Process Manual

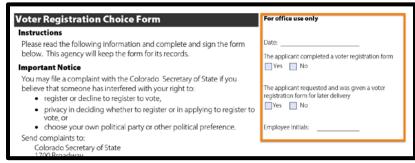
Voter Registration at Intake

Overview

This document provides a step-by-step process for what to do with the Voter Choice Form and the Colorado Voter Registration Form at initial application.

Process

- 1) Review the Voter Choice Form.
 - a) If the customer marked 'No':
 - i) Make sure the customer signed the form.
 - ii) The worker should complete the information in the upper right corner.
 - iii) Give the form to the agency's Site Coordinator.
 - b) If the customer marked 'Yes':
 - i) Make sure the form is signed by the customer.
 - ii) The worker should complete the information in the upper right corner of the form.



- iii) Provide the customer with the Colorado Voter Registration Form.
 - Offer assistance in completing the Voter Registration form, if needed.
 - The customer can also choose to register online at www.govotecolorado.com.
- iv) Attach the Voter Choice Form to the completed Colorado Voter Registration Form and give them both to the agency's Site Coordinator.
- c) If the customer chooses to take the registration form home and not complete it in the office:
 - i) In the 'For office use only' section of the form, make a note that the customer chose to take the form home.
 - ii) Advise them to mail, deliver, or scan the completed registration form to the County Clerk and Recorder.
 - Contact information can be found at www.govotecolorado.com.
 - iii) Or mail the completed form to:

Colorado Department of State

Elections Division

1700 Broadway, Suite 200

Denver, CO 80290

- d) If the customer left the form blank:
 - i) No further action is required by the customer.
 - ii) The county worker should complete the information in the upper right corner.
 - iii) Give the form to the county Site Coordinator.



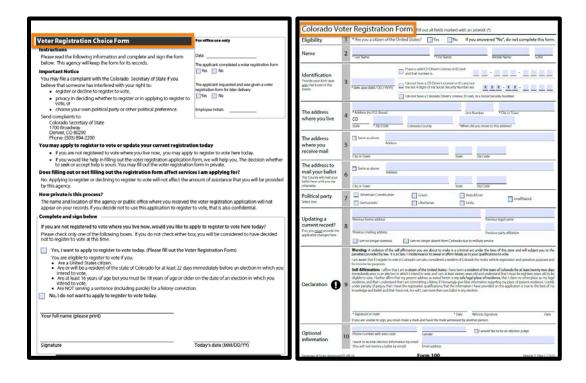
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e) If the customer refused or returned the form incomplete, mark the form as refused and write the applicant's name on the form.

The Voter Choice Form and the Colorado Voter Registration Form can be found on https://traincolorado.com.



Do you have any questions or suggestions regarding this process? Please contact the SDC via email <u>SOC_StaffDevelopment@state.co.us</u>



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