

National Voter Registration Act Site Coordinator

CBMS | Process Manual | Revised: September 2018

OVERVIEW

This document provides a step-by-step process for how agency Site Coordinators handle the voter registration process to remain compliant with the National Voter Registration Act (NVRA).

PROCESS

1. At the end of each day, collect all Voter Choice Forms and Colorado Voter Registration Forms from your agency.
2. Tally all of the Voter Choice Forms:
 - a. If marked 'Yes', count as a 'Yes'.
 - b. If marked 'No', count as a 'No'.
 - c. If refused or returned incomplete, count as a 'No', mark the form as refused, and write the applicant's name on the form.
 - i. Each county has access to a monthly report of how many RRR packets were sent out. Subtract the number of completed voter registration forms received with RRR packets from the count of redetermination packets sent out for the month.
 - d. Count the completed Voter Registration forms and send all completed voter registration forms to the county clerk and recorder of the residence of the applicant within 5 calendar days.

- i. If an election is going to be held in 22 days or less then all completed voter registration forms should be sent to the county clerk and recorder by the next day.
 - ii. County contact information can be found at this [link](#).
3. All Voter Choice Forms must be archived for 24 months to remain compliant.
 - a. Follow your agency's process for archiving.
4. Enter the statistics in the online survey that was emailed to you by the Secretary of State.
 - a. The survey must be completed online and should not be mailed to the State or the County Clerk.
 - b. If you do not have access to the online survey, check with your supervisor to find out who your agency's Site Coordinator is, or contact [The NVRA email](#).
 - c. Site coordinators must register themselves by completing the form located [here](#).
5. Site Coordinators are required to report voter registration statistics on a monthly basis, by the 15th of each month.
 - a. Current month's data will be due by the 15th of the following month (January data is due by February 15th)
 - b. The Secretary of State's office will email a new survey link monthly.

Note: There are important voting deadlines that a Site Coordinator needs to know. Please visit [The Colorado Secretary of State website](#) to learn what those deadlines are.

If you need to order more Voter Registration forms or Voter Choice forms, you can visit [this link](#) to submit your request.

As the NVRA Site Coordinator, this link will also be included in the monthly email you receive to report your numbers.

ACCESSIBILITY

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