

Date Printed: 06/16/2009

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JTS Box Number: IFES\_80  
Tab Number: 23  
Document Title: Instructions on Voter Registration in  
Chicago for the Volunteer Deputy  
Document Date: 1995  
Document Country: United States --  
Illinois  
Document Language: English  
IFES ID: CE02166



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**Instructions on**  
**Voter Registration**  
**in Chicago for the**  
**Volunteer Deputy Registrar Program**

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*Issued by the*

**Board of Election Commissioners**  
**Room 308—City Hall**  
**Chicago, Illinois 60602**  
**Telephone 269-7900**  
**TDD 269-0027 (for hearing impaired only)**

January, 1995



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# Instructions on Voter Registration

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Registration is a process whereby a citizen of the State of Illinois becomes a voter. It is a record of voter qualifications and provides information for identifying the voter on election day.

As a volunteer deputy registrar for the Board of Election Commissioners, you are responsible for all registration supplies in your custody. These materials must be securely kept at all times and may not be transferred to another deputy registrar.

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This instruction handbook pertains to completing City of Chicago registration forms and to registering residents of the City of Chicago.

If any questions arise, call the Board at 269-7851.

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# Deputy Registrar Qualifications and Training

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## Qualifications

A deputy registrar must be:

- a registered voter in the city of Chicago or suburban Cook County
- able to speak, read and write the English language
- sponsored by a qualified organization or agency including:
  1. The chief librarian or designated person(s) from any public library. Deputy registrars sponsored by libraries may take registrations only at the library location.
  2. The principal or designated person(s) from any high school or vocational school. Deputy registrars sponsored by schools may take registrations only at the sponsor school.
  3. The president or designated person(s) of any university, college, community college, academy or other institution of learning. Deputy registrars sponsored by the above learning institutions may take registrations only at the sponsor location.
  4. An elected or appointed official of a bona fide labor organization or qualified member(s). Deputy registrars sponsored by labor organizations may take registrations anywhere in the city of Chicago.
  5. An elected or appointed official of a bona fide State civic organization certified by the State Board of Elections or qualified member(s). For information on the certification process, contact the State Board of Elections 814-6440. Deputy registrars sponsored by a certified civic organization may take registrations anywhere in the city of Chicago.
  6. Certain state agencies. The Director of the Illinois Department of Public Aid, the Director of Illinois Department of Employment Security and the Secretary of State may designate employees to accept voter registrations at such offices.
  7. The president or designated employee(s) of any corporation. Deputy registrars sponsored by corporations may take registrations anywhere in the city of Chicago.

## Training

If a person has never served as a volunteer deputy registrar or is required to receive additional training, the sponsor group must register his/her name in writing for a specific training session. A schedule of training sessions is provided on a monthly basis to all sponsor groups. Only registered voters residing in Chicago are trained by the Board; suburban residents must contact the Cook County Clerk's office for information on their training requirements.

Field training (outside the Board's downtown office) is available for organizations with 35 or more volunteers to be trained upon their written request. Depending upon the previous response to prior field training sessions and availability of Board personnel to conduct the session, the Board may schedule a field class(es) as needed. For complete information on field training requirements, contact the Community Services Department, 269-7851.

Training sessions end approximately 40 days prior to an election.

The sponsor group must designate a coordinator who will be available to work with the Board and serve as liaison between the group and the Board.

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## Program Rules

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A volunteer deputy registrar may not accept voter registrations in any area where alcoholic beverages are served, sold or consumed or register any person who is not legally qualified.

A deputy registrar may not engage in electioneering during the performance of his/her duty, however, the deputy registrar may accept voter registrations in campaign and/or political offices and events, as long as the deputy is not personally electioneering. "Electioneering" is activity for or against candidates for public offices, referenda or other questions of public policy. It includes the wearing of candidate, party or cause-related buttons, displaying posters or literature, verbal statements or the distribution of such buttons, posters or literature.

Registration of homeless persons and pretrial detainees (persons not serving a sentence of confinement and eligible to register to vote) is covered by special court orders. Contact the Community Services Department, 269-7851, for information on these registration procedures.

If any registrations are taken during the time period when voter registration is open, *but are returned more than 24 hours after the close of registration*, the registration will not be processed for that election.

If any registrations are completed by a deputy registrar on a date when registration is closed by law (28 days prior to an election), the registration will not be valid.

Failure to follow procedures required by the Board of Election Commissioners for the Volunteer Deputy Registrar Program may prompt removal of the deputy registrar from the program.

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## Organizing Registration Activities

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Registrations may be taken at any time *except* during the 28 day period preceeding an election. Registration forms are issued in serial number order to all qualified deputy registrars. The blank registration forms are valid during the 2-year appointment period only.

A sponsor group may set up registration sites and schedule deputy registrars to work the site or the group may expect deputies to conduct door-to-door registration throughout the neighborhood.

Here are a few basic points to a successful registration drive:

### 1—Choose a registration site

- Select a location where foot traffic is heavy.
- If the site is inside a store, school, or business for example, get permission from the manager, proprietor or principal to conduct voter registration on the premises.
- If the site is in a park or street corner, check whether a permit is required for the location.

### 2—Arrange for supplies

- If the site is inside, see whether a table and chairs are available for use.
- If the site is outside (or tables and chairs are not available), arrange to bring a table and chairs to the site.
- If a table and chairs are not available from anywhere, use clipboards as the flat surface to write on.

### 3—Publicize the activity

- Obtain posters from the Board and place them in the vicinity of the scheduled registration activity.

- Place an ad in or mail a press release about the activity to the neighborhood newspaper promoting the registration.

- Distribute flyers door-to-door to inform the community of the registration opportunity.

- Ask the local ministers to mention the registration activity in the weekly bulletin.

### 4—Schedule deputy registrars to work at the registration site

- Make sure the site has a qualified registrar during all published hours.

- Make sure each registrar brings his/her own registration materials (including pens).

- Remind the deputy registrars a day or two before the activity.

- Inform the owner or manager of the name(s) of the scheduled deputy registrars.

### 5—Supervise the registration activity and review the completed registrations

- Make sure the deputy registrars are on time.

- Make sure there are adequate registration supplies.

Remember, a deputy registrar is required to:

- wear the badge issued by the Board at all times when engaged in voter registration activities and must be polite and impartial while accepting voter registration.

- register only those persons who appear before him or her.

- examine two pieces of identification from the applicant prior to accepting the voter registration.

- legibly complete, date and sign the voter registration form.

- give the green tissue receipt to each person he/she has registered.

- record all information accurately on the audit sheet.

### 6—Return the completed registrations to the Board of Election Commissioners

Completed registrations must be returned to the Board of Elections within seven (7) days of the date accepted. However, during the last week of registration preceeding an election, registrations must be returned to the Board within 48 hours of the date accepted.

Registrations taken on the last day of registration preceeding an election must be returned to the Board within 24 hours.

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## Registration and Identification Requirements

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In order to be eligible to register to vote, a person must:

- a. be a citizen of the United States on the day he or she registers;
- b. be 18 years old on or before the date of the next election;
- c. be a resident of the precinct at least 30 days on or before the date of the next election;
- d. present proper identification as explained below.

Two pieces of identification must be presented at the time of registration. Follow the guidelines below to determine if the identification is acceptable.

1. Both pieces of identification must contain the applicant's name.
2. One piece of identification must contain the current address from which the applicant is registering.
3. The two pieces of identification must be from two different sources, i.e. two different credit cards from two different companies; two bills from different utility companies such as a gas bill and an electric bill; a school identification card and a social security card, etc.
4. A letter delivered to the applicant through the U.S. postal system from a state, federal or city agency, a utility company, an employer or school, a credit company or a civic, union or professional association may be accepted as one of the pieces of identification.

5. Identification cannot be self-generated, as for example, a handwritten or typed wallet identification card.

6. Acceptable identification may include, but is not limited to:

- a. driver's license
- b. social security card
- c. utility bill
- d. employer or student identification card
- e. credit card
- f. civic, union, or professional association membership card
- g. birth certificate
- h. public assistance identification card
- i. library card

**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 the person actually lives there and it is his or her permanent abode. No one may register from a post office box or a lock box.

# How to Complete a Registration

Remember, as a volunteer deputy registrar, it is your responsibility to complete the registration form in a legible manner. Your neighbor's right to vote depends on your accuracy.

There are three steps in the registration process. They are:

## Step 1

Find out if the person needs to register and is qualified to register to vote.

## Step 2

Ask the person to complete the pink preliminary form containing voter information and record the identification presented.

## Step 3

Complete the registration form and return it to the Board of Election as directed.

Do not duplicate a current registration. If the voter has not moved or changed his or her name since last voting, the registration record should still be current. If the person has lost his or her verification card, consult the table of contents for the location of information on lost or stolen verification cards.

**Step 2: Ask the applicant to complete form 276A and record the identification presented.**

Have the applicant complete the pink form 276A.

All information must be provided. See completed sample below. This form will be attached to the completed registration form when you have finished.

A registration will not be processed without a completed pink form 276A.

Indicate your sponsor organization on the pink form on the line "Civic Organization."

Record the type of identification the applicant showed you on the bottom of the form 276A. If you do not indicate the type of identification presented, the registration will not be processed.

**Step 3: Complete the official registration form 276.**

PRINT, use black or blue ball point pen. Do not allow the applicant to fill in this form. Copy the information from the pink form 276A which the applicant completed.

**Step 1: Find out if the person needs to register and is qualified.**

Determine whether the person meets the requirements for voter registration and request identification as explained on the previous page.

Ask the applicant if he or she has ever registered in the City of Chicago. If so, find out if the person has had a name or address change within the City. Consult the table of contents for the location of change of name and change of address information.

## Sample — Completed Form 276A

To be filled in by Applicant

INFORMATION FOR VOTER REGISTRATION										Form 276A	
PRINT Last Name	Doe		First Name	John		Middle Initial	Jr.	Sr.	Would you consider serving as a judge of election? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Address - House No. Street Direction and Name	122 N. LaSalle St.			Apt. or Lot No.	2	City	Chicago	Zip	60602	Telephone No.	555-1212
Date of Birth	Month	Day	Year	Place of Birth	State or Country	Sex	Social Security No.				
	12	14	1953	IL	IL	<input checked="" type="radio"/> M <input type="radio"/> F	123 45 6789				
Prior Registration:	1st Registration					Address		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											
Type of Identification Displayed: (check appropriate boxes)						Civic Organization <u>BEC</u>					
Civic Membership Card	<input type="checkbox"/>	Professional Card	<input type="checkbox"/>	Utility Bill	<input type="checkbox"/>	Other (Specify below)					
Credit Card	<input type="checkbox"/>	Social Security Card	<input checked="" type="checkbox"/>								
Driver's License	<input checked="" type="checkbox"/>	Student I.D.	<input type="checkbox"/>								
Employee I.D.	<input type="checkbox"/>	Union Membership Card	<input type="checkbox"/>								
Check appropriate box if any information is missing:						Check box if Form 280 (Change of Name) is attached <input type="checkbox"/>					
No Identification Given	<input type="checkbox"/>	Naturalization Information	<input type="checkbox"/>								
Social Security Number	<input type="checkbox"/>	(Give applicant Form 27)	<input type="checkbox"/>								

To be filled in by Registrar

• 276  
Rv. 1-9/89

**A. Section 1— Complete for ALL registrations— see sample below**

**Name:** Print the applicant's last name, first name and middle initial. 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.

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

**Telephone Number:** Record the applicant's telephone number, if available. 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.

**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.

**Place of Birth:** If the applicant was born in the United States, print the state of birth only. Proper state abbreviations are located on page 16 of this handbook. If the applicant was born outside of the United States, print the country of birth only.

**Sex:** Circle "M" for a male or "F" for a female applicant.

**Social Security Number:** Print the applicant's social security number, if available. If the applicant does not have a social security number, leave the section blank and continue with the rest of the registration.

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

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

**Precinct/Ward:** Leave these sections blank.

**Sample— Section 1— Complete for ALL registrations**

**Registrar  
Fill in Section 1  
(for ALL registrations)**

Print Hard — Use Ballpoint Pen

To be valid, this form must be used before  
December 3, 1990.

<b>00030 DR</b>																																	
<b>1</b> PRINT Last Name <b>DOE</b>			First Name <b>JOHN</b>			Middle Initial <b>H.</b>		Sr Jr <b>555-1212</b>		Telephone No. <b>60002</b>	Precinct																						
Address - House No <b>122 N. LASALLE ST.</b>				Street Direction and Name			Apt. or Lot No. <b>2</b>		Zip <b>60002</b>		Ward																						
Date of Birth <b>12 - 14 1953</b>	Month	Day	Year	Place of Birth <b>IL</b>	State or Country		Sex <input checked="" type="radio"/> M <input type="radio"/> F	Social Security No. <b>123 45 6789</b>																									
Prior Registration: Address <b>1st REG.</b>							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		Date																							
				Naturalized																													
<b>3</b> If unable to sign name complete this section:				Father's First Name		Mother's First Name		Height	Color of Eyes	Reason for Inability to Sign Name																							
				Distinguishing Marks				Physical Disability <input type="checkbox"/>	Describe																								
								Unable to Write <input type="checkbox"/>																									
<b>4</b> 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.																																	
Subscribed and sworn to before me this _____ day of _____ 19 _____																																	
Signature of Registration Officer						Signature or Mark of Applicant for Registration																											
To Election Judges		Write Record	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15
For Primary mark		Primary																															
For Democratic mark		Democratic																															
For Republican mark		Republican																															
For Independent mark		Independent																															
For Other mark		Other																															
For Party mark X		Special																															

Form 276



**B. Section 2—Complete for persons born outside the U.S. only**

An applicant born outside of the United States must provide naturalization information required in Section 2. This section is completed *only* if the applicant was born outside the United States. Persons born in Puerto Rico, Guam, or the Virgin Islands are citizens by birth and do not require additional proof 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—Complete for persons born outside of the U.S. only**

000033 DR

**1** PRINT Last Name **ZAMBELOS** First Name **MARIAN** Middle Initial **T.** Sr. Telephone No. **555-1313** Precinct

Address - House No. **130 N. LASALLE ST.** Street Direction and Name Apt. or Lot No. **4** Zip **60602** Ward

Date of Birth **10-10-1949** Place of Birth **GREECE** State or Country Sex **M** Social Security No. **123 45 6788**

Prior Registration: Address **1ST REG.** Name (If Changed)

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

Citizenship	If Naturalized: Own Papers <input checked="" type="checkbox"/> Parent's Papers <input type="checkbox"/>			
	Born of U.S. Parent	Court	City	State
Naturalized	<input checked="" type="checkbox"/>	<b>U.S. DIST.</b>	<b>CHGO</b>	<b>IL</b>
				Date <b>10-11-1918</b>

**3** If unable to sign name complete this section:

Father's First Name	Mother's First Name	Height	Color of Eyes	Reason for Inability to Sign Name	
				Physical Disability <input type="checkbox"/>	Describe
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.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_

\_\_\_\_\_  
Signature of Registration Officer

\_\_\_\_\_  
Signature or Mark of Applicant for Registration

To Election Judges: For Primary, mark D for Democrat R for Republican or as instructed For all other elections, mark X	Voting Record	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15		
	Primary																																	
	General																																	
	Non Partisan																																	
Special																																		

Registrar Fill in Section 2 (if required)


To be valid, this form must be filed before December 3, 1998

Print Hard - Use Form 276

Do not refuse to register a naturalized citizen if he or she does not have specific citizenship information available at the time of registration. Complete the registration as much as possible and issue the applicant post card form 27—notice to complete registration. Print the applicant's name and address on the form and give to the applicant to finish and return to the Board.

**Sample — Incomplete citizenship information form 27**

**To be completed and returned by Applicant**

CITIZENSHIP INFORMATION				Form 27
<b>Instructions:</b> 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.				
<b>For use by Registration Officers:</b>				
PRINT NAME <b>ANN BENLINE</b>		REGISTRATION NO. <b>10408051</b>		
ADDRESS <b>1656 W. BELMONT AVE</b>		DATE OF BIRTH <b>5 / 31 / 1930</b>		
<b>Applicant complete below:</b>				
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 <b>/ /</b>	
PHONE NO.		Signature of Applicant		
 © 370		Rv. 11/85 <b>Mail this card immediately to Board of Election Commissioners to ensure your eligibility to vote.</b>		

**C. Section 3—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 following information from any applicant who is unable to sign his or her name on the registration form. This information will assist the judges in identifying the voter on election day.

1. Father's first name
2. Mother's first name
3. Height
4. Color of eyes
5. Distinguishing marks
6. Reason for inability to sign name

Indicate, with a cross mark (x), the reason the applicant cannot sign the form.

**Sample—Section 3—complete if applicant is unable to sign name only**

Print Pen

Print

To be valid, this form must be used before December 3, 1990.

Registrar  
Fill in Section 3  
(if necessary)

00034 DR

<b>1</b>	PRINT Last Name <b>SMITH</b>	First Name <b>JACK</b>	Middle Initial <b>L</b>	Sr <b>Jr</b>	Telephone No. <b>555-1414</b>	Precinct <b>60602</b>
Address - House No. <b>135 N.</b>		Street Direction and Name <b>LASALLE ST.</b>		Apt. or Lot No. <b>1</b>		Ward
Date of Birth <b>4 - 12 - 1932</b>	Day	Year	Place of Birth <b>IL</b>	State or Country	Sex <input checked="" type="radio"/> M <input type="radio"/> F	Social Security No. <b>122 34 5678</b>
Prior Registration: Address <b>133 N. LASALLE ST.</b>			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	Date	
	Naturalized					

<b>3</b>	If unable to sign name complete this section:	Father's First Name <b>LENNY</b>	Mother's First Name <b>JANE</b>	Height <b>6'</b>	Color of Eyes <b>BLUE</b>	Reason for inability to Sign Name Physical Disability <input checked="" type="checkbox"/> Describe <b>BLIND</b> Unable to Write <input type="checkbox"/>
	Distinguishing Marks	<b>NONE</b>				

**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.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_

\_\_\_\_\_  
Signature of Registration Officer

\_\_\_\_\_  
Signature or Mark of Applicant for Registration

To Election Judges:	Voting Record	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15
For Primary mark	Primary																															
For Democrat	General																															
For Republican	Non Partisan																															
For as restricted	Special																															
For a: other elections, mark X																																

## D. Section 4—Complete for ALL registrations

Administer the oath, which is required by law, to the applicant. This oath is located at the bottom of the registration form in Section 4.

Enter the date of the registration and sign your name on the line provided for signature of the registration officer. Have the applicant sign his or her name, as it appears in Section 1, on the line provided for signature. If the applicant cannot sign, and Section 3 has been completed as explained above, have the applicant make his mark on the line.

Attach the pink form 276A, completed by the applicant, to the back of the finished registration form. Registrations will not be accepted without the completed pink form.

Remove the green tissue receipt from between the copies of the registration form. Give the green receipt to the applicant. A registration is not complete, however, until the person has received a verification card from the Board.

Issue the applicant a "Notice" form 277 for his or her information.

## Sample—Section 4—Complete for ALL registrations

Ballpoint Pen  
 Form 276  
 To be used before September 3, 1990.

**Registrar  
Fill in Section 4  
(for ALL registrations)**

00030DR																																																																																																																																																																												
<b>1</b> PRINT		Last Name <b>DOE</b>			First Name <b>JOHN</b>			Middle Initial <b>H.</b>		Sex <b>M</b> <input type="checkbox"/> F		Telephone No. <b>555-1212</b>	Precinct																																																																																																																																																															
Address - House No. <b>122</b>		Street Direction and Name <b>N. LASALLE ST.</b>				Apt. or Lot No. <b>2</b>		Zip <b>60602</b>		Ward																																																																																																																																																																		
Date of Birth <b>12-14-1953</b>	Month	Day	Year	Place of Birth <b>IL</b>	State or Country		Social Security No. <b>123-45-6789</b>		Prior Registration: Address <b>1ST REG.</b>			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		Naturalized		Court		City		State		Date																																																																																																																																																																		
<b>3</b> If unable to sign name complete this section:				Father's First Name		Mother's First Name		Height		Color of Eyes		Reason for Inability to Sign Name																																																																																																																																																																
										Physical Disability <input type="checkbox"/>		Describe																																																																																																																																																																
				Distinguishing Marks						Unable to Write <input type="checkbox"/>																																																																																																																																																																		
<b>4</b> 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.																																																																																																																																																																												
Subscribed and sworn to before me this <b>20th</b> day of <b>November</b> 19 <b>89</b>																																																																																																																																																																												
Signature of Registration Officer <i>Jenny Frances</i>								Signature or Mark of Applicant for Registration <i>John H. Doe</i>																																																																																																																																																																				
To Election Judges		<table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <tr> <td>Writing Record</td> <td>85</td><td>86</td><td>87</td><td>88</td><td>89</td><td>90</td><td>91</td><td>92</td><td>93</td><td>94</td><td>95</td><td>96</td><td>97</td><td>98</td><td>99</td><td>00</td><td>01</td><td>02</td><td>03</td><td>04</td><td>05</td><td>06</td><td>07</td><td>08</td><td>09</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td> </tr> <tr> <td>For Primary mark</td> <td colspan="31">Primary</td> </tr> <tr> <td>For Director</td> <td colspan="31">General</td> </tr> <tr> <td>For Republican</td> <td colspan="31">Non Partisan</td> </tr> <tr> <td>For other election mark X</td> <td colspan="31">Special</td> </tr> </table>											Writing Record	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	For Primary mark	Primary																															For Director	General																															For Republican	Non Partisan																															For other election mark X	Special																														
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Completed Registration form

Print Hard - Use Ballpoint Pen

To be valid, this form must be used before December 3, 1996.

Form 276

00030 DR

**1** PRINT Last Name DOE First Name JOHN Middle Initial H. Telephone No. 555-1212 Precinct  
 Address - House No. 122 Street Direction and Name N. LASALLE ST. Apt. or Lot No. 2 Zip 60602 Ward

Date of Birth 12-14-1953 Place of Birth IL State or Country IL Sex  M  F Social Security No. 123-45-6789

Prior Registration: Address 1ST REG. Name (if Changed) \_\_\_\_\_

**2** If born outside the United States, complete this section:  
 Citizenship \_\_\_\_\_ If Naturalized: Court \_\_\_\_\_ Own Papers  Parent's Papers   
 Born of U.S. Parent \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Date \_\_\_\_\_  
 Naturalized \_\_\_\_\_ Height \_\_\_\_\_ Color of Eyes \_\_\_\_\_ Physical Disability  Describe \_\_\_\_\_  
 Father's First Name \_\_\_\_\_ Mother's First Name \_\_\_\_\_ Unable to Write

**3** If unable to sign name complete this section:  
 Distinguishing Marks \_\_\_\_\_ Reason for inability to Sign Name \_\_\_\_\_

**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.  
 Subscribed and sworn to before me this 20th day of November 19 89  
Jenny Frances Signature of Registration Officer  
John H. Doe Signature of Mark of Applicant for Registration

To Election Judges:	Voting Record	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15		
For Primary, mark D for Democrat R for Republican or as instructed For all other elections, mark X	Primary																																	
	General																																	
	Non Partisan																																	
	Special																																	

Print Hard - Use Ballpoint Pen

Form 276

Civic Organization

00030 DR

**1** PRINT Last Name DOE First Name JOHN Middle Initial H. Telephone No. 555-1212 Precinct  
 Address - House No. 122 Street Direction and Name N. LASALLE ST. Apt. or Lot No. 2 Zip 60602 Ward

Date of Birth 12-14-1953 Place of Birth IL State or Country IL Sex  M  F Social Security No. 123-45-6789

Prior Registration: Address 1ST REG. Name (if Changed) \_\_\_\_\_

**2** If born outside the United States, complete this section:  
 Citizenship \_\_\_\_\_ If Naturalized: Court \_\_\_\_\_ Own Papers  Parent's Papers   
 Born of U.S. Parent \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Date \_\_\_\_\_  
 Naturalized \_\_\_\_\_ Height \_\_\_\_\_ Color of Eyes \_\_\_\_\_ Physical Disability  Describe \_\_\_\_\_  
 Father's First Name \_\_\_\_\_ Mother's First Name \_\_\_\_\_ Unable to Write

**3** If unable to sign name complete this section:  
 Distinguishing Marks \_\_\_\_\_ Reason for inability to Sign Name \_\_\_\_\_

**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.  
 Subscribed and sworn to before me this 20th day of November 19 89  
Jenny Frances Signature of Registration Officer  
John H. Doe Signature of Mark of Applicant for Registration

To Election Judges:	Voting Record	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15			
For Primary, mark D for Democrat R for Republican or as instructed For all other elections, mark X	Primary																																		
	General																																		
	Non Partisan																																		
	Special																																		

Green copy for Applicant

## Change of Name

If the applicant was previously registered within Chicago and has had a change of name, the former registration must be cancelled and a new registration, under the new name, must be taken. The applicant must complete form 280 and must also re-register under the new name. Indicate the previous name if changed in Section 1 on the new registration and attach form 280 to the new registration.

## Change of Address

If a previously registered voter in Chicago has changed his or her address, the person should re-register. If the applicant submits a change of address card, simply attach the card to the completed new registration. Do not accept any change of address cards unless the person also completes a new registration. In this manner, the voter will be saved the inconvenience of a second

### Sample—Cancellation of former registration

To be filled in  
by Applicant

280

#### Authorization For Cancellation of Registration Under Former Name

#### BOARD OF ELECTION COMMISSIONERS OF CHICAGO

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

Dorothy Jones

Former address  
(if applicable)

129 N. First St.

I am re-registering under the name of

Dorothy Roberts

Present address

140 W. Second Avenue

NEW REGISTRATION NO. 223805 L

ATTACH THIS FORM TO THE NEW REGISTRATION FORM AND RETURN TO THE BOARD OF ELECTION COMMISSIONERS IN ENVELOPE 276E.

MISS  
EV.

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

(Print Name)

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, IL.

ATTACH THIS FORM TO THE NEW REGISTRATION FORM AND RETURN TO THE BOARD OF ELECTION COMMISSIONERS IN ENVELOPE 276E.

Ev. 10/77

BOARD OF ELECTION COMMISSIONERS OF CHICAGO

To be filled in  
by Applicant

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## Important Reminders:

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trip to register, if the former registration at the old address is no longer valid.

Persons may attempt to submit a change of address card for a spouse, friend or acquaintance. Do not accept change of address cards for these persons, since it is impossible for you to verify whether the former registration is still valid.

Re-register any person who has had a change of address and be certain to record the prior address where registered in Section 1 on the registration form. Attach the change of address or old verification card to the new registration.

If the applicant has been registered from another address in Illinois, outside of Chicago, complete form 279, which authorizes the cancellation of the previous registration. Do not use this form if the applicant was registered in another state, or was registered in Chicago and is simply re-registering. Attach form 279 to the completed registration.

1. Only those persons who are qualified may register to vote. These instructions and forms are for registering residents of the City of Chicago only, not suburban Cook County.

2. Identification is required and it must be recorded on the bottom of form 276A by the deputy registrar.

3. A pink form 276A must be completed by the applicant and must be attached to the back of the registration when finished.

4. The official registration form must be completed by the deputy registrar, *not the applicant*.

5. The official registration form must be dated and signed on the day it is completed.

6. All registrations must be **printed** in a legible manner.

7. Do not scratch out or attempt to erase on the form. If an error is made, mark the form "VOID" and begin on a new form.

8. Do not print any information in the margin areas of the registration form.

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## Members of Religious Orders

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If the applicant is a member of a religious order, enter the civil last name, omit the applicant's first name, and enter the name acquired in the religious order and any other name adopted. Complete the remainder of the registration as required.

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## Lost or Stolen Verification Cards

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If a registered voter requests a new verification card, do not take a new registration unless the applicant has moved or had a name change. If the card has been lost or stolen, the person must contact the Board of Election Commissioners directly.

Requests for new verification cards (i.d. cards) should be sent to the Board of Election Commissioners, Room 308, City Hall, Chicago, IL 60602. The request must include name, address, and signature, as registered, of the person requesting the replacement card.

# Completing the Registration Audit Report

A registration audit report, listing all used registrations, must be completed by the deputy registrar. Each registration must be listed on the audit report by serial number and in numerical order. A Board employee will verify each name and address listed from the individual registration and sign the report. Voided or spoiled registrations must also be listed on the audit form.

A copy of the audit report will be given to the deputy registrar as a record of the registrations returned. However, no registration will be complete until the registration is processed and a verification card is received by the applicant.

If, for any reason, a registration cannot be processed by the Board, a notation will be made on the original audit report kept by the Board. Registrations will not be accepted without a completed audit form.

## Sample — Registration Audit Report

**To be filled in  
by Registrar**

FORM 301 Rev 6-86

### REGISTRATION AUDIT REPORT

OFFICE USE ONLY FORM	
DATE	SCREENED BY
VOLUNTEER CODE	NO OF REGISTRATIONS

Instructions to Deputy Registrars:  
Print the registration number and complete name and address of each person you register to vote. List the names and addresses of these registrations in numerical order by the serial number on the registration card.

Registration Number	Complete Name of Registrant	Address of Registrant	Office Use Only
1. 00030 DR	JOHN H. DOE	122 N. LASALLE ST.	
2. 00031 DR	VOID	VOID	
3. 00032 DR	VOID	VOID	
4. 00033 DR	MARIAN T. ZAMBELOS	130 N. LASALLE ST.	
5. 00034 DR	JACK L. SMITH	135 N. LASALLE ST.	
6.			
7.			
8.			

Please Print: I, JENNY FRANCES, residing at 121 N. LASALLE ST., a volunteer deputy registrar representing BEC Civic or Labor Organization, certify that I personally registered the persons listed above to vote and that I correctly listed their residence addresses; in accordance with the law and Board Rules.

Connie Kaplan  
Signature of Board Employee  
Date 11-21-89

Jenny Frances Date 11-21-89  
Signature of Deputy Registrar

Complete if registrations are returned by organization coordinator:

\_\_\_\_\_  
Organization Coordinator

Date \_\_\_\_\_



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## **Returning Completed Registrations**

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All completed registrations must be returned to the Board by the deputy registrar or the registration coordinator within 7 days of the date the registration was accepted. However, during the last week of registration (the period between the 35th and 28th day prior to an election), completed registrations must be returned within 48 hours. Completed registrations taken on the last day (28th day prior to an election) must be returned within 24 hours.

The Board office is located in Room 308 of the City Hall building, 121 N. LaSalle St. and is open for the return of materials from deputy registrars Monday thru Friday from 8 a.m. to 4:30 p.m. Hours are extended prior to an election and special return arrangements may be made with the Board upon request.

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## **Verification of Registration Cards**

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The applicant will receive a verification of registration card within four weeks of the date the registration is returned by the deputy registrar. If the applicant does not receive a card within this time period, the person should call the Board at 269-7936.

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## State Abbreviations

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



**NEW  
DOCUMENT**



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**Instructions on**

# Voter Registration

**in Chicago for the**

## Volunteer Deputy Register Program

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*Issued by the*

**Board of Election Commissioners  
Room 308—City Hall  
Chicago, Illinois 60602  
Telephone 269-7900  
TDD 269-0027 (for hearing impaired only)**

December, 1989

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# Instructions on Voter Registration

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Registration is a process whereby a citizen of the State of Illinois becomes a voter. It is a record of voter qualifications and provides information for identifying the voter on election day.

As a volunteer deputy registrar for the Board of Election Commissioners, you are responsible for all registration supplies in your custody. These materials must be securely kept at all times and may not be transferred to another deputy registrar.

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2	Deputy Registrar Qualifications and Training
2	Program Rules
3	Organizing Registration Activities
4	Registration and Identification Requirements
5-11	How to Complete a Registration
5	Form 276A—Completed by the applicant
6-11	Registration Form 276—Completed by the registrar
6	Section 1—Complete for ALL registrations
7-8	Section 2—Complete for persons born outside the U.S.
9	Section 3—Complete for persons unable to sign name
10-11	Section 4—Complete for ALL registrations
	Completed sample registration and receipt
12	Change of Name
12	Change of Address
13	Lost or Stolen Verification Cards
13	<b>Important Reminders</b>
14	Completing the Registration Audit Report
15	Returning the Registrations
16	State Abbreviations

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This instruction handbook pertains to completing City of Chicago registration forms and to registering residents of the City of Chicago.

If any questions arise, call the Board at 269-7851.

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# Deputy Registrar Qualifications and Training

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## Qualifications

A deputy registrar must be:

- a registered voter in the city of Chicago or suburban Cook County
- able to speak, read and write the English language
- sponsored by a qualified organization or agency including:
  1. The chief librarian or designated person(s) from any public library. Deputy registrars sponsored by libraries may take registrations only at the library location.
  2. The principal or designated person(s) from any high school or vocational school. Deputy registrars sponsored by schools may take registrations only at the sponsor school.
  3. The president or designated person(s) of any university, college, community college, academy or other institution of learning. Deputy registrars sponsored by the above learning institutions may take registrations only at the sponsor location.
  4. An elected or appointed official of a bona fide labor organization or qualified member(s). Deputy registrars sponsored by labor organizations may take registrations anywhere in the city of Chicago.
  5. An elected or appointed official of a bona fide State civic organization certified by the State Board of Elections or qualified member(s). For information on the certification process, contact the State Board of Elections 814-6440. Deputy registrars sponsored by a certified civic organization may take registrations anywhere in the city of Chicago.
  6. Certain state agencies. The Director of the Illinois Department of Public Aid, the Director of Illinois Department of Employment Security and the Secretary of State may designate employees to accept voter registrations at such offices.
  7. The president or designated employee(s) of any corporation. Deputy registrars sponsored by corporations may take registrations anywhere in the city of Chicago.

## Training

If a person has never served as a volunteer deputy registrar or is required to receive additional training, the sponsor group must register his/her name in writing for a specific training session. A schedule of training sessions is provided on a monthly basis to all sponsor groups. Only registered voters residing in Chicago are trained by the Board; suburban residents must contact the Cook County Clerk's office for information on their training requirements.

Field training (outside the Board's downtown office) is available for organizations with 35 or more volunteers to be trained upon their written request. Depending upon the previous response to prior field training sessions and availability of Board personnel to conduct the session, the Board may schedule a field class(es) as needed. For complete information on field training requirements, contact the Community Services Department, 269-7851.

Training sessions end approximately 40 days prior to an election.

The sponsor group must designate a coordinator who will be available to work with the Board and serve as liaison between the group and the Board.

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## Program Rules

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A volunteer deputy registrar may not accept voter registrations in any area where alcoholic beverages are served, sold or consumed or register any person who is not legally qualified.

A deputy registrar may not engage in electioneering during the performance of his/her duty, however, the deputy registrar may accept voter registrations in campaign and/or political offices and events, as long as the deputy is not personally electioneering. "Electioneering" is activity for or against candidates for public offices, referenda or other questions of public policy. It includes the wearing of candidate, party or cause-related buttons, displaying posters or literature, verbal statements or the distribution of such buttons, posters or literature.

Registration of homeless persons and pretrial detainees (persons not serving a sentence of confinement and eligible to register to vote) is covered by special court orders. Contact the Community Services Department, 269-7851, for information on these registration procedures.

If any registrations are taken during the time period when voter registration is open, but are returned more than 24 hours after the close of registration, the registration will not be processed for that election.

If any registrations are completed by a deputy registrar on a date when registration is closed by law (28 days prior to an election), the registration will not be valid.

Failure to follow procedures required by the Board of Election Commissioners for the Volunteer Deputy Registrar Program may prompt removal of the deputy registrar from the program.

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## Organizing Registration Activities

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Registrations may be taken at any time except during the 28 day period preceeding an election. Registration forms are issued in serial number order to all qualified deputy registrars. The blank registration forms are valid during the 2-year appointment period only.

A sponsor group may set up registration sites and schedule deputy registrars to work the site or the group may expect deputies to conduct door-to-door registration throughout the neighborhood.

Here are a few basic points to a successful registration drive:

### 1—Choose a registration site

- Select a location where foot traffic is heavy.
- If the site is inside a store, school, or business for example, get permission from the manager, proprietor or principal to conduct voter registration on the premises.
- If the site is in a park or street corner, check whether a permit is required for the location.

### 2—Arrange for supplies

- If the site is inside, see whether a table and chairs are available for use.
- If the site is outside (or tables and chairs are not available), arrange to bring a table and chairs to the site.
- If a table and chairs are not available from anywhere, use clipboards as the flat surface to write on.

### 3—Publicize the activity

- Obtain posters from the Board and place them in the vicinity of the scheduled registration activity.

- Place an ad in or mail a press release about the activity to the neighborhood newspaper promoting the registration.

- Distribute flyers door-to-door to inform the community of the registration opportunity.

- Ask the local ministers to mention the registration activity in the weekly bulletin.

### 4—Schedule deputy registrars to work at the registration site

- Make sure the site has a qualified registrar during all published hours.

- Make sure each registrar brings his/her own registration materials (including pens).

- Remind the deputy registrars a day or two before the activity.

- Inform the owner or manager of the name(s) of the scheduled deputy registrars.

### 5—Supervise the registration activity and review the completed registrations

- Make sure the deputy registrars are on time.

- Make sure there are adequate registration supplies.

Remember, a deputy registrar is required to:

- wear the badge issued by the Board at all times when engaged in voter registration activities and must be polite and impartial while accepting voter registration.

- register only those persons who appear before him or her.

- examine two pieces of identification from the applicant prior to accepting the voter registration.

- legibly complete, date and sign the voter registration form.

- give the green tissue receipt to each person he/she has registered.

- record all information accurately on the audit sheet.

### 6—Return the completed registrations to the Board of Election Commissioners

Completed registrations must be returned to the Board of Elections within seven (7) days of the date accepted. However, during the last week of registration preceeding an election, registrations must be returned to the Board within 48 hours of the date accepted.

Registrations taken on the last day of registration preceeding an election must be returned to the Board within 24 hours.



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## Registration and Identification Requirements

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In order to be eligible to register to vote, a person must:

- a. be a citizen of the United States on the day he or she registers;
- b. be 18 years old on or before the date of the next election;
- c. be a resident of the precinct at least 30 days on or before the date of the next election;
- d. present proper identification as explained below.

Two pieces of identification must be presented at the time of registration. Follow the guidelines below to determine if the identification is acceptable.

1. Both pieces of identification must contain the applicant's name.
2. One piece of identification must contain the current address from which the applicant is registering.
3. The two pieces of identification must be from two different sources, i.e. two different credit cards from two different companies; two bills from different utility companies such as a gas bill and an electric bill; a school identification card and a social security card, etc.
4. A letter delivered to the applicant through the U.S. postal system from a state, federal or city agency, a utility company, an employer or school, a credit company or a civic, union or professional association may be accepted as one of the pieces of identification.

5. Identification cannot be self-generated, as for example, a handwritten or typed wallet identification card.

6. Acceptable identification may include, but is not limited to:

- a. driver's license
- b. social security card
- c. utility bill
- d. employer or student identification card
- e. credit card
- f. civic, union, or professional association membership card
- g. birth certificate
- h. public assistance identification card
- i. library card

**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 the person actually lives there and it is his or her permanent abode. No one may register from a post office box or a lock box.

# How to Complete a Registration

Remember, as a volunteer deputy registrar, it is your responsibility to complete the registration form in a legible manner. Your neighbor's right to vote depends on your accuracy.

There are three steps in the registration process. They are:

### Step 1

Find out if the person needs to register and is qualified to register to vote.

### Step 2

Ask the person to complete the pink preliminary form containing voter information and record the identification presented.

### Step 3

Complete the registration form and return it to the Board of Election as directed.

### Step 1: Find out if the person needs to register and is qualified.

Determine whether the person meets the requirements for voter registration and request identification as explained on the previous page.

Ask the applicant if he or she has ever registered in the City of Chicago. If so, find out if the person has had a name or address change within the City. Consult the table of contents for the location of change of name and change of address information.

Do not duplicate a current registration. If the voter has not moved or changed his or her name since last voting, the registration record should still be current. If the person has lost his or her verification card, consult the table of contents for the location of information on lost or stolen verification cards.

### Step 2: Ask the applicant to complete form 276A and record the identification presented.

Have the applicant complete the pink form 276A.

All information must be provided. See completed sample below. This form will be attached to the completed registration form when you have finished.

A registration will not be processed without a completed pink form 276A.

Indicate your sponsor organization on the pink form on the line "Civic Organization."

Record the type of identification the applicant showed you on the bottom of the form 276A. If you do not indicate the type of identification presented, the registration will not be processed.

### Step 3: Complete the official registration form 276.

PRINT, use black or blue ball point pen. Do not allow the applicant to fill in this form. Copy the information from the pink form 276A which the applicant completed.

## Sample — Completed Form 276A

To be filled in by Applicant

INFORMATION FOR VOTER REGISTRATION										Form 276A	
PRINT Last Name	First Name			Middle Initial	Sr. Jr.	Would you consider serving as a judge of election? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
Doe		John			H.						
Address - House No. Street Direction and Name				Apt. or Lot No.	City	Zip	Telephone No.				
122 N. LaSalle St.				2	Chicago	60602	555-1212				
Date of Birth	Month	Day	Year	Place of Birth	State or Country	Sex	Social Security No.				
	12	14	1953	IL		(M) F	123 45 6789				
Prior Registration:					Address		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											
Type of Identification Displayed: (check appropriate boxes)											
Civic Membership Card	<input type="checkbox"/>	Professional Card	<input type="checkbox"/>	Civic Organization	BEC						
Credit Card	<input type="checkbox"/>	Social Security Card	<input checked="" type="checkbox"/>	Utility Bill							
Driver's License	<input checked="" type="checkbox"/>	Student I.D.	<input type="checkbox"/>	Other (Specify below)							
Employee I.D.	<input type="checkbox"/>	Union Membership Card	<input type="checkbox"/>								
Check appropriate box if any information is missing:											
No Identification Given	<input type="checkbox"/>	Naturalization Information (Give applicant Form 27)	<input type="checkbox"/>	Check box if Form 280 (Change of Name) is attached <input type="checkbox"/>							
Social Security Number	<input type="checkbox"/>										

To be filled in by Registrar

Rev. 1-9/89

**A. Section 1—Complete for ALL registrations—see sample below**

**Name:** Print the applicant's last name, first name and middle initial. 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.

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

**Telephone Number:** Record the applicant's telephone number, if available. 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.

**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.

**Place of Birth:** If the applicant was born in the United States, print the **state of birth only**. Proper state abbreviations are located on page 14 of this handbook. If the applicant was born outside of the United States, print the country of birth only.

**Sex:** Circle "M" for a male or "F" for a female applicant.

**Social Security Number:** Print the applicant's social security number, if available. If the applicant does not have a social security number, leave the section blank and continue with the rest of the registration.

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

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

**Precinct/Ward:** Leave these sections blank.

**Sample—Section 1—Complete for ALL registrations**

**Registrar  
Fill in Section 1  
(for ALL registrations)**

Print Hard - Use Ballpoint Pen



To be valid, this form must be used before December 3, 1990.

Form 276

00030 DR																																
<b>1</b> PRINT	Last Name <b>DOE</b>	First Name <b>JOHN</b>	Middle Initial <b>H.</b>	Sr. <b>Jr.</b>	Telephone No. <b>555-1212</b>	Precinct																										
Address - House No. <b>122 N. LASALLE ST.</b>		Street Direction and Name			Apt. or Lot No. <b>2</b>	Zip <b>60602</b>	Ward																									
Date of Birth <b>12-14-1953</b>	Place of Birth <b>IL</b>	State of Country	Sex <input checked="" type="radio"/> M <input type="radio"/> F	Social Security No. <b>123 45 6789</b>																												
Prior Registration: Address <b>1ST REG.</b>				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	Date																										
		Naturalized																														
<b>3</b> If unable to sign name complete this section:		Father's First Name	Mother's First Name	Height	Color of Eyes	Reason for Inability to Sign Name																										
		Distinguishing Marks		Physical Disability <input type="checkbox"/> Describe Unable to Write <input type="checkbox"/>																												
<b>4</b> 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.																																
Subscribed and sworn to before me this _____ day of _____ 19 _____																																
Signature of Registration Officer				Signature or Mark of Applicant for Registration																												
To Election Judges: For Primary mark D for Democrat R for Republic or as instructed For a other elections mark X.	Voting Record	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15
	Primary																															
	General																															
	Non Partisan																															
	Special																															

**B. Section 2—Complete for persons born outside the U.S. only**

An applicant born outside of the United States must provide naturalization information required in Section 2. This section is completed *only* if the applicant was born outside the United States. Persons born in Puerto Rico, Guam, or the Virgin Islands are citizens by birth and do not require additional proof 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—Complete for persons born outside of the U.S. only**

Print Hard - Use  
 Registrar  
 Fill in Section 2  
 (if required)

To be valid, this form must be filed before December 3, 1998

Form 276

000033 DR															
1 PRINT		Last Name <b>ZAMBELOS</b>			First Name <b>MARIAN</b>			Middle Initial <b>T.</b>		Sr Jr		Telephone No <b>555-1313</b>		Precinct	
Address - House No <b>130 N. LASALLE ST.</b>				Street Direction and Name				Apt. or Lot No <b>4</b>		Zip <b>60602</b>				Ward	
Date of Birth		Month <b>10</b>		Day <b>10</b>		Year <b>1949</b>		Place of Birth <b>GREECE</b>		State of Country		Sex <b>M</b>		Social Security No <b>123 45 6788</b>	
Prior Registration: Address <b>1ST REG.</b>										Name (if Changed)					
2		If born outside the United States, complete this section:			Citizenship		If Naturalized:		Own Papers <input checked="" type="checkbox"/>		Parent's Papers <input type="checkbox"/>		Date		
		Born of U.S. Parent				Court <b>U.S. DIST.</b>		City <b>CHGO</b>		State <b>IL</b>		Date <b>10-11-1978</b>			
		Naturalized		<input checked="" type="checkbox"/>											
3		If unable to sign name complete this section:			Father's First Name		Mother's First Name		Height		Color of Eyes		Reason for Inability to Sign Name		
													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.													
		Subscribed and sworn to before me this _____ day of _____ 19 _____													
		Signature of Registration Officer											Signature or Mark of Applicant for Registration		
To Election Judges		Voting Record													
For Primary mark		85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 00 01 02 03 04 05 06 07 08 09 10 11 12 13 14 15													
R for Democrat		Primary													
or as instructed		General													
For all other elections mark X		Non Partisan													
		Special													

Do not refuse to register a naturalized citizen if he or she does not have specific citizenship information available at the time of registration. Complete the registration as much as possible and issue the applicant post card form 27—notice to complete registration. Print the applicant's name and address on the form and give to the applicant to finish and return to the Board.

**Sample — Incomplete citizenship information form 27**

To be completed and returned by Applicant

CITIZENSHIP INFORMATION				Form 27
<b>Instructions:</b> 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 <b>ANN BENLINE</b>			REGISTRATION NO. <b>10408051</b>	
ADDRESS <b>1656 W. BELMONT AVE</b>			DATE OF BIRTH <b>5 / 31 / 1930</b>	
Applicant complete below:				
Check the appropriate category: <input type="checkbox"/> Own Papers <input type="checkbox"/> Parents' Papers			Citizenship: <input type="checkbox"/> Naturalized <input type="checkbox"/> Born of U.S. Parent	
COURT	CITY	STATE	DATE <b>/ /</b>	
PHONE NO.			Signature of Applicant	
<small>             Rv. 11/85      Mail this card immediately to Board of Election Commissioners to ensure your eligibility to vote.           </small>				

**C. Section 3— 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 following information from any applicant who is unable to sign his or her name on the registration form. This information will assist the judges in identifying the voter on election day.

1. Father's first name
  2. Mother's first name
  3. Height
  4. Color of eyes
  5. Distinguishing marks
  6. Reason for inability to sign name
- Indicate, with a cross mark (x), the reason the applicant cannot sign the form.

**Sample — Section 3 — complete if applicant is unable to sign name only**

Registrar  
Fill in Section 3  
(if necessary)

Print Pen

To be valid, this form must be used before December 31, 1990.

Form 276

00034 DR																																
<b>1</b>	PRINT	Last Name <b>SMITH</b>	First Name <b>JACK</b>	Middle Initial <b>L</b>	Sr <b>Jr</b>	Telephone No <b>555-1414</b>	Precinct																									
		Address - House No <b>135 N. LASALLE ST.</b>		Street Direction and Name <b>ST.</b>		Apt. or Lot No <b>1</b>		Zip <b>60602</b>		Ward																						
		Date of Birth Month <b>4</b> - Day <b>12</b> - Year <b>1932</b>	Place of Birth <b>IL</b>	State or Country <b>IL</b>	Sex <input checked="" type="radio"/> M <input type="radio"/> F	Social Security No <b>122 34 5678</b>																										
		Prior Registration: Address <b>133 N. LASALLE ST.</b>			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		Naturalized		Court		City		State		Date																				
<b>3</b>	If unable to sign name complete this section:										Father's First Name <b>LENNY</b>		Mother's First Name <b>JANE</b>		Height <b>6'</b>		Color of Eyes <b>BLUE</b>		Reason for Inability to Sign Name													
		Distinguishing Marks <b>NONE</b>		Physical Disability <input checked="" type="checkbox"/> Describe <b>BLIND</b>		Unable to Write <input type="checkbox"/>																										
<b>4</b>	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.																															
Subscribed and sworn to before me this _____ day of _____ 19 _____																																
Signature of Registration Officer									Signature or Mark of Applicant for Registration																							
To Election Judges:		Voting Record																														
For Primary mark		85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15
D for Democrat																																
R for Republican or as instructed																																
For all other elections, mark X																																

## D. Section 4— Complete for ALL registrations

Administer the oath, which is required by law, to the applicant. This oath is located at the bottom of the registration form in Section 4.

Enter the date of the registration and sign your name on the line provided for signature of the registration officer. Have the applicant sign his or her name, as it appears in Section 1, on the line provided for signature. If the applicant cannot sign, and Section 3 has been completed as explained above, have the applicant make his mark on the line.

Attach the pink form 276A, completed by the applicant, to the back of the finished registration form. Registrations will not be accepted without the completed pink form.

Remove the green tissue receipt from between the copies of the registration form. Give the green receipt to the applicant. A registration is not complete, however, until the person has received a verification card from the Board.

Issue the applicant a "Notice" form 277 for his or her information.

## Sample—Section 4— Complete for ALL registrations

Ballpoint Pen  
 Form 276  
 To be used before September 3, 1990.

00030 DR																																																																																																																																																																																																														
1	PRINT	Last Name <b>DOE</b>	First Name <b>JOHN</b>	Middle Initial <b>H.</b>	Sr <b>Jr</b>	Telephone No. <b>555-1212</b>	Precinct																																																																																																																																																																																																							
Address - House No. <b>122</b>		Street Direction and Name <b>N. LASALLE ST.</b>			Apt. or Lot No. <b>2</b>		Zip <b>60602</b>	Ward																																																																																																																																																																																																						
Date of Birth	Month <b>12</b>	Day <b>14</b>	Year <b>1953</b>	Place of Birth	State or Country <b>IL</b>	Sex <input checked="" type="radio"/> M <input type="radio"/> F	Social Security No. <b>123-45-6789</b>																																																																																																																																																																																																							
Prior Registration: Address <b>1ST REG.</b>				Name (If Changed)																																																																																																																																																																																																										
2		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		Naturalized		Court		City		State		Date																																																																																																																																																																																																		
3		If unable to sign name complete this section:			Father's First Name		Mother's First Name		Height		Color of Eyes		Reason for Inability to Sign Name																																																																																																																																																																																																	
		Distinguishing Marks											Physical Disability <input type="checkbox"/> Describe <input type="checkbox"/> 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.																																																																																																																																																																																																												
		Subscribed and sworn to before me this <b>20th</b> day of <b>November</b> 19 <b>89</b>		Signature of Registration Officer <i>Jenny Frances</i>		Signature or Mark of Applicant for Registration <i>John H. Doe</i>																																																																																																																																																																																																								
To Election Judges:		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: 0.7em;">Voting Record</td> <td style="font-size: 0.7em;">85</td> <td style="font-size: 0.7em;">86</td> <td style="font-size: 0.7em;">87</td> <td style="font-size: 0.7em;">88</td> <td style="font-size: 0.7em;">89</td> <td style="font-size: 0.7em;">90</td> <td style="font-size: 0.7em;">91</td> <td style="font-size: 0.7em;">92</td> <td style="font-size: 0.7em;">93</td> <td style="font-size: 0.7em;">94</td> <td style="font-size: 0.7em;">95</td> <td style="font-size: 0.7em;">96</td> <td style="font-size: 0.7em;">97</td> <td style="font-size: 0.7em;">98</td> <td style="font-size: 0.7em;">99</td> <td style="font-size: 0.7em;">00</td> <td style="font-size: 0.7em;">01</td> <td style="font-size: 0.7em;">02</td> <td style="font-size: 0.7em;">03</td> <td style="font-size: 0.7em;">04</td> <td style="font-size: 0.7em;">05</td> <td style="font-size: 0.7em;">06</td> <td style="font-size: 0.7em;">07</td> <td style="font-size: 0.7em;">08</td> <td style="font-size: 0.7em;">09</td> <td style="font-size: 0.7em;">10</td> <td style="font-size: 0.7em;">11</td> <td style="font-size: 0.7em;">12</td> <td style="font-size: 0.7em;">13</td> <td style="font-size: 0.7em;">14</td> <td style="font-size: 0.7em;">15</td> </tr> <tr> <td style="font-size: 0.7em;">For Primary mark</td> <td colspan="31"></td> </tr> <tr> <td style="font-size: 0.7em;">For Democratic</td> <td colspan="31"></td> </tr> <tr> <td style="font-size: 0.7em;">For Republican</td> <td colspan="31"></td> </tr> <tr> <td style="font-size: 0.7em;">For other</td> <td colspan="31"></td> </tr> <tr> <td style="font-size: 0.7em;">For other mark X</td> <td colspan="31"></td> </tr> </table>													Voting Record	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	For Primary mark																																For Democratic																																For Republican																																For other																																For other mark X																															
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Completed  
Registration form

Print Hard - Use Ballpoint Pen

Form 276

To be valid, this form must be used before  
December 3, 1990.

00030 DR

**1** PRINT Last Name DOE First Name JOHN Middle Initial H. Sr. Telephone No. 555-1212 Precinct  
Address - House No. 122 Street Direction and Name N. LASALLE ST. Apt. or Lot No. 2 Zip 60602 Ward

Date of Birth 12-14-1953 Place of Birth IL State or Country Sex  M  F Social Security No. 123-45-6789

Prior Registration: Address 1ST REG. Name (If Changed)

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

Citizenship	Born of U.S. Parent	If Naturalized: Court	Own Papers <input type="checkbox"/>	Parent's Papers <input type="checkbox"/>	City	State	Date
Naturalized							

**3** If unable to sign name complete this section:

Father's First Name	Mother's First Name	Height	Color of Eyes	Reason for Inability to Sign Name
				Physical Disability <input type="checkbox"/> Describe
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.

Subscribed and sworn to before me this 20th day of November 19 89

Jenny Frances Signature of Registration Officer  
John H. Doe Signature of Mark of Applicant for Registration

To Election Judges:	Voting Record	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15		
For Primary, mark D for Democrat or as instructed For all other elections, mark X	Primary																																	
	General																																	
	Non Partisan																																	
	Special																																	

Print Hard - Use Ballpoint Pen

Form 276

Civic Organization

00030 DR

**1** PRINT Last Name DOE First Name JOHN Middle Initial H. Sr. Telephone No. 555-1212 Precinct  
Address - House No. 122 Street Direction and Name N. LASALLE ST. Apt. or Lot No. 2 Zip 60602 Ward

Date of Birth 12-14-1953 Place of Birth IL State or Country Sex  M  F Social Security No. 123-45-6789

Prior Registration: Address 1ST REG. Name (If Changed)

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

Citizenship	Born of U.S. Parent	If Naturalized: Court	Own Papers <input type="checkbox"/>	Parent's Papers <input type="checkbox"/>	City	State	Date
Naturalized							

**3** If unable to sign name complete this section:

Father's First Name	Mother's First Name	Height	Color of Eyes	Reason for Inability to Sign Name
				Physical Disability <input type="checkbox"/> Describe
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.

Subscribed and sworn to before me this 20th day of November 19 89

Jenny Frances Signature of Registration Officer  
John H. Doe Signature of Mark of Applicant for Registration

To Election Judges:	Voting Record	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15		
For Primary, mark D for Democrat or as instructed For all other elections, mark X	Primary																																	
	General																																	
	Non Partisan																																	
	Special																																	

Green copy  
for Applicant



## Change of Name

If the applicant was previously registered within Chicago and has had a change of name, the former registration must be cancelled and a new registration, under the new name, must be taken. The applicant must complete form 280 and must also re-register under the new name. Indicate the previous name if changed in Section 1 on the new registration and attach form 280 to the new registration.

## Change of Address

If a previously registered voter in Chicago has changed his or her address, the person should re-register. If the applicant submits a change of address card, simply attach the card to the completed new registration. Do not accept any change of address cards unless the person also completes a new registration. In this manner, the voter will be saved the inconvenience of a second

### Sample — Cancellation of former registration

To be filled in  
by Applicant

280

#### Authorization For Cancellation of Registration Under Former Name

#### BOARD OF ELECTION COMMISSIONERS OF CHICAGO

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

Dorothy Jones

Former address  
(if applicable)

129 N. First St.

I am re-registering under the name of

Dorothy Roberts

Present address

140 W. Second Avenue

NEW REGISTRATION NO. 223805L

ATTACH THIS FORM TO THE NEW REGISTRATION FORM AND RETURN TO THE BOARD OF ELECTION COMMISSIONERS IN ENVELOPE 276E.

MISS.  
RV.

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

(Print Name)

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, IL.

ATTACH THIS FORM TO THE NEW REGISTRATION FORM AND RETURN TO THE BOARD OF ELECTION COMMISSIONERS IN ENVELOPE 276E.

Rev. 10/77

BOARD OF ELECTION COMMISSIONERS OF CHICAGO

To be filled in  
by Applicant

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## Important Reminders:

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trip to register, if the former registration at the old address is no longer valid.

Persons may attempt to submit a change of address card for a spouse, friend or acquaintance. Do not accept change of address cards for these persons, since it is impossible for you to verify whether the former registration is still valid.

Re-register any person who has had a change of address and be certain to record the prior address where registered in Section 1 on the registration form. Attach the change of address or old verification card to the new registration.

If the applicant has been registered from another address in Illinois, outside of Chicago, complete form 279, which authorizes the cancellation of the previous registration. Do not use this form if the applicant was registered in another state, or was registered in Chicago and is simply re-registering. Attach form 279 to the completed registration.

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## 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 name acquired in the religious order and any other name adopted. Complete the remainder of the registration as required.

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## Lost or Stolen Verification Cards

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If a registered voter requests a new verification card, do not take a new registration unless the applicant has moved or had a name change. If the card has been lost or stolen, the person must contact the Board of Election Commissioners directly.

Requests for new verification cards (i.d. cards) should be sent to the Board of Election Commissioners, Room 308, City Hall, Chicago, IL 60602. The request must include name, address, and signature, as registered, of the person requesting the replacement card.

1. Only those persons who are qualified may register to vote. These instructions and forms are for registering residents of the City of Chicago only, not suburban Cook County.
2. Identification is required and it must be recorded on the bottom of form 276A by the deputy registrar.
3. A pink form 276A must be completed by the applicant and must be attached to the back of the registration when finished.
4. The official registration form must be completed by the deputy registrar, *not the applicant*.
5. The official registration form must be dated and signed on the day it is completed.
6. All registrations must be printed in a legible manner.
7. Do not scratch out or attempt to erase on the form. If an error is made, mark the form "VOID" and begin on a new form.
8. Do not print any information in the margin areas of the registration form.

# Completing the Registration Audit Report

A registration audit report, listing all used registrations, must be completed by the deputy registrar. Each registration must be listed on the audit report by serial number and in numerical order. A Board employee will verify each name and address listed from the individual registration and sign the report. Voided or spoiled registrations must also be listed on the audit form.

A copy of the audit report will be given to the deputy registrar as a record of the registrations returned. However, no registration will be complete until the registration is processed and a verification card is received by the applicant.

If, for any reason, a registration cannot be processed by the Board, a notation will be made on the original audit report kept by the Board. Registrations will not be accepted without a completed audit form.

## Sample — Registration Audit Report



FORM 301 Rev 6-86

### REGISTRATION AUDIT REPORT

OFFICE USE ONLY FORM	
DATE	SCREENED BY
VOLUNTEER CODE	NO. OF REGISTRATIONS

Instructions to Deputy Registrars:  
 Print the registration number and complete name and address of each person you register to vote. List the names and addresses of these registrations in numerical order by the serial number on the registration card.

Registration Number	Complete Name of Registrant	Address of Registrant	Office Use Only
1. 00030 DR	JOHN H. DOE	122 N. LASALLE ST.	
2. 00031 DR	VOID	VOID	
3. 00032 DR	VOID	VOID	
4. 00033 DR	MARIAN T. ZAMBELOS	130 N. LASALLE ST.	
5. 00034 DR	JACK L. SMITH	135 N. LASALLE ST.	
6.			
7.			
8.			

Please Print: I, JENNY FRANCES, residing at 121 N. LASALLE ST., a volunteer deputy registrar representing BEC Civic or Labor Organization, certify that I personally registered the persons listed above to vote and that I correctly listed their residence addresses; in accordance with the law and Board Rules.

Connie Kaplan  
Signature of Board Employee

Date 11-21-89

Jenny Frances Date 11-21-89  
Signature of Deputy Registrar

Complete if registrations are returned by organization coordinator:

\_\_\_\_\_  
Organization Coordinator

Date \_\_\_\_\_

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## **Returning Completed Registrations**

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All completed registrations must be returned to the Board by the deputy registrar or the registration coordinator within 7 days of the date the registration was accepted. However, during the last week of registration (the period between the 35th and 28th day prior to an election), completed registrations must be returned within 48 hours. Completed registrations taken on the last day (28th day prior to an election) must be returned within 24 hours.

The Board office is located in Room 308 of the City Hall building, 121 N. LaSalle St. and is open for the return of materials from deputy registrars Monday thru Friday from 8 a.m. to 4:30 p.m. Hours are extended prior to an election and special return arrangements may be made with the Board upon request.

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## **Verification of Registration Cards**

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The applicant will receive a verification of registration card within four weeks of the date the registration is returned by the deputy registrar. If the applicant does not receive a card within this time period, the person should call the Board at 269-7936.

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## State Abbreviations

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

