



DIVISION OF DEVELOPMENTAL DISABILITIES  
Olympia, Washington

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TITLE: VOTER REGISTRATION POLICY 5.07

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Authority: National Voter Registration Act of 1993  
Chapter 29.07 RCW  
Chapter 11.88.010(5) RCW

**PURPOSE**

The purpose of this policy is to ensure applicants for Division of Developmental Disabilities (DDD) services have the option of registering to vote.

**SCOPE**

This policy applies to all Regional Field Services Offices and Outstations, and is effective January 1, 1995.

**POLICY**

- A. At the time of intake, DDD staff will ask applicants for DDD services if they would like to register to vote at this time.
1. DDD staff will assist the applicant to complete the Voter Registration Service form DSHS 02-541(X).
  2. The DDD Regional Office will keep each Voter Registration Service form on hand for 22 months. After 22 months, they can be destroyed.
  3. If the applicant would like to register to vote, DDD staff will provide Secretary of State form ABVR for the applicant to complete.
  4. If the applicant does not wish to register to vote at this time, the applicant is free to take a voter registration form with them if they need more time to consider their decision.

5. DDD staff will invite all applicants to register who are adults, or who will turn eighteen years of age before the next election.
  6. DDD staff will advise applicants that if an order of guardianship exists, applicants and their guardians should follow the provision of that order relating to the applicant's voting rights.
  7. DDD staff will make clear that whether or not the person wishes to register to vote has no bearing upon the division's decision regarding the person's eligibility.
  8. DDD staff may physically assist the applicant to complete the form.
- B. DDD staff will offer a voter registration form to any client or member of the public who asks to register at a DDD office or outstation.
- C. DDD staff shall not:
1. Attempt to influence an applicant's or client's political preference or party affiliation;
  2. Display any political or party preference;
  3. Attempt to discourage an applicant or client from registering to vote; or
  4. Lead the applicant or client to believe that the decision to register, or not to register, will affect the availability of services or benefits.
- D. **Once weekly**, each DDD office or outstation will send all completed voter registration forms to the Secretary of State's Office, Voter Registration, P.O. Box 40230, Olympia, WA 98504-0230; or via Campus Mail to Secretary of State's Office, Voter Registration, Mailstop: 40230, Olympia.
- E. When sending the voter registration forms weekly, the sending office or outstation will enter the three digit Reporting Unit (RU) number in the return address. This is important for Secretary of State tracking purposes.
- F. If during the face-to-face contact with a client, DDD staff learn of a change of client address, they should assist the client to complete a new voter registration.

- G. DDD staff are free to offer the opportunity to register to vote to any DDD client.
- H. DDD staff will not offer voter registration to an individual:
1. If the staff knows that a current court order exists that determined the individual ineligible to vote; and
  2. Such knowledge is based upon reading the court order or being informed of the provisions by the legal guardian of the individual.

**SUPERSESSION**

None.

Approved:     /s/ Norm Davis     Date:   12/8/1994    
Director, Division of Developmental Disabilities