who is legally in the area place of registration to observe. All watchers must be registered voters in Cook County and must sign and deliver a proper credential to the registration officers in order to remain.

Watcher Credentials

All watcher credentials are issued by the Board of Election Commissioners.

Party and civic organization credentials must be signed or stamped by the chairman of the political party or the presiding officer or chairman of the civic organization and by the watcher. Candidate credentials must be signed or stamped by a candidate who will be on the ballot where the watcher is serving.

Upon entering the place of registration, a watcher must surrender a credential to the registration officers. After the credential has been surrendered, the watcher is permitted to enter and leave at will, without presenting additional credentials. A watcher who refuses to surrender a credential may not remain in the place of registration. Watcher credentials must be returned with the registration supplies in Envelope 276E.

If a watcher is to observe at more than one registration site, or on more than one day, a separate credential is needed for each location and/or each day.

The image shows four overlapping forms for 'WATCHER CREDENTIAL FOR AREA REGISTRATION'. The forms are for different parties: Form 2600C (Candidate), Form 2400C (Democratic Party), and Form 2400R (Republican Party). Each form contains fields for 'To Registration Officers', 'Ward - City of Chicago', 'Location Address', 'Name of Watcher', 'Street, and is duly registered to vote from that address', 'In the County of Cook, Municipality of', 'City of Chicago', 'State of Illinois', and 'I hereby appear'. There are also checkboxes for 'I am a candidate' and 'I am a party or civic organization member'. The forms are partially filled out with handwritten text.

Watcher Rights

Watchers have the right to see the names and addresses of the people who have registered during the course of the day. They may copy the information as the registration is taken, if to do so would not interfere with the registration process.

Watchers may not handle any registration materials or look through the completed registrations.

Registration officers do not have to stop on demand to review the registrations taken while a watcher was absent. However, the information must be made available to all watchers when it does not interfere with the registration process, and if it does not delay the concluding duties after 5:00 p.m.

If a watcher observes something he or she believes to be a violation of the law or an improper procedure, the watcher should bring it to the attention of the registration officers. If the watcher has any further questions on the matter, he or she should call REGISTRATION CENTRAL (312)269-7870.

Authorized Number of Watchers

On area registration day, each candidate, established political party, and qualified civic organization is entitled to one watcher per registration site.

A list of the qualified civic organizations is located with the registration supplies. If no groups have applied for civic organization credentials, a list is not included.

Law Enforcement Officials

Any employee of the Chicago Board of Election Commissioners and any federal, state, county or city law enforcement employee on official business or State Board of Election representative is entitled to enter the place of registration. After displaying identification, the person may observe the registration procedures. If questions or difficulties should arise, call REGISTRATION CENTRAL, (312)269-7870, for advice and/or assistance.

Media

Members of the news media on registration assignment are issued a special media credential that authorizes admission to the place of registration to photograph the registration activity (with the permission of the registrars).

4. Registering Voters 11 a.m.—5 p.m.

Step 1 Find out if person is qualified to register.

In order to qualify to register to vote, a person must:

1. Be a citizen of the United States on the day of registration;
2. Be 18 years of age on or before the date of the next election (November 7, 2000);
3. Reside at his or her current Chicago residence address at least 30 days prior to the date of the next election (November 7, 2000); and
4. Provide identification as explained in "Step 3 Request identification."

Note: A residence is a permanent abode, a place where a person actually lives. No one may register from a place of business or office unless he or she actually lives there and it is his or her permanent abode.

Step 2 Register any qualified person who resides in Chicago.

Do not enter any precinct and ward numbers on the registration form.

Step 3 Request identification.

Every applicant must furnish two forms of identification, one of which must include his or her current residence address. These forms of identification may include, but are not limited to:

1. Driver's license
2. Social security card
3. Utility bill/Rent receipt
4. Employee or student identification card
5. Credit card
6. Civic, union, or professional association membership card
7. Birth certificate
8. Public assistance identification card
9. Library card
10. Mail

If an applicant does not have the proper identification as required by law, the registration will be incomplete. Advise the applicant to return to the place of registration before 5:00 p.m. with the necessary identification.

If there is not sufficient time to return, take the registration and inform the applicant he or she will be required to provide identification at the Board's office prior to the date of the election, or at the polling place on election day. Consult page 14 regarding "Incomplete Registrations."

If questions should arise concerning acceptable identification, contact **REGISTRATION CENTRAL, (312)269-7870**.

Consult page 14 regarding persons who may wish to register using the NVRA Mail-In Voter Registration Applications.

Step 4 Complete registration Form 276 properly.

Always work on a hard, flat surface using a black or blue (not red) ball-point pen. Print, except for signatures. Exert extra pressure so that the information will come through on the second copy of the registration.

A. Give the applicant a pink information for voter registration Form 276A to complete (see sample below).

B. Ask the applicant if he or she would consider serving as a judge of election. If the applicant indicates he or she is interested, have the person complete a judge of election application after the registration has been taken. Return all completed judge of election applications separately to the receiving station supervisor that evening.

C. Record the type of identification the applicant presented on the lower portion of the pink Form 276A.

Sample—Form 276A

INFORMATION FOR VOTER REGISTRATION										Form 276A		
PRINT Last Name JONES			First Name JOHN			Middle Initial J.		Sr. Jr.		Would you like a Judge of Election application mailed to you? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Residence Address - House No. 69		Street Direction W	Street Name WASHINGTON		Apt. or Lot No. 600	City CHICAGO		Zip 60602	Telephone No. (312) 555-1234			
Mailing Address if for Homeless Individual:								City		Zip		
Date of Birth 1 - 2 - 1934	Month	Day	Year	Place of Birth	State or Country IL		Sex <input checked="" type="radio"/> M <input type="radio"/> F	Social Security No. 123 - 45 - 6789				
Prior Registration: 1ST REG					Previous Name (If Changed)							
If born outside of the United States provide:				Court		Location of Court (City & State)		Date of Naturalization				
REGISTRAR complete this section:										Will you require assistance in voting? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Check type of identification displayed:												
Civic Membership Card <input type="checkbox"/>			Public Aid I.D. <input type="checkbox"/>			Utility Bill/Rent receipt <input type="checkbox"/>						
Credit Card <input type="checkbox"/>			Social Security Card <input type="checkbox"/>			Mail <input type="checkbox"/>						
Driver's License <input checked="" type="checkbox"/>			Student I.D. <input type="checkbox"/>			Other (Specify below) <input type="checkbox"/>						
Employee I.D. <input checked="" type="checkbox"/>			Union Membership Card <input type="checkbox"/>									
Check appropriate box if any information is missing:					Naturalization Information (Give applicant Form 27) <input type="checkbox"/>			Check box if Form 280 (Change of Name) is attached <input type="checkbox"/>				
No Identification Given <input type="checkbox"/>												
Social Security Number <input type="checkbox"/>												
Check box if for Homeless Individual <input type="checkbox"/>												

To be filled in by Applicant

To be filled in by Registration Officer

D. Administer the oath to each person who registers. This oath is required by law and located in Section 4 of the registration form:

"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."

E. Transfer the information from Form 276A to the official registration form. Print all information. If an error is made, mark the form "VOID" and begin on a new form. Do not destroy any spoiled registration forms; return them with completed registrations at the end of the day.

Section 1—Form 276 Complete for All Registrations

Name: Print the applicant's last name, first name and middle initial. If the last name is hyphenated, make sure to record it accurately. A married woman must give her own first name, not her husband's. If the applicant is a senior or junior, circle Sr. or Jr.

Telephone Number: Record the applicant's telephone number. If the applicant does not have a telephone number or does not wish to record it, leave the section blank and continue with the rest of the registration. This is not an incomplete registration if telephone number is missing.

Precinct/Ward: Do not fill in the precinct and ward numbers.

Address: Print the house number, street direction (N.-north, S.-south, E.-east, or W.-west), street name, apartment or lot number and zip code.

Date of Birth: Indicate the exact month, day and year of birth. If the applicant refuses to give this information, the registration will not be processed. Use numbers to indicate the month, day and year. A registration is incomplete if this information is missing.

Place of Birth: If the applicant was born in the United States, print the state of birth. Proper state abbreviations may be used and are located on page 8 of this handbook. Do not print the county or city of birth or use the abbreviations "U.S.A.". If the applicant was born in a foreign country, indicate the country of birth. A registration is incomplete if this information is missing.

Sex: Circle M for male and F for female applicant.

Social Security Number: Print the applicant's social security number, if available. If the applicant does not provide a social security number, leave the section blank and continue with the rest of the registration. The registration will not be rejected if social security number is missing.

Prior Registration: Indicate the address the applicant was registered from previously. If the applicant has never registered before, print "1st Reg".

Name if Changed: If the applicant has been registered before under a different name, print the previous name.

Sample—Section 1—Form 276

**Registration Officer
Fill in Section 1
(for ALL registrations)**

Form 276 Rv. 1/2000
PRINT HARD — USE BALLPOINT PEN

88205 AG																									
1	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;"><small>PRINT</small> Last Name JONES</td> <td style="width: 25%;"><small>First Name</small> JOHN</td> <td style="width: 10%;"><small>Middle Initial</small> J.</td> <td style="width: 10%;"><small>Sex</small> M</td> <td style="width: 20%;"><small>Telephone No.</small> (312) 555-1234</td> <td style="width: 10%;"><small>Precinct</small></td> </tr> <tr> <td colspan="2"><small>Address - House No.</small> 67</td> <td colspan="2"><small>Street Direction and Name</small> W. WASHINGTON ST.</td> <td><small>Apt. or Lot No.</small> 600</td> <td><small>Zip</small> 20602</td> </tr> <tr> <td><small>Date of Birth</small> 1 - 2 - 1934</td> <td><small>Place of Birth</small> IL</td> <td><small>State or Country</small></td> <td><small>Sex</small> M</td> <td><small>Social Security No.</small> 123-45-6789</td> <td><small>Ward</small></td> </tr> <tr> <td colspan="3"><small>Prior Registration: Address</small> 1 ST REG</td> <td colspan="3"><small>Name if Changed</small></td> </tr> </table>	<small>PRINT</small> Last Name JONES	<small>First Name</small> JOHN	<small>Middle Initial</small> J.	<small>Sex</small> M	<small>Telephone No.</small> (312) 555-1234	<small>Precinct</small>	<small>Address - House No.</small> 67		<small>Street Direction and Name</small> W. WASHINGTON ST.		<small>Apt. or Lot No.</small> 600	<small>Zip</small> 20602	<small>Date of Birth</small> 1 - 2 - 1934	<small>Place of Birth</small> IL	<small>State or Country</small>	<small>Sex</small> M	<small>Social Security No.</small> 123-45-6789	<small>Ward</small>	<small>Prior Registration: Address</small> 1 ST REG			<small>Name if Changed</small>		
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2	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 45%;">If born outside of the United States, complete this section:</td> <td><small>Citizenship</small></td> <td><small>If Naturalized</small></td> <td><small>Own Papers</small> <input type="checkbox"/></td> <td><small>Parent's Papers</small> <input type="checkbox"/></td> </tr> <tr> <td></td> <td><small>Country</small></td> <td><small>City</small></td> <td><small>State</small></td> <td><small>Date</small></td> </tr> <tr> <td></td> <td><small>Naturalized</small></td> <td></td> <td></td> <td></td> </tr> </table>	If born outside of the United States, complete this section:	<small>Citizenship</small>	<small>If Naturalized</small>	<small>Own Papers</small> <input type="checkbox"/>	<small>Parent's Papers</small> <input type="checkbox"/>		<small>Country</small>	<small>City</small>	<small>State</small>	<small>Date</small>		<small>Naturalized</small>												
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					<small>Unable to Write</small> <input type="checkbox"/>																				
4	<p>STATE OF ILLINOIS, COUNTY OF COOK 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.</p> <p>Subscribed and sworn to before me on <u>7th October, 2000</u> <small>(insert month, day, year)</small></p> <p style="text-align: center;"><i>John Jones</i> Signature of Registration Officer</p>																								

State Abbreviations

AL - Alabama	IN - Indiana	NE - Nebraska	SC - South Carolina
AK - Alaska	IA - Iowa	NV - Nevada	SD - South Dakota
AZ - Arizona	KS - Kansas	NH - New Hampshire	TN - Tennessee
AR - Arkansas	KY - Kentucky	NJ - New Jersey	TX - Texas
CA - California	LA - Louisiana	NM - New Mexico	UT - Utah
CO - Colorado	ME - Maine	NY - New York	VT - Vermont
CT - Connecticut	MD - Maryland	NC - North Carolina	VA - Virginia
DE - Delaware	MA - Massachusetts	ND - North Dakota	WA - Washington
FL - Florida	MI - Michigan	OH - Ohio	WV - West Virginia
GA - Georgia	MN - Minnesota	OK - Oklahoma	WI - Wisconsin
HI - Hawaii	MS - Mississippi	OR - Oregon	WY - Wyoming
ID - Idaho	MO - Missouri	PA - Pennsylvania	DC - District of Columbia
IL - Illinois	MT - Montana	RI - Rhode Island	PR - Puerto Rico

Section 2—Form 276 Complete for Persons Born Outside the U.S. Only

An applicant born outside the United States must provide naturalization information required in Section 2. This section is completed **only** if the applicant was born outside of the United States. **Persons born in Puerto Rico, Guam, or the Virgin Islands are citizens by birth and do not require a statement of citizenship.**

Citizenship: Indicate, with a cross mark (x), whether the applicant was born of U.S. parents or was naturalized.

If Naturalized: Indicate with a cross mark (x), whether the applicant has his or her own papers or derived citizenship under his or her parent's papers. The sections requesting court, city, state and date of naturalization must be completed.

Sample—Section 2—Form 276

Registration Officer
Fill in Section 2
(if required)

INT HARD - USE BALLPOINT PEN


88203 AG																
1	PRINT Last Name: SMITH First Name: MARGARET Middle Initial: T. Jr. <input type="checkbox"/> Telephone No.: (312) 555-2234 Precinct:															
	Address - House No.: 69 Street Direction and Name: W. WASHINGTON ST. Apt. or Lot No.: 800 Zip: 60602															
	Date of Birth: 2 - 3 - 1944 Place of Birth: ENGLAND State or Country: Sex: M Social Security No.: 234-56-7890 Ward:															
	Prior Registration: Address: 1ST REG. Name (if changed):															
2	If born outside of the United States, complete this section: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 20%;">Citizenship</td> <td style="width: 20%;">If Naturalized</td> <td style="width: 20%;">Own Papers <input type="checkbox"/></td> <td style="width: 20%;">Parent's Papers <input type="checkbox"/></td> <td style="width: 20%;"></td> </tr> <tr> <td>Born of U.S. Parents</td> <td>Court</td> <td>City</td> <td>State</td> <td>Date</td> </tr> <tr> <td>Naturalized</td> <td>X U.S. DIST</td> <td>CHICAGO</td> <td>IL</td> <td>7-4-76</td> </tr> </table>	Citizenship	If Naturalized	Own Papers <input type="checkbox"/>	Parent's Papers <input type="checkbox"/>		Born of U.S. Parents	Court	City	State	Date	Naturalized	X U.S. DIST	CHICAGO	IL	7-4-76
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Naturalized	X U.S. DIST	CHICAGO	IL	7-4-76												
3	If unable to sign name complete Sections A & B. If you require assistance in voting, complete Section B. <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 30%;">A Father's First Name</td> <td style="width: 30%;">Mother's First Name</td> <td style="width: 10%;">Height</td> <td style="width: 10%;">Color of Eyes</td> <td style="width: 20%;">B Indicate Disability Reason for inability to Sign Name, or Reason for Requiring Assistance in Voting</td> </tr> <tr> <td colspan="4">Distinguishing Marks</td> <td>Physical Disability <input type="checkbox"/> Describe</td> </tr> <tr> <td colspan="4"></td> <td>Unable to Write <input type="checkbox"/></td> </tr> </table>	A Father's First Name	Mother's First Name	Height	Color of Eyes	B Indicate Disability Reason for inability to Sign Name, or Reason for Requiring Assistance in Voting	Distinguishing Marks				Physical Disability <input type="checkbox"/> Describe					Unable to Write <input type="checkbox"/>
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4	STATE OF ILLINOIS, COUNTY OF COOK 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. <div style="float: right; text-align: right; font-size: small;"> This is my signature or mark in the space below </div>															

If an applicant does not have specific citizenship information available at the time of registration, do not refuse the registration. Fill out the form as completely as possible, have the applicant sign the form, and issue the applicant a citizenship information Form 27. Print the applicant's name

and address on the form and give it to the applicant to complete and return to the Board of Election. Advise the applicant that the registration is incomplete, and consult page 14 on "Incomplete Registrations" for additional information.

Sample—Information Form 27

To be completed and returned by Applicant

CITIZENSHIP INFORMATION				Form 27
Instructions: Your recent registration as a voter was incomplete. At the time of your registration you were unable to provide your complete citizenship information. You must provide this information and the other data listed below or your registration will be voided.				
For use by Registration Officers:				
PRINT NAME			REGISTRATION NO.	
ANN BENLINE			10408051	
ADDRESS			DATE OF BIRTH	
1656 W. BELMONT AVE			5 / 31 / 1930	
Applicant complete below:				
Check the appropriate category:		Citizenship:		
<input type="checkbox"/> Own Papers	<input type="checkbox"/> Parents' Papers	<input type="checkbox"/> Naturalized	<input type="checkbox"/> Born of U.S. Parent	
COURT	CITY	STATE	DATE	
			/ /	
PHONE NO.		Signature of Applicant		
 © 370		Rv. 11/85 Mail this card immediately to Board of Election Commissioners to ensure your eligibility to vote.		

Section 3—Form 276

Complete if Applicant is Unable to Sign Name Only

If an applicant is unable to sign his or her name, Section 3 must be completed. If the applicant can sign his or her name, **do not** complete Section 3.

Obtain the information required in Section 3 from any applicant who is unable to sign his or her name on the registration. This information includes father's first name, mother's first name, height of applicant, applicant's color of eyes and any distinguishing marks.

Also, indicate, with a cross mark (X), whether the person has a physical disability which prevents him or her from signing or whether the applicant is unable to write.

Sample—Section 3—Form 276

PRINT HARD — USE BALLPOINT PEN

Form 276 Rv. 1/2000

**Registration Officer
Fill in Section 3
(if necessary)**

88204 AG										
1	PRINT Last Name	PRINCE	First Name	HENRIETTA	Middle Initial	L.	Sex	Telephone No.	(312) 555-3344	Precinct
Address - House No.		Street Direction and Name			Apt. or Lot No.		Zip			
69		W. WASHINGTON ST.			602		60602			
Date of Birth	Month	Day	Year	Place of Birth	State or Country	Sex	Social Security No.			
3	5	15	1949	IL		M	729-29-4929			
Prior Registration:		Address			Name (if Changed)					
		151 REG								
2	If born outside of 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		Naturalized		Country		City		State		Date
3	If unable to sign name complete Sections A & B. If you require assistance in voting, complete Section B.									
A		Father's First Name	Mother's First Name	Height	Color of Eyes		B Indicate Disability, Reason for Inability to Sign Name, or Reason for Requiring Assistance in Voting			
		JAMES	RITA	5'3"	BLUE		Physical Disability <input checked="" type="checkbox"/> Describe: BLIND			
Distinguishing Marks		Unable to Write <input type="checkbox"/>								
4	STATE OF ILLINOIS, COUNTY OF COOK 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 _____ (insert month, day, year)										
Signature of Registration Officer										

Section 4—Form 276 Complete for All Registrations

Enter the date of the registration and sign on the line provided for the signature of the registration officer.

If the applicant cannot sign, and Section 3 has been completed as explained above, have the applicant make his or her mark on the line.

Have the applicant sign his or her name after taking the oath as it is printed on the registration form, on the line provided across from the registration officer signature.

Sample—Completed Form 276



88205 AG

1	PRINT Last Name JONES	First Name JOHN	Middle Initial J.	Sex M	Telephone No. (312) 555-1234	Precinct 88205 AG
Address - House No: 69		Street Direction and Name W. WASHINGTON ST.		Apt. or Lot No. 600	Zip 60602	
Date of Birth 1 - 2 - 1934	Place of Birth IL	State or Country IL	Social Security No. 123-45-6789	Ward		
Prior Registration: Address 1 ST REG			Name (if changed)			

2	If born outside of the United States, complete this section:	Citizenship Born of U.S. Parent <input type="checkbox"/> Naturalized <input type="checkbox"/>	If Naturalized: Court	Own Papers <input type="checkbox"/>	Parent's Papers <input type="checkbox"/>	City	State	Date
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3	If unable to sign name complete Sections A & B. If you require assistance in voting, complete Section B.	A Father's First Name	Mother's First Name	Height	Color of Eyes	B Indicate Disability, Reason for Inability to Sign Name, or Reason for Requiring Assistance in Voting
		Distinguishing Marks				Physical Disability <input type="checkbox"/> Describe Unable to Write <input type="checkbox"/>

4	STATE OF ILLINOIS, COUNTY OF COOK 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 the location shall be my permanent residence; that I am fully qualified to vote, and that the above statements are true. Subscribed and sworn to before me on <u>3rd October, 2000</u> (insert month, day, year) _____ Signature of Registration Officer	This is my signature or mark in the space below <div style="border: 1px solid black; padding: 5px; text-align: center; font-family: cursive;"> John Jones </div>
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Form 276 Rev. 1/2000

PRINT HARD — USE BALLPOINT PEN

Completing a Registration

Step 1 Issue the green receipt and notice to applicant and check the registration.

Step 2 Attach the completed pink Form 276A, to the back of the finished registration form.

Separate the forms; give the applicant the green tissue receipt and "Notice for Registration Applicants".

Registrations will not be accepted without the completed pink form.

Step 3 Issue the applicant an "I Registered To Vote Today" sticker.

Notice to Registration Applicants:

You should receive a verification of registration card in the mail within three weeks. Please check the information printed on your registration card. If any information is incorrect, make the correction on the back of the card, sign it and place it in an envelope and mail to:

Chicago Board of Election Commissioners
Registration Department
69 W. Washington St. Ste 600
Chicago, IL 60602

If you move within the City of Chicago, you must either transfer your registration to your new address or re-register. You can transfer your registration by one of the following methods: 1) Call the Board at 312-555-1234. 2) Bring your registration card and mail it to the Board at the address above. 3) Notify the Board in writing of the address change and return it to the Board with your registration receipt and return it to the Board.

Notice for Applicant

88205 AG

1 PRINT	Last Name JONES	First Name JOHN	Middle Initial J.	Sex M	Telephone No. (312) 555-1234	Precinct AG
Address - House No. 69		Street Direction and Name W. WASHINGTON ST.		Apt. or Lgt No. 600	Zip 60602	
Date of Birth 1-2-1934	Month	Day	Year	Place of Birth IL	State or Country IL	Ward
Social Security No. 123-45-6789				Social Security No. (If changed)		
Prior Registration: Address 1st REG			Name (If changed)			

2 If born outside of the United States, complete this section:

Citizen's Birth of U.S. Parent	Country	City	Date
<input type="checkbox"/>			

3 If unable to sign name complete Sections A & B. If you require assistance in voting, complete Section B.

A Father's First Name	Mother's First Name	Height	Color of Eyes	B Indicate Disability Reason for Inability to Sign Name, or Reason for Requiring Assistance in Voting
				Physical Disability <input type="checkbox"/> Describe Unable to Write <input type="checkbox"/>

4 STATE OF ILLINOIS, COUNTY OF COOK 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
John Jones

Green copy for Applicant

Completed Registration form

88205 AG

1 PRINT	Last Name JONES	First Name JOHN	Middle Initial J.	Sex M	Telephone No. (312) 555-1234	Precinct AG
Address - House No. 69		Street Direction and Name W. WASHINGTON ST.		Apt. or Lgt No. 600	Zip 60602	
Date of Birth 1-2-1934	Month	Day	Year	Place of Birth IL	State or Country IL	Ward
Social Security No. 123-45-6789				Social Security No. (If changed)		
Prior Registration: Address 1st REG			Name (If changed)			

2 If born outside of the United States, complete this section:

Citizen's Birth of U.S. Parent	Country	City	Date
<input type="checkbox"/>			

3 If unable to sign name complete Sections A & B. If you require assistance in voting, complete Section B.

A Father's First Name	Mother's First Name	Height	Color of Eyes	B Indicate Disability Reason for Inability to Sign Name, or Reason for Requiring Assistance in Voting
				Physical Disability <input type="checkbox"/> Describe Unable to Write <input type="checkbox"/>

4 STATE OF ILLINOIS, COUNTY OF COOK 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
John Jones

Subscribed and sworn to before me on 1st October, 2000
(month, day, year)
Janey Frances
Signer of Registration Office

Change of Name

If the applicant has had a change of name, it is necessary to cancel the previous registration. The applicant must complete Form 280, which authorizes the Board to cancel the previous registration. A new registration must also be taken at the same time, since the applicant's signature under the new name must appear on the registration form. Attach Form 280 to the completed registration.

Change of Address

Do not accept any change of address postcards. Any person who has had an address change must re-register in person. However, if a change of address card or old verification card is submitted, attach it to the completed registration form.

Cancellation of Registration within the State of Illinois

If the applicant has been registered from another address in Illinois, outside of Chicago, Form 279 must also be completed. This form is mailed to the previous jurisdiction by the Board and authorizes the cancellation of the previous registration. Attach completed Form 279 to the completed registration.

Do not use this form if the applicant is moving from one address in Chicago to another address in Chicago and simply re-registering.

Samples—Form 280 and Form 279

To be filled in
by Applicant

Form 280

Authorization For Cancellation of Registration Under Former Name

BOARD OF ELECTION COMMISSIONERS FOR THE CITY OF CHICAGO

TO REGISTRATION OFFICER: This form must be filled out for every person who has changed name to cancel the previous registration under the former name. You must re-register the person under the new name and enter the new registration number of the voter in the space provided below.

I hereby authorize the cancellation of my previous registration under the name of
Por esta autorizo la cancelación de mi previa inscripción bajo el nombre de

DOROTHY JONES
(Please Print) (Letra de Molde)

Former address 129 N. FIRST ST
(if applicable) Previa dirección (si aplicable)

I am re-registering under the name of DOROTHY ROBERTS
Me estoy re-inscribiendo bajo el nombre de (Please Print) (Letra de Molde)

Present address 140 W SECOND AVENUE
Presente dirección no 223805 L

NEW _____ registration form.

Rv. 4 - 1/94

To be filled in
by Applicant

279 AUTHORIZATION FOR CANCELLATION OF REGISTRATION WITHIN THE STATE OF ILLINOIS

REGISTRATION OFFICER: If the applicant for registration has been registered in another jurisdiction within Illinois, this form must be completed authorizing cancellation of the former registration.

I, AGNES CLOVE, am now registered as a voter within the jurisdiction of the Board of Election Commissioners of Chicago, and hereby authorize the cancellation of my previous registration in the municipality of ELGIN County of KANE State of Illinois, my last registration address therein being 1258 S. HIGH ST.

Signature Agnes Clove
Present Address 1030 E. MAY ST. CHICAGO, ILL.

ATTACH THIS FORM TO THE NEW REGISTRATION FORM AND RETURN TO THE BOARD OF ELECTION COMMISSIONERS IN ENVELOPE 274E.

Rv. 10/77 BOARD OF ELECTION COMMISSIONERS OF CHICAGO

Special Procedures for Registration of Persons with a Disability

If a person with a disability cannot enter the area registration location, complete the registration in a location that is accessible. This may include completing a registration at the person's vehicle or at the entrance of the building containing the place of registration.

The registration officer must return immediately to the place of registration with the completed registration. The registration officer may not close the place of registration or remove all of the registration materials. If any questions should arise on the proper procedure to follow, call **REGISTRATION CENTRAL (312)269-7870**.

If a person has a disability and is unable to appear at the registration site, call the Board at (312)269-7851 so that arrangements may be made to register the person.

Homeless Persons

If the applicant has a non-traditional residence including, but not limited to, a shelter, day shelter, park bench, street corner, or a space under a bridge, the applicant may be considered a homeless person. In order to register, the applicant must provide a mailing address which will be used as the applicant's residence for voting purposes. This mailing address can include, but is not limited to, a shelter, day shelter, or a private residence address.

The applicant must complete **Form 276A** and must provide two pieces of identification containing his or her name, with one of the two containing evidence that the applicant may use the mailing address he or she provided.

Follow all procedures for completing the registration form and have the applicant sign the registration form. Check the appropriate box at the bottom, of **Form 276A** to indicate the applicant is a homeless individual. Call **REGISTRATION CENTRAL (312)269-7870** if questions arise regarding these procedures.

Incomplete Registrations

A registration is incomplete if the applicant did not display proper identification as required by law, the applicant did not provide complete naturalization information when registering, or if other information such as date or place of birth required by law is missing. A registration is also incomplete if a proper signature does not appear on the form.

An incomplete registration must be entered on the audit report but will not be processed by the Board until the applicant provides further information.

If identification was not presented at the time of the registration, advise the applicant that he or she will be required to provide identification at the Board's office prior to the election or at the polling place on election day. If naturalization information is missing, advise the applicant that the Board must receive the naturalization information prior to election day.

Complete the bottom section of the pink **Form 276A** accurately and inform the applicant of the procedures explained above if his or her registration is incomplete.

NVRA Mail-in Voter Registration Applications Form 275

In an effort to provide ample opportunities for all qualified persons to register to vote, a supply of NVRA Mail-in Voter Registration Applications **Form 275** is included in the registration supply kit. This form is a pre-addressed, fold-over postcard which can be completed and mailed to the Board of Election Commissioners by any qualified person who desires to register to vote. **Form 275** does not require a deputy registrar signature, however, the applicant must complete and sign the form.

Anyone registering on **Form 275** must vote in person the first time he or she votes. Call **REGISTRATION CENTRAL (312)269-7870** if questions arise regarding the use of **Form 275**.

Members of Religious Orders

If the applicant is a member of a religious order, enter the civil last name, omit the applicant's first name, and enter the applicant's name acquired in the religious order and any other name adopted. All other information required on the registration form must be completed.

5. Completing the Area Registration Audit Report

A registration audit report Form 76AR, listing all used registrations, must be completed for each location. List the names and addresses of all registrations as they are completed. Voided or spoiled registrations must also be listed on the audit form.

Sample—Area Registration Audit Report Form 76AR



Form 76AR
REGISTRATION AUDIT REPORT
SATURDAY, OCTOBER 7, 2000

Ward 51
 Location Address 69 W. WASHINGTON

Registration Officers:

Print the registration number, name and address of each person you register as you complete them. List all "void" or "spoiled" forms also.

REGISTRATION NO.	NAME OF APPLICANT FOR REGISTRATION	APPLICANT'S ADDRESS	APT.
1. 88203 AG	MARGARET T. SMITH	69 W. WASHINGTON ST	800
2. 88204 AG	HENRIETTA L. PRINCE	69 W. WASHINGTON ST	602
3. 88205 AG	JOHN J. JONES	69 W. WASHINGTON ST	600
4. 88206 AG	VOID		
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

Signature of Registration Officer Jenny Frances Date Oct. 7, 2000
 Signature of Registration Officer Larry Crain Date Oct. 7, 2000

6. Concluding Registration After 5 p.m.

Step 1 Complete the Registration Payroll and Registration Certificate, Form 194R/76R.

Indicate the ward, location address and complete the entire form. Also record the number of registrations completed on the form. Delays in payment will occur if Form 194R/76R is not completed properly or thoroughly.

Step 2 Place registrations in Envelope 276E.

Place all completed registration forms, including voided forms and incomplete forms in Envelope 276E.

Fill in all requested information on the outside of Envelope 276E. Return all watcher credentials in Envelope 276E also.

Sample—Completed Form 194R/76R

Form 194R/76R
Ward 51
Location Address 69 W. WASHINGTON

REGISTRATION PAYROLL AND REGISTRATION CERTIFICATE
OCTOBER 7, 2000

INSTRUCTIONS:

- Each registration officer must print his or her name, sign his or her name and provide all information below. The payroll will be delayed if information is not provided.
- Complete the Registration Certificate on the bottom portion of this form.
 - Complete all required information below, including: total number of registrations taken; number of unused forms returned and number of spoiled or voided forms.
 - Print and sign your name.
 - Return this form to the designated Supply Return Location (see list in supply kit).
 - Enter the number of registrations taken on the front of envelope 276E.

PLEASE NOTE
No more than two (2) registration officers are allowed per site

							Office use only
Print Name <u>JENNY FRANCES</u>		Signature <u>Jenny Frances</u>		Telephone <u>312-555-7891</u>	Party <u>D</u>		
Address <u>69 W. WASHINGTON ST.</u>		Apt. <u>700</u>	Zip Code <u>60602</u>	Soc. Sec. No. <u>223-45-6799</u>	Annual Term <u>11</u>	Duration <u>5</u>	
Print Name <u>Terry Crain</u>		Signature <u>Terry Crain</u>		Telephone <u>312-555-4595</u>	Party <u>R</u>		
Address <u>69 W. WASHINGTON ST.</u>		Apt. <u>500</u>	Zip Code <u>60602</u>	Soc. Sec. No. <u>291-19-2929</u>	Annual Term <u>11</u>	Duration <u>5</u>	

Registration Certificate

Total number of Registration Forms received	100
A. Total number of registrations completed (do not include voided or spoiled forms here, see C)	+ 17
B. Total number of registration forms returned as unused	+ 80
C. Total number of registration forms voided or spoiled	+ 3
Add A + B + C	= 100

We the undersigned Registration Officers of the Board of Election Commissioners for the City of Chicago, do hereby certify that at the voter registration scheduled on the 7th day of October, 2000 there were registered by us those persons whose names which appear on the registration record cards and audit sheets, and that the number of voters registered is set forth above.

1. JENNY FRANCES Jenny Frances 2. Terry Crain Terry Crain
 Print Name Signature Print Name Signature

3. Terry Crain returned the registration supplies to the designated Supply Return Location.
 Print Name

Step 3 Return all registration materials.

Registration materials may be returned on either Saturday, October 7 or Sunday, October 8.

**Return Locations Saturday, October 7
5 p.m. to 7 p.m. ONLY.**

- Board of Election Commissioners
69 W. Washington St.
Main Lobby (corner of Washington and Dearborn Streets)
- Fire Station
2322 W. Foster Ave.
- Fire Station
4911 W. Belmont Ave.
- Fire Station
2215 W. 51st St.
- Fire Station
8120 S. Ashland Ave.
- Fire Station
3027 E. 93rd St.

**Return Location Sunday, October 8
9 a.m. to 3 p.m.**

- Board of Election Commissioners
69 W. Washington St.
Main Lobby (corner of Washington and Dearborn Streets)



Important Phone Numbers

Missing registration materials 312-326-6200
To determine registration location 312-269-7900
Judge of Election Department..... 312-269-7984

REGISTRATION CENTRAL 312-269-7870
October 7 only 9:00 a.m.-5:30 p.m.

