

REPORT TO THE CLERK'S OFFICE

Middle Initial Sr.

Jr.

Do you not have a Driver's License or Social Security number?

Year

Gender Homeless Voter

F

Registration?

Site

Signature to Sign Name

Describe

Completed in the State of Illinois and the above statements are true.

Signature of Applicant for Registration



The Cook County Clerk's Deputy Registrar Manual

for the 2024 General Election



cookcountyclerk.il.gov/service/deputy-registrar

1)

Address

City

Telephone

Previous

2) Illinois

3) Illinois

4) Illinois

Subj

Mc



Office of the Cook County Clerk Cedric Giles

Dear Deputy Registrar,

Thank you for stepping forward to serve as a Deputy Registrar. Our democracy relies on the involvement of people like you.

My office is committed to providing you with the training and tools you need to register eligible voters. Please keep this manual handy when registering voters. It provides a step-by-step procedural guide and helpful tips about the registration process.

Thanks again for your service.

Cedric Giles
Cook County Clerk

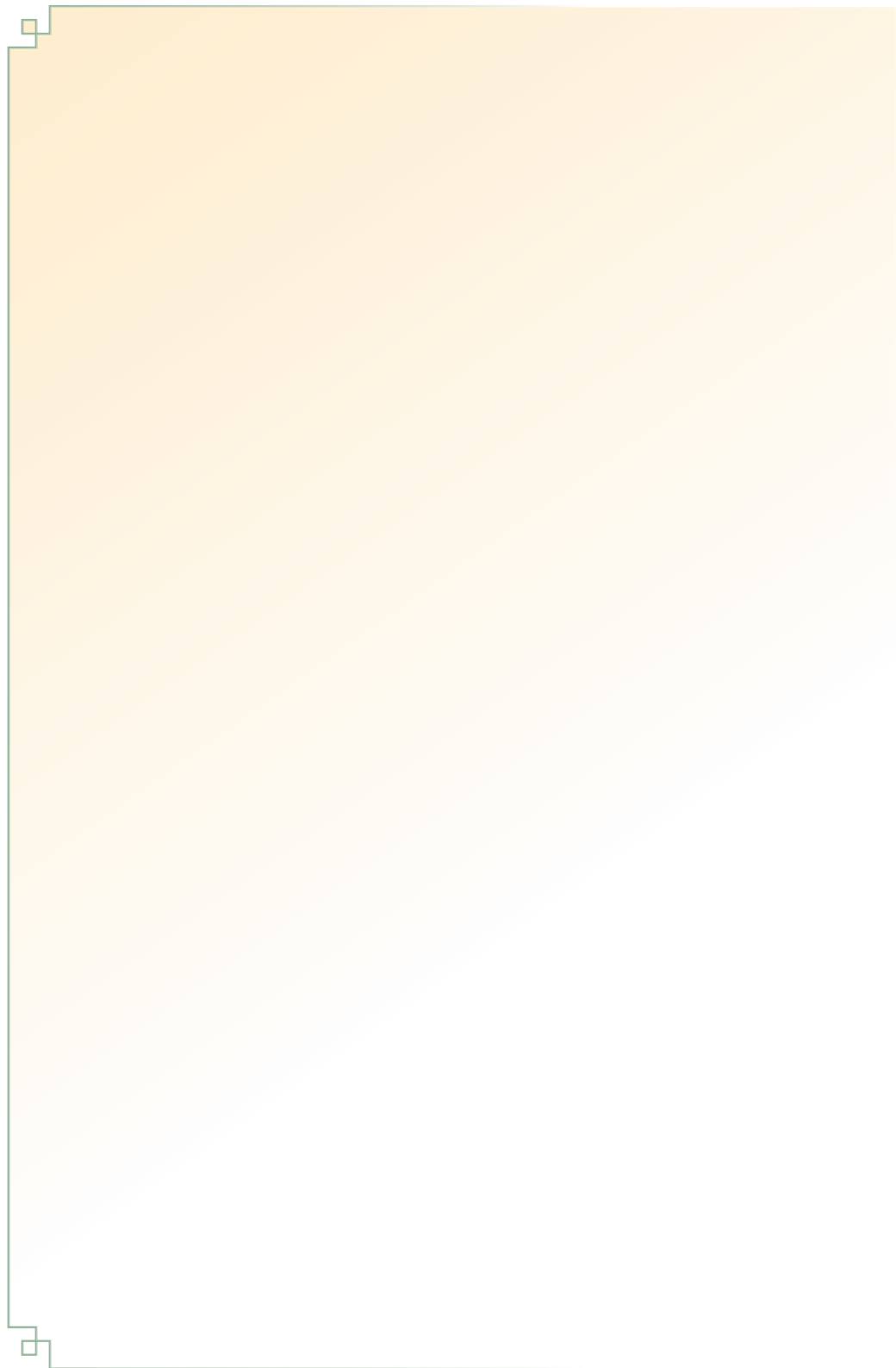


Deputy Registrar Training Manual *for the 2024 General Election*



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Deputy Registrar Qualifications

A Cook County Deputy Registrar must be:

- **Registered** to vote in Cook County.
- **Trained** by the Election Department, through our online training.
- **Sponsored** by a state bona fide civic organization or agency including:
 - **A duly elected or appointed official, of a bona fide state civic organization,**
as defined and determined by the State Board of Elections or qualified members designated by such official may accept the registrations of any qualified resident of the State.
 - **The chief librarian or designated person(s) from any public library situated within Cook County.**
Deputy registrars sponsored by a library may accept registrations of any qualified resident of the State, at said library.
 - **Township (precinct) committee persons.**
 - **The president or a qualified person designated by the president** of any university, college, community college, academy or other institution of learning situated within Cook County.
 - **The principal, or a qualified person designated by the principal,** of any high school, vocational school, or elementary school situated within Cook County.
 - **A duly elected or appointed official, of a bona fide labor organization, or a reasonable number of qualified members** designated by such official, may accept the registrations of any qualified resident of the State.
 - **The president or designated employee(s) of any corporation,** as defined by the Business Corporation Act of 1983 (805 ILCS 5/1.01 et seq).

Deputy Registrar Program Rules



- A deputy registrar may accept voter registrations for **any eligible resident of the State of Illinois**.
- Voter registrations for any voter who lives outside of Cook County must be returned with all other completed voter registrations to one of the County Clerk's six offices or a township office (see locations on pages 21 - 23).
- A deputy registrar may not accept voter registrations in any area where alcoholic beverages are served, sold or consumed, or register any person who is not legally qualified to register.
- **A deputy registrar is PROHIBITED from electioneering.**
 - **Electioneering** is activity expressing support for, or opposition to, candidates for public offices, referenda, or other questions of public policy. It includes wearing candidate, party or cause -related buttons, displaying posters or literature, verbal statements, and distributing such buttons, posters, or literature.

Deputy Registrar Program Rules *(continued)*

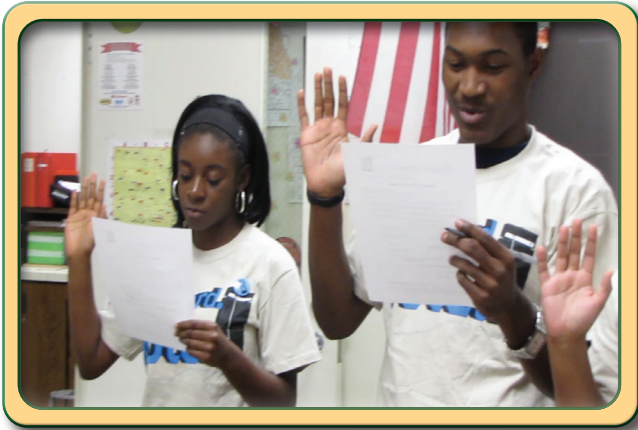
- A deputy registrar may accept registrations at any time other than the 27 day period preceding an election. (10 ILCS 5/5 – 16.2)
- A deputy registrar or organization coordinator must return completed registration cards to a Cook County Clerk's office or the nearest township office within seven days of the registration card being signed. In the week prior to the close of registration, registrars and coordinators must return completed cards within 48 hours of their completion. ALL cards completed on the last day before the close of registration must be returned no later than the day after the close of registration.
- **Does my deputy registrar commission expire?** Once a deputy registrar is sworn in, his/her commission lasts until November 30th of any even-numbered year. Once the commission expires, the deputy **MUST** complete and sign a new oath and return it to the County Clerk's office.
- Failure to follow procedures outlined by the Cook County Clerk's office for the volunteer deputy registrar program could prompt removal of the deputy registrar from the program.



Who May Register to Vote?

Voter Registration Applicants Must:

- Be citizens of the United States on the day of registration.
 - ➔ There is no waiting period once a person becomes a citizen.
- Applicants must be 18 on or before the next General Election.
 - ➔ 17-year-olds who will be 18 by or before the General Election are eligible to vote in the Primary Election.



- Reside at the address at least 30 days prior to Election Day.
- Display two pieces of identification.
 - ➔ Identification must include one piece with a current address.
 - ➔ Neither need be a picture ID.

*A list of Acceptable IDs
is on the next page.*

Who May Register to Vote? (continued)

Acceptable Forms of ID

- Illinois Driver's license
- Employee or student ID
- Illinois State ID
- Credit card
- Social security card
- Birth certificate
- Valid U.S.A. passport
- Utility bill in the applicant's name
- Mail postmarked to the applicant
- Public Aid ID card



Important: *Persons convicted of crimes and currently serving their sentences in a penal institution cannot vote. People awaiting trial in a penal institution or persons on parole or probation are eligible to vote.*



Registering an Applicant: Deputy Registrar Card

Your responsibility as Deputy Registrar is to complete Sections 1, 2 & 3 of the Deputy Registrar Card for each applicant.

➤ The applicant will complete Section 4.



➤ You will be given an identification number that must be entered in the boxes at the top left corner of the registration card.

Deputy Registrar—		REGISTRAR'S COPY TO DELIVER TO THE CLERK'S OFFICE	
1) Last Name		First Name	
Middle Initial		Sr.	
Address (House No. & Street Name)		Apt. No.	
Illinois Driver's License Number (If you do not have a Driver's License, list the last four digits of your Social Security number)			
City, Town or Village		Zip	
Date of Birth		Year	
Telephone Number		Email Address	
Gender		Homeless Voter	
Previous Name (if changed):		Would you like to receive a Mail Ballot for this Election? <input type="checkbox"/>	
2) Place of Birth (State or Country)	If born outside of the United States, complete this section:	Citizenship	If Naturalized
		Own Papers <input type="checkbox"/>	Parent's Papers <input type="checkbox"/>
		City	State
		Date	
3) If unable to sign name, complete this section:	Father's First Name	Mother's First Name	Height
			Color of Eyes
	Distinguishing Marks	Reason for Inability to Sign Name	
		Physical Disability <input type="checkbox"/> Describe	
		Unable to Write <input type="checkbox"/>	
4) STATE OF ILLINOIS COUNTY OF COOK, I hereby swear (or affirm) that I am a citizen of the United States, that on the date of the next election I shall have resided in the State of Illinois and in the election precinct in which I reside for 30 days and that I intend that this location shall be my permanent residence, that I am fully qualified to vote, and that the above statements are true. Subscribed and sworn to me on this day:			
Month		Day	
Year			
Signature of Registration Officer		Signature or Mark of Applicant for Registration	

Registering an Applicant: Section 1

Deputy Registrar— **REGISTRAR'S COPY TO DELIVER TO THE CLERK'S OFFICE**

1) Last Name		First Name		Middle Initial	Sr. Jr.
Address (House No. & Street Name)		Apt. No.	Illinois Driver's License Number (If you do not have a Driver's License, list the last four digits of your Social Security number.)		
City, Town or Village		Zip	Month	Day	Year
Telephone Number	Email Address		Gender	Homeless Voter	
Previous Name (If changed):			Would you like to receive a Mail Ballot for this Election? <input type="checkbox"/>		

Section 1 **MUST** be completed for all applicants. This section is for general information, like name, address, telephone number and email address.

- Use a pen with black ink **ONLY**.
 - Other ink colors will not register.
- Print the applicant's name.
 - Including last name, first name and middle initial (if the person uses a middle initial) of the applicant.
 - Circle "Sr." or "Jr." when applicable.
 - If the voter uses "III" or "IV," print it on the application.
- Print the applicant's full address.
 - Including house number, direction, street, apartment number (if any), the city or village, and zip code.
- Print the Illinois driver's license number, state ID number, or the last four digits of the applicant's social security number in the box marked "Illinois Driver's License Number."
 - Accept the last four digits of the social security number **IF AND ONLY IF** the applicant does not have either the driver's license or state ID number.
 - The registration cannot be processed without one of these three types of identification numbers.
- Print the applicant's date of birth.
 - Use two digits for the month and two digits for the day.
 - Use four digits for the year.

Date of Birth		
Month	Day	Year
10	02	1976

Registering an Applicant: Section 1 *(continued)*

- Print the applicant's telephone number in the space provided.
 - Make sure to include area code.
- If an applicant asks that the choice in the box indicating gender be circled for a category different than the category listed on their ID, you are to accommodate the applicant's request.
- If the applicant is homeless, check the homeless voter box.
 - A homeless person may register to vote as long as he/she has a mailing address.
 - ⇒ **P.O. boxes MAY NOT** be used
 - ⇒ A mailing address of a homeless individual may include, but is not limited to, a shelter, a day shelter, or a private residence.
 - ⇒ The mailing address shall constitute a homeless individual's residence for voting purposes.
- If the applicant has previously been registered, write the previous address.
- If the applicant is re-registering because of a name change, print the previous name in the area marked "Previous Name *(If Changed)*".

Previous Name (If changed):

THE REGISTRATION CARD MUST BE COMPLETED BY THE DEPUTY REGISTRAR, NOT THE APPLICANT!

Important: *It is very important to PRINT information in all capital block letters on this voter card. This helps us scan the document into our voter database more efficiently.*

Registering an Applicant: Section 2

2) Place of Birth (State or Country)	If born outside of the United States, complete this section:	Citizenship		If Naturalized		Own Papers <input type="checkbox"/>		Parent's Papers <input type="checkbox"/>	
		Born of US Parent	<input type="checkbox"/>	Court	City		State	Date	
		Naturalized	<input type="checkbox"/>						

Section 2 consists of two parts:

1. The "Place of Birth" part is for the registrar to enter the state or country the applicant was born.
 - If the applicant provides a U.S. state or U.S. territory, enter the information in the "Place of Birth" box and proceed to Section 3.
2. The "Citizenship" part is for applicants born outside of the U.S.
 - Print the name of the state or country in which the applicant was born.
 - Remember, persons born in Puerto Rico, Guam or the U.S. Virgin Islands are U.S. citizens by birth.
 - **Citizenship:** Indicate whether the applicant was born of U.S. parents or was naturalized.
 - If born of U.S. parents, proceed to Section 4.
 - If the applicant was naturalized:
 - ⇒ Indicate whether the applicant has his or her own naturalization papers or derived citizenship under his or her parents' papers.
 - ⇒ 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.
 - ⇒ The clerk's staff will contact him or her to complete the registration process.

Registering an Applicant: Section 3

3) If unable to sign name, complete this section:	Father's First Name	Mother's First Name	Height	Color of Eyes	Reason for Inability to Sign Name
					Physical Disability <input type="checkbox"/> Describe
	Distinguishing Marks				Unable to Write <input type="checkbox"/>

Section 3 **MUST** be completed if an applicant is unable to sign his or her name on the registration card.

- The information needed to complete Section 3 includes:
 - Father's first name
 - Mother's first name
 - Height of the applicant
 - The applicant's color of eyes
 - The reason for the inability to sign his/her name.
- Please describe in the "Distinguishing Marks" box any physical characteristics that will help identify the applicant.
 - Examples:
 - ⇒ Visible tattoo
 - ⇒ A large mole

Registering an Applicant: Section 4

4) STATE OF ILLINOIS COUNTY OF COOK, I hereby swear (or affirm) that I am a citizen of the United States, that on the date of the next election I shall have resided in the State of Illinois and in the election precinct in which I reside for 30 days and that I intend that this location shall be my permanent residence, that I am fully qualified to vote, and that the above statements are true.

Subscribed and sworn to me on this day:

Month Day Year

Signature of Registration Officer

Signature or Mark of Applicant for Registration

All applicants **MUST** complete Section 4 as their final step in registration.

- Enter the date of the registration and sign on the line provided for "Registration Officer" on the left-hand side.
- The applicant must sign his or her name after taking the oath as it is stated on the registration card, printed above the signature line in Section 4.
 - ➔ However, before the applicant signs the form, review the information with them to make certain that everything is correct.
 - ➔ If the applicant cannot sign, and Section 3 has been completed, the applicant must make his or her mark on the line.
- Issue the yellow Voter Registration Receipt card to the applicant.

Deputy Registrar--□□□□□□		VOTER REGISTRATION RECEIPT			
1) Last Name		First Name		Middle Initial	Sr.
Address (House No. & Street Name)		Apt. No.	Illinois Driver's License Number (If you do not have a Driver's License, list the last four digits of your Social Security number.)		
City, Town or Village		Zip	Month	Day	Year
Telephone Number		Email Address		Gender	Homeless Voter
Previous Name (if changed):		Would you like to receive a Mail Ballot for this Election?			<input type="checkbox"/>
2) Place of Birth (State or Country)	If born outside of the United States, complete this section:	Citizenship	If Naturalized	Own Papers	Parent's Papers
		Born of US Parent <input type="checkbox"/>	Court	City	State
3) If unable to sign name, complete this section:	Father's First Name	Mother's First Name	Height	Color of Eyes	Reason for inability to Sign Name
	Distinguishing Marks				Physical Disability <input type="checkbox"/> Describe <input type="checkbox"/>
					Unable to Write <input type="checkbox"/>
4) STATE OF ILLINOIS COUNTY OF COOK, I hereby swear (or affirm) that I am a citizen of the United States, that on the date of the next election I shall have resided in the State of Illinois and in the election precinct in which I reside for 30 days and that I intend that this location shall be my permanent residence, that I am fully qualified to vote, and that the above statements are true.					
Subscribed and sworn to me on this day:					
Month Day Year					
Signature of Registration Officer			Signature or Mark of Applicant for Registration		

Important: Instruct registrants to expect to receive a voter identification card four to six weeks from the date of registration.

Helpful Tips: Being an Effective Deputy Registrar

- Remember to print your Deputy Registrar Identification Number on the top of each audit sheet submitted.
- Nobody knows you're a deputy registrar unless you tell them.
 - ➔ Most people will not register to vote unless they're asked.
- Call a few friends tonight while what you've learned is fresh in your mind.
- Ask if they and others in their household are registered at their current address.
 - ➔ If not, make an appointment to drop by and sign them up.
 - ➔ Tomorrow at work, do the same.
 - ⇒ You may be surprised to find that many of them haven't taken care of this basic responsibility of citizenship.
- When registering people in a public place, here are some important tips to remember:
 - ➔ Always look people in the eye and quickly ask, "Are you registered to vote at your current address?"
 - ⇒ Eye contact is essential because people in public places automatically screen out strangers, including silent ones sitting at registrar tables.
 - ⇒ If you don't speak up, they will pass you by.
 - ➔ Check with your church, your workplace and/or any union, community or civic organization to which you belong.
 - ⇒ Any meeting, picnic or lunch break could be a registration opportunity. Take advantage of any public gathering.
 - ➔ Always ask permission of the store manager or organizer of a meeting or event before you set up your site.

Same Day Voter Registration



Registrants **MUST** vote immediately after registering



➤ Grace Period Voter Registration

Anyone who is eligible (*see who may register to vote*) and missed the deadline for voter registration may do so at all Early Voting sites.

➤ Registrants have 27 days from the close of registration to the day before Election Day to come to the County Clerk's office at 69 West Washington, Chicago or other specified locations to register and vote.

⇒ Call 312-603-0906 or visit www.cookcountyclerkil.gov for hours and locations.

➤ Election Day Registration

Anyone eligible to register to vote may do so on Election Day.

➤ Election Day Voter Registration will be offered in all precincts on Election Day.

⇒ Applicants must go to the precinct that serves their home address.

⇒ Applicants must bring two pieces of identification to their local precinct.

→ Neither needs to be a photo ID, but one **MUST** have their current address.

➤ You may refer people to the website for more detailed information: www.cookcountyclerkil.gov/elections/voterprofile

Mail-In “Motor Voter” Registration Application

Also included in your training packets are white NVRA (National Voter Registration Act) “Motor Voter” cards.

- These Mail-in cards may be a good supplemental tool for your organization.
- Give them to anyone who wishes to register to vote but does not have identification with them or does not have time to stop and register at that moment.
 - However, keep these things in mind when distributing Mail-in cards:
 - ⇒ The voter receives no receipt.
 - ⇒ Although a receipt by itself is not proof of registration, voters who register by mail do not have any record that they applied to be a registered voter.
 - ⇒ Our office makes every attempt to verify the voter’s identity through a valid driver’s license or social security number.
 - However, if we are unable to verify the voter’s identity, they must provide identification at the polls on Election Day.
- You and your organization will decide how to incorporate Mail-in registration forms into your effort.



Mail-In Registration Application

ILLINOIS VOTER REGISTRATION APPLICATION

Register to vote online at cookcountyclerk.com/RTV

Use block letters only.

1	Are you a citizen of the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	If you checked "No" in response to either of these questions, DO NOT complete this form.
	Will you be at least 18 years of age on or before the general election? <input type="checkbox"/> Yes <input type="checkbox"/> No	

2	Last Name					Jr. Sr. II III IV V
	First Name					Middle Name or Initial
	Previous Name (if changed)					
	Email Address					

3	Street Address Where You Live				Apartment Number	
	City			State	Zip Code	County

4	Date of Birth			Sex (circle one)		Would you be interested in serving as an Election Judge?	
	Month	Day	Year	M	F	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Illinois Driver's License Number or IL State ID number <small>(If you have neither, list the last four digits of your social security number.)</small>				Cell Phone Number (or landline)		Homeless Voter? <input type="checkbox"/>	

5	Voter Affidavit - Read all the statements and sign on the line below. I swear or affirm that:		SIGN OR MARK IN BOX BELOW	
	<p>* I am a citizen of the United States.</p> <p>* I will be at least 18 years old on or before the general election.</p> <p>* I will have lived in the State of Illinois and in my election precinct at least 30 days as of the date of the next election.</p> <p>* The information I have provided is true to the best of my knowledge under penalty of perjury. If I have provided false information, then I may be fined, imprisoned or, if I am not a U.S. Citizen, deported from or refused entry into the United States.</p>			
	<p>If you cannot sign, ask the person who helped you complete this form to print their name, address and telephone number below.</p> <p>Name _____ Address _____ Phone Number _____</p>		<p>DATE: _____</p> <p>Month Day Year</p>	

IMPORTANT INFORMATION:

» Federal law requires first-time voters who register by mail to show proof of identification in order to vote. You may be able to satisfy this requirement by providing your driver's license number, state ID # or, if you don't have either of these, the last 4 digits of your social security number on this form. **If we are able to verify your identity with one of these numbers, it will not be necessary for you to show ID in order to vote. If we cannot verify your identity through a valid driver's license or social security number, you will need to provide identification before you can vote.** Acceptable forms of identification include: a copy of a current and valid photo ID, or a copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows your name and address. **A copy** of your identification can be mailed in an envelope to us along with this registration form, or can be shown the first time you vote.

» Mail or deliver your completed application to:

Cook County Clerk's Office
69 W. Washington, Suite 500
Chicago, IL 60602

Online Voter Registration

Registering to vote or changing your voting address now takes just a few clicks on the Internet for anyone with an Illinois Driver's License or Illinois Identification Card.

- The Driver's License or Identification Card need not have your current address on it.
- You will be able to enter your new address online.
- Just follow these simple steps:
 - ➔ Go to cookcountyclerkil.gov
 - ➔ Click on the "Register to Vote" icon
 - ➔ Click on the link under the first section labeled "Online"
- The link takes the voter to the Illinois Online Voter Application. The registration process is a simple one:
 - ➔ Type in the required information such as name, address, and so on.
 - ➔ When you click to submit your registration, you will receive an email confirmation of your registration application.
 - ➔ The Cook County Clerk's Office will then send you a second email confirming our receipt of your data.
 - ➔ A voter registration card will be mailed to your home a few weeks after the second email.
- Persons who register to vote using this online application must meet the following requirements:
 - ➔ Be a US Citizen
 - ➔ Be 18 years of age on or before the next general election.
 - ➔ Have an Illinois Driver's License or Illinois Identification Card.

Important: *If you do not have an Illinois Driver's License or ID card, you CANNOT use the online application.*

- Online voter registration is available from now until the Sunday before.

Close of Registration Dates



Deputy Registrars may register voters up to 27 days before an election.



Presidential Elections	Close of Voter Registration	Election Day
Primary Election	February 20, 2024	March 19, 2024
General Election	October 8, 2024	November 5, 2024



Places to Pick Up and Turn in Cards

Offices of the Cook County Clerk



CHICAGO

George W. Dunne Cook County Office Bldg
69 W. Washington, 5th Floor
Chicago, IL 60602
312/603-0987



MARKHAM

16501 S. Kedzie Ave., Room 238
Markham, IL 60428
708/210-4150



MAYWOOD

Whitcomb Building
1311 Maybrook Square, Room 109
Maywood, IL 60153
708/865-6010



SKOKIE

5600 Old Orchard Road, Room 149
Skokie, IL 60077
847/470-7233

- *The Chicago office of the Cook County Clerk is open from 8:30 a.m. to 5:00 p.m., Monday through Friday.*
- *Suburban office hours are 8:30 a.m. to 4:30 p.m., Monday through Friday.*

Places to Pick Up and Turn in Cards *(continued)*

Township Offices in Cook County

BARRINGTON

602 S Hough St.
Barrington, IL 60010
847/381-5632

ELK GROVE

600 Landmeier Rd.
Elk Grove Village, IL 60007
847/437-0300

NILES

5255 Lincoln Ave.
Skokie, IL 60077
847/673-9300

BERWYN

6600 W. 26th St.
Berwyn, IL 60402
708/788-6600

HANOVER

250 S. Route 59
Bartlett, IL 60103
630/837-0301

NORTHFIELD

2550 Waukegan Rd.
Glenview, IL 60025
847/724-8300

BLOOM

425 S. Halsted St.
Chicago Hts., IL 60411
708/754-9400

LEMONT

1115 S. Warner Ave.
Lemont, IL 60439
630/257-2522

NORWOOD PARK

7833 W. Lawrence Ave.
Norridge, IL 60706
708/453-0861

BREMEN

16361 Kedzie Pkwy.
Markham, IL 60428
708/333-9530

LEYDEN

2501 Mannheim Rd.
Franklin Park, IL 60131
847/455-8616

OAK PARK

105 S. Oak Park Ave.
Oak Park, IL 60302
708/383-8005

CALUMET

2353 S. York St.
Blue Island, IL 60406
708/385-0264

LYONS

6404 Joliet Rd.
Countryside, IL 60525
708/482-8300

ORLAND

14807 S. Ravinia Ave.
Orland Park, IL 60462
708/403-4222

CICERO

4949 W. Cermak Rd.
Cicero, IL 60804
708/656-3600

MAINE

1700 Ballard Rd.
Park Ridge, IL 60068
847/297-2510

PALATINE

721 S. Quentin Rd.
Palatine, IL 60067
847/358-6700

EVANSTON

2100 Ridge Ave.
Evanston, IL 60201
847/866-2925

NEW TRIER

739 Elm St.
Winnetka, IL 60093
847/446-8202

PALOS

10802 S. Roberts Rd.
Palos Hills, IL 60465
708/598-4449

Places to Pick Up and Turn in Cards *(continued)*

Township Offices in Cook County

PROVISO

4565 W. Harrison St.
Hillside, IL 60162
708/449-4300

RIVERSIDE

27 Riverside Rd.
Riverside, IL 60546
708/442-4400

THORNTON

333 E. 162nd St.
South Holland, IL 60473
708/596-6040

RICH

22013 Governor's Hwy.
Richton Park, IL 60471
708/748-6722

SCHAUMBURG

1 Illinois Boulevard
Hoffman Estates, IL 60194
847/884-0030

WHEELING

1616 N. Arlington Hts. Rd.
Arlington Hts., IL 60004
847/259-7730

RIVER FOREST

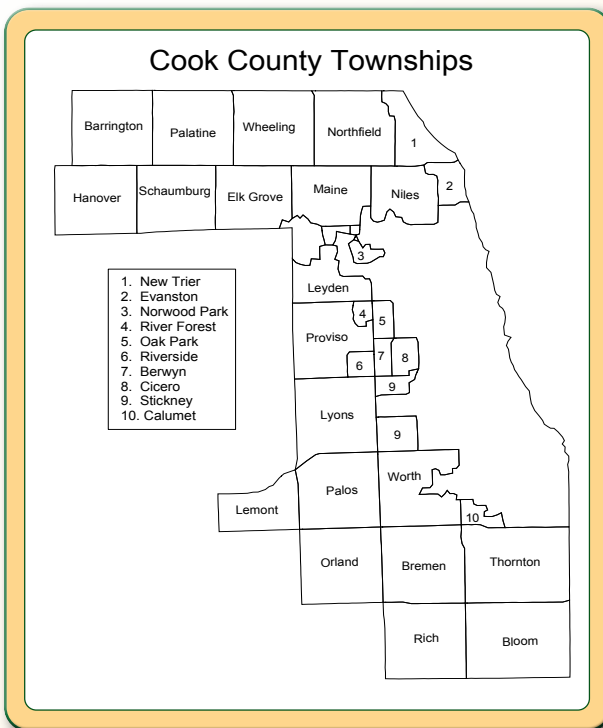
8020 Madison St.
River Forest, IL 60305
708/366-2029

STICKNEY

5635 State Rd.
Burbank, IL 60459
708/424-9200

WORTH

11601 S. Pulaski Rd.
Alsip, IL 60803
708/371-2900





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OFFICE OF COOK COUNTY

**Office of the
Cook County Clerk**

Vital Records, Elections, Ethics, Real Estate &
Tax Services* and Clerk of the Board**

cookcountyclerkil.gov

ILLINOIS