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DUTIES OF THE REGISTRAR

Deputy, Volunteer, and Committeeman Registrars are commissioned by the DuPage County Clerk Election Division and are entrusted with the civic duty to serve the general public to the best of their abilities. A certificate of appointment is issued to each Registrar.

Deputy Registrars (township, municipal, library clerks, schools) may accept the registrations of any qualified resident of the State - only at their assigned locations and special registration events approved and/or assigned by the DuPage County Clerk Election Division.

Volunteer and Committeeperson Registrars may accept the registration of any qualified resident of the State, anywhere within the State.

All Deputy Registrars must be registered voters within DuPage County.

TERM

- Deputy and Volunteer Registrars: Two (2) years, commencing December 1st of each even numbered year
- Committeeperson Registrars: Concurrent with the term of office (In the event a Committeeperson relinquishes the office, the DuPage County Clerk Election Division shall automatically terminate the appointment.)

REGISTRAR OATH

“I do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of Illinois, and that I will faithfully discharge the duties of the office of registration officer to the best of my ability, and that I will register no person, nor cause the registration of any person, except upon their personal application before me.”

REGISTRATIONS MAY NOT BE TAKEN:

- Where liquor is served
- In conjunction with the promotion of any candidate, political organization or cause
- Within twenty-seven (27) days prior to an election
- By any person who knowingly gives, lends or promises to give or lend any money or other valuable consideration to any other person to influence such other person to vote or to register to vote. [10 ILCS 5/29-1]
WHO MAY REGISTER TO VOTE?

In order to register to vote, an individual must meet three (3) qualifications:

1) Must be a citizen of the United States
2) Resident of the precinct for thirty (30) days as of the next election
3) Eighteen (18) years of age BY ELECTION DAY

*In the case of a Primary, an otherwise qualified individual who is 17 years old may register to vote for the Primary Election if that individual will by 18 years old on the date of the immediately following General Election.*

THE TAKING OF A REGISTRATION

Prior to taking the registration:

1. Obtain two (2) forms of identification, one (1) with current residence.
   - Residence is the permanent place of abode where applicant actually lives.
   - NO ONE may register from a Business, Mailing Center or Post Office Box.
2. After verifying the applicant’s residence, the Registrar and the applicant each raise their right hand and the Registrar administers the following oath using the pink oath card:

   **DU PAGE COUNTY CLERK**
   **OATH TO APPLICANT FOR REGISTRATION AS VOTER**

   You do solemnly swear (or affirm) that you will fully and truly answer all such questions as shall be put to you touching your place of residence, name, place of birth, your qualifications as an elector and your right as such to register and vote under the laws of the State of Illinois

   Jean Kaczmarek
   County Clerk

   Oath Card (pink)
1. **REGISTRATION TYPE**: At the top of the registration form, mark if this is a **new registration** (applicant is positively not registered in DuPage County), **Address Change**, or a **Name Change** due to marriage, divorce, or an individual adding or deleting Jr., Sr., etc. (See example above)

2. **NAME**: Print the applicant’s last name, then first name and middle initial. If applicable, circle the appropriate generation designation (Jr., Sr., etc.).

3. **SEX**: Circle **M** or **F** for sex of applicant.

4. **DATE OF BIRTH**: Enter the applicant’s date of birth.

5. **LEGAL RESIDENCE**: Complete street address of applicant’s residence; St., Ave., Rd., apartment numbers and zip codes, these are all important and necessary components.

6. **MAILING ADDRESS**: Complete this section if mail is received at a post office box, or at a mailing center or business.

7. **PRIOR REGISTRATION**: If outside Illinois, list state of previous registration.

8. **FORMER NAME**: If a woman changes her name through marriage or divorce, or an individual alters a name with the addition or deletion of Jr., Sr., etc., a new registration must be completed. Indicate former registration name.

9. **APPLICANT’S CONTACT INFORMATION**: In order to process the registration, applicant must provide either current and valid Illinois Driver’s License/State ID number **–OR–** the last four (4) digits of applicant’s Social Security number. Applicant must also name the State or Country of their birth.

   Optionally, applicant may provide an email address and phone numbers for contact.

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Newly revised August 2020
10. **CITIZENSHIP AND NATURALIZATION**: The following **MUST** be completed for applicants born outside the United States or US territories (Guam, Puerto Rico and US Virgin Islands).

**CITIZENSHIP**: Check either “Born of a U.S. Parent” or “Naturalized”.

- **If Born of U.S. Parent** - If born of or adopted by a U.S. parent, the applicant is a native U.S. citizen, and a check in that box completes this section.

- **If Naturalized** - People may become citizens through the process of naturalization. If naturalized, applicant must provide the following information (they are not required to provide the papers):
  - Indicate whether the applicant has his or her own naturalization papers or derived citizenship under his or her parents’ papers by checking the appropriate box.
  - The sections requesting court, city, state and date of naturalization must be completed.
  - If an applicant does not have specific citizenship information available at the time of registration, do not refuse the registration.
  - Make sure you have the telephone number of the applicant. Election Commission staff will contact him or her to complete the registration process.

  Naturalized after 1941, both parents must have been naturalized before the applicant was eighteen (18) years of age. Naturalized after 1952, both parents must have been naturalized before the applicant was sixteen (16) years of age. To claim citizenship on the basis of only one parent’s naturalization, the other parent must have been deceased at the time papers were issued. A woman who married a U.S. citizen before September 22, 1922, was able to gain citizenship by marriage. Check neither box; instead write “by marriage” in the line for the court, and fill in the city, state and date of the marriage.

*If no naturalization papers or information are available, a U.S. Passport may be used as a substitute. The passport number should then be written in the Naturalization section.*

**It is essential that all naturalization information be provided.**

11. **INABILITY TO SIGN NAME**: If applicant is unable to sign his/her name or if his/her signature is a “mark” whether for physical disability or inability to write, complete this section.

**NO ONE ELSE SHOULD SIGN OR “WITNESS” FOR THE APPLICANT.**
12. **Date and Signature of Registration Officer:** The registrar will date and sign the form making sure to include their registrar number.

13. **Signature of Applicant:** Have the applicant verify that the information is correct and complete.
   - The applicant must “mark” or sign in the presence of the registrar.
   - **Receipt:** The registrar will tear off the copy receipt to give to the applicant, advising the individual to retain it as proof of application.

**APPLICATION TO SERVE AS A JUDGE OF ELECTION**

(Back of the Registration Form)

If the applicant wishes to serve as an Election Judge, they may complete the reverse side of the Registration Form. (See example below)
COMPLETED FORMS

Completed forms shall be submitted by mail within 48 hours or by hand within seven (7) days to the DuPage County Clerk Election Division, except forms completed on the 28th day preceding the election, shall be returned to the DuPage County Clerk Election Division within 24 hours.

Forms should be returned either in the furnished prepaid envelopes or hand delivered by the Registrar. The Registrar’s care in properly completing and delivering each form is vital to the election process.

NOTES AND QUESTIONS:

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Revised August 2020
ILLINOIS DEPUTY REGISTRARS
10 ILCS 5/4-6, 5/4-6.1, 5/4-6.2, 5/4-8.03, 5/4-31, 5/5-7.03, 5/5-8, 5/5-9, 5/5-16.1, 5/5-16.2, 5/5-25.1, 5/6-35.03, 5/6-36, 5/6-50.1, 5/6-50.2

REVOCATION OF APPOINTMENT

Election authorities are responsible for certifying and supervising all appointed deputy registrars. Deputy registrars are subject to removal for cause.

Grounds for dismissal could be, but are not necessarily limited to the following:

- Failure to attend training session
- No longer affiliated with sponsoring group
- Suspension of registrar’s own registration
- Moved out of the jurisdiction
- Knowingly furnishing false information
- Repeated failure to properly execute registration forms such as:
  * Failure to complete forms legibly and completely
  * Failure, through negligence, to obtain correct information
  * Failure to submit forms when they are due
- ELECTIONEERING or soliciting of votes or engaging in any political discussion on behalf of a candidate or party or working for or against a proposition while conducting the voter registration activity
- Acting as a registrar in any area where liquor and alcoholic beverages are served, sold or consumed such as a bar or tavern
- Failing to register an individual who fulfills the necessary requirements for registration
- Failure to register an individual based on a bias of the registrar
- Failure to retain registration materials in the registrar’s possession
- Failure by the registrar to properly account for all registration forms
- Failure to follow lawful instructions given by the election authority

The Registration Form MUST BE COMPLETED BY THE DEPUTY REGISTRAR

NOT THE APPLICANT
FOR ADDITIONAL INFORMATION CONTACT:

DU PAGE COUNTY CLERK ELECTION DIVISION
421 North County Farm Road
P.O. Box 1087
Wheaton, Illinois  60187
Phone:  (630) 407-5600
Fax:  (630) 407-5630
TDD:  (630) 407-5631

EMAIL:  Elections@dupageco.org
WEBSITE:  www.dupageco.org/election