



Recruiters and Voting

Recruiting Offices as Voter Registration Agencies



FVAP.gov
FEDERAL VOTING ASSISTANCE PROGRAM

Recruiting Personnel

All personnel assigned to duty at Recruiting Offices for the Armed Forces shall be trained and capable of providing these services or assistance.

Background

- 42 U.S.C. 1973gg-5 (NVRA) designates Armed Forces recruiting offices as voter registration agencies
- DoD Directive 1344.13 implemented 42 U.S.C. 1973gg within all Services requiring recruiting offices to:
 - Provide prospective enlistees the mail voter registration application and the DD Form 2645
 - Assist the citizen in completing the voter registration application
 - Transmit the completed voter registration application to the appropriate State office
 - Maintain statistical information and records on voter registration assistance
- Services to ensure all recruiters are informed and trained in the voter registration assistance duties.



National Voter Registration Act (NVRA)

- NVRA designates recruiting offices as voter registration agencies.
- NVRA defines the assistance recruiting offices must provide for voter registration.
 - Must offer to each voting-eligible person who comes into the recruiting office the opportunity to apply for voter registration.
 - Includes prospective recruits as well as anyone who enters the office.
 - Must assist the citizen in completing the application.
 - Must be totally non-partisan and not display any political leaning.
 - Must inform citizen that voter registration will not have any effect on joining the military.
 - Must mail the completed application to the appropriate state office.
 - Must keep and report metrics regarding voter registration assistance



Voting Assistance

Maintain local stock of two forms:

- National Mail Voter Registration Form
 - Available at https://www.eac.gov/assets/1/6/Federal_Voter_Registration_6-25-14_ENG.pdf.
- DD Form 2645, Voter Registration Information (Yes/No) Form
 - Available at <http://www.dtic.mil/whs/directives/forms/eforms/dd2645.pdf>

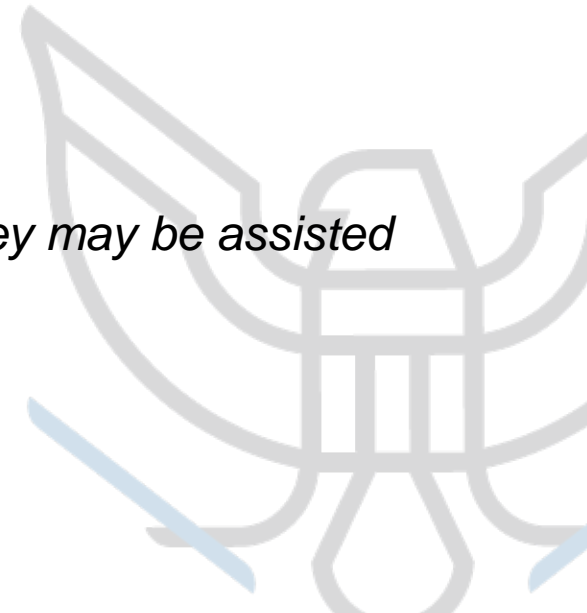


Voting Assistance

- Offer the Voter Registration Information Form (DD Form 2645 - PDF-Ext) to ALL voter eligible persons entering the recruiting office who are U.S. citizens and will be 18 years old by the date of the next federal General election.
- Ask ONLY two questions pertaining to voter registration upon applicant walk-in:
 1. Are you a U.S. citizen?
 2. Will you be 18 years old by the date of the election.

DO NOT ask, "Are you a convicted felon"?

NOTE: If an applicant is currently 17 years old but will be 18 by the date of election, they may be assisted with voter registration now.



DD Form 2645

VOTER REGISTRATION INFORMATION		
1. If you are not registered to vote where you live now, would you like to apply to register to vote here today? <i>(X one)</i>		
<input type="checkbox"/> YES	<input type="checkbox"/> NO	
IF YOU DO NOT MARK EITHER BOX, YOU WILL BE CONSIDERED TO HAVE DECIDED NOT TO REGISTER TO VOTE AT THIS TIME.		
Applying to register or declining to register to vote will not affect the amount of assistance that you will be provided by this agency.		
If you would like help filling out the voter registration application form, we will help you. The decision whether to seek or accept help is yours. You may fill out the application form in private.		
<p>If you believe that someone has interfered with your right to register or to decline to register to vote, your right to privacy in deciding whether to register or in applying to register to vote, or your right to choose your own political party or other political preference, you may file a complaint with:</p> <p style="text-align: center;">Federal Voting Assistance Program 1155 Defense Pentagon Washington, DC 20301-1155 Telephone Number: 800-438-VOTE</p>		
If you decline to register to vote, that information will remain confidential and will only be used for voter registration purposes.		
If you register to vote, information regarding the office in which the application was submitted will remain confidential and only be used for voter registration purposes.		
2. PRINTED NAME	3. SIGNATURE	4. DATE (YYYYMMDD)
<input type="text"/>	<input type="text"/>	<input type="text"/>
DD FORM 2646, NOV 2008 PREVIOUS EDITION IS OBSOLETE. <input type="button" value="Reset"/> Adobe Professional 8.0		



DD Form 2645

“Yes” Answers

- When the applicant checks "Yes", recruiters will proceed to provide a National Mail Voter Registration Form (NVRF) and Guide.
- Applicants will be given the option to take home the completed NVRF or request assistance from the recruiter in completing the NVRF then submit it to the recruiting station via the recruiter.
- For completed NVRFs submitted to the recruiting station, the recruiter will affix First Class postage and mail the NVRF to the appropriate state election office no later than:
 - 10 days from acceptance; OR
 - 5 days from acceptance if a looming election deadline merits



DD Form 2645

“No” Answers

- When the applicant checks "No", recruiters will cease voting registration assistance.
- If the date of signature is 18 Dec 11 for example, write "Destroy: 18 Dec 13" in the upper right corner of the completed DD Form 2645.
- If an applicant refuses to complete a DD Form 2645, do not be pushy.
- Credit ALL walk-in attendance for recruiting services in column 1 of the monthly/quarterly Voting Registration Assistance Metrics report.



Voting Assistance

- Provide to any eligible citizen who enters a recruiting office, the same level of voters registration assistance as any prospective recruit/applicant.
- Regardless of the applicant's response, "Yes" or "No", on the DD Form 2645, completed forms must be forwarded to the District's Voting Assistance Officer for retention for a minimum of two years.
- For further guidance, visit the following websites:
 - U.S. Election Assistance Commission: www.eac.gov
 - Military Recruiter Information: <http://www.fvap.gov/vao/recruiter>



How to Do It

Keep Records of:

- The number of citizens entering the recruiting office.
- The number of citizens provided a DD 2645.
- The number of citizens provided the National Mail Voter Registration Form.
- The Number of National Mail Voter Registration Forms mailed for the citizen.
 - The cost of postage to mail the form.
- The number of citizens taking their National Mail Voter Registration Form with them.
- Keep the DD 2645s for a period of two years.



How to Do It

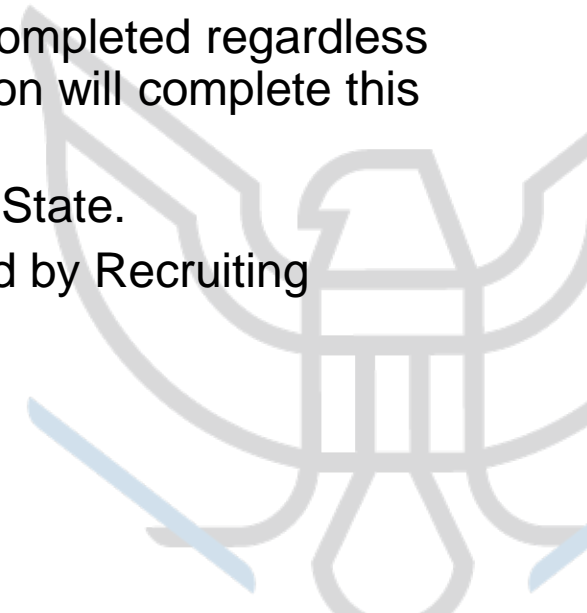
Suggestions

- Print several copies of the instructions contained in the National Mail Voter Registration Form for citizens to use.
- Print multiple copies of the actual form and/or,
- Set up a computer where the citizen can complete and print the form.



Voting Metrics Reports

- Monthly and quarterly format used to track recruiting station voting assistance data. 6 columns of reporting criteria:
 - State: Enter the state for which your data is reported. If your recruiting area covers more than one state, then data must be reported for each state
 - Number of Persons Assisted for Recruiting Services: Enter the number of people assisted for recruiting service, to include non-prospect walk-ins seeking application forms or voting information. List everyone regardless of age.
 - Completed DD Form 2645 (Yes or No): Enter the number of DD Form 2645 completed regardless of the answer (yes or no)/ Only U.S. citizens 18 years old by the date of election will complete this form.
 - Number of Voter Registration Applications Submitted by Recruiting Offices by State.
 - Number of Voter Registration Applications Taken by Citizens but not Submitted by Recruiting Offices.
 - Total Mailing Costs to Submit Voter Registration Applications to States.



Voting Metrics Submission

- Metrics must be submitted using the FVAP.gov portal;
- Visit <https://www.fvap.gov/portal/login/auth.html> and select “Register for an Account” to create your portal account
- Once you follow the prompts, you will receive an email to confirm your account registration.
- Login to the portal using your username and password.
- Click the Metrics tab.
- Submit your metrics by the end of each quarter (March 31, June 30, September 30, December 31).

Your service may have additional metrics submission requirements



Stay Nonpartisan

Recruiting personnel must NOT at any time:

- Seek to influence an applicant's political preference or party registration.
- Display any political preference or party allegiance.
- Make any statement to an applicant or take any action in order to discourage the applicant from registering to vote.
- Make any statement to an applicant or take any action in order to lead the applicant to believe that a decision to register or not to register has any bearing on the availability of services or benefits.
- Use information relating to a declination to register to vote in connection with an application made at your office for any purpose other than voter registration.



Recruiting Personnel

- Recruiting personnel and their voting eligible family members may register to vote absentee using the automated assistant at www.fvap.gov.
- Once complete, the Federal Post Card Application (SF-76) must be printed and mailed by the service member upon completion (may not be submitted online).
- Postage is pre-paid by the federal government for uniformed service members and their voting eligible family members.
- National Mail Voter Registration Form for civilians requires first class postage for mailing.



Summary

- Recruiters are required by law to provide non-partisan voter registration assistance.
- Applies to all citizens who enter the recruiting office.
 - Not required during field visits.
- Office must print and maintain stocks of the National Mail Voter Registration Form and the DD 2645.
- Must collect and maintain statistics for voter registration assistance.
- Report voter registration statistics quarterly or as required by the recruiting command.
- Must retain DD 2645s for two years.



Resources

Access Online Assistants
for Registration

Access Recruiter
Information and Handouts

The screenshot displays the FVAP.gov website interface. At the top, the logo for the Federal Voting Assistance Program is visible, along with navigation links for Home, Military Voter, Overseas Citizen Voter, Voting Assistance Officer, Election Official, and General Information. A search bar is located in the top right corner. The main content area features a 'Voters Start Here' section with a dropdown menu for 'Select a State'. Below this is a 'Help a Voter' section with checkboxes for 'Voting Assistance Officers' and 'Election Officials'. A central graphic titled 'How to Use FVAP's Online Assistant' shows a five-step process: Fill, Review, Print, Sign, and Mail. The bottom section includes 'Upcoming Election Dates' with a list of events (Texas - State Primary on Mar 4, Illinois - State Primary on Mar 18, District of Columbia - District Primary on Apr 1), 'Quick Links' for downloadable materials and forms, and 'Latest FVAP News' with several recent articles. A footer contains a grid of links for various user groups.

FAQs | Links | Contact | Election Materials | News

FVAP.gov
FEDERAL VOTING ASSISTANCE PROGRAM
Voting assistance for Service members,
their families and overseas citizens

Home | Military Voter | Overseas Citizen Voter | Voting Assistance Officer | Election Official | General Information

Voters Start Here
Military and Overseas Citizens start the voting process
Select a State

Help a Voter
★ Voting Assistance Officers
☑ Election Officials

How to Use FVAP's Online Assistant

Fill → Review → Print → Sign → Mail

The online assistant is easy and helps guide you through completing the FPCA and FWAB.

Upcoming Election Dates

- Mar 4 Texas - State Primary
- Mar 18 Illinois - State Primary
- Apr 1 District of Columbia - District Primary

[View All Election Dates](#)

Quick Links

- Downloadable Election Materials
- Where do I send my forms?
- About the Absentee Vote Process
- Voting Assistance Guide (VAG)
- Locate a Voting Office Near You

[Contact FVAP](#)

Latest FVAP News

- September 30 DoD Awards Research Grants for Military and Overseas Voting
- September 23 Arizona and Maryland Receive Grants
- September 05 Louisiana to Hold Special Primary Election for CD5
- September 03 New Jersey to Hold Special General Election for U.S. Senate
- August 07 EAC Releases 2014 Post-Election Survey for Public Comment

[View All FVAP News](#)

Military Voter
Absentee Voting Overview
Service Information

Overseas Citizen Voter
Absentee Voting Overview
Voter Registration and Ballots

Voting Assistance Officer
UOCAVA Voting Process
Training

Election Official
UOCAVA Voting Process
Training and Reference

General Information
About FVAP
About Absentee Voting

Federal Voting Assistance Program

FVAP.gov

vote@fvap.gov

1-800-438-VOTE(8683)

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