

WHO MAY REGISTER VOTERS?

Election Authorities (county clerks or boards of election commissioners), and

Deputy Registrars, as appointed.

The following are automatically appointed as deputy registrars by the election authority:

- Municipal Clerks
- Township/Road District Clerks
- Precinct Committeemen

The following may be appointed only upon written request:

- Chief librarian or designee.
- High school/elementary school principal or their designee.
- University/college president or their designee.
- State labor organization members.
- Bona fide state civic organization members.
- *Healthcare and Family Services director or their designated employees.
- *Employment Security director or their designated employees.
- Corporation president or their designated employees. (As defined by the Business Corporation Act of 1983)

***These two agencies may only accept the registration of any qualified resident of the county in which such offices are located.**

WHEN MAY DEPUTY REGISTRARS ACCEPT VOTER REGISTRATIONS?

Deputy registrars may accept voter registrations at any time except during the 27-day period before each election. Registration is closed for two days after each election (one day after each election in Chicago).

TO QUALIFY TO REGISTER TO VOTE A PERSON MUST:

- Must Be a U.S. citizen;
- Must Be at least 18 years of age by Election Day;
- Must Have been a resident of the precinct at least 30 days prior to Election Day.

When registering to vote, two forms of identification are required – one form must show the current address of the applicant.

WHERE MAY DEPUTY REGISTRARS TAKE VOTER REGISTRATION?

Deputy registrars from public libraries, high schools, elementary schools, or vocational schools, universities, colleges, community colleges, academy or institutions, public aid offices, and unemployment offices may accept registrations only at their locations. All other deputy registrars may take registrations anywhere.

HOW LONG IS A DEPUTY REGISTRAR APPOINTED FOR?

Appointments of deputy registrars, except precinct committeemen, shall be for 2-year terms, commencing on December 1st following the general election of each even-numbered year; except that the mid-term appointments shall be until December 1st following the next general election.

Appointments of precinct committeemen shall be for 2-year terms commencing on the date of the county convention following the general primary at which they were elected. The County Clerk shall issue a certificate of appointment to each deputy registrar, shall maintain in his office for public inspection a list of the names of all appointees, and shall train all deputy registrars.

FROM WHOM MAY REGISTRARS TAKE VOTER REGISTRATION?

Most deputy registrars may now accept the registration of all qualified residents of the entire State. Deputy registrars must return completed registration materials to their appointing election authority. Completed registration materials returned by deputy registrars for persons residing outside the county shall be transmitted by the election authority to the proper jurisdiction.

HOW DO CIVIC ORGANIZATIONS BECOME CERTIFIED?

Civic organizations must file an application with the State Board of Elections. Applications for certification must be filed by the 90th day prior to each election. *Applications may be downloaded from the SBE website.*

WHAT IS GRACE PERIOD REGISTRATION?

Grace Period Registration is an extension of the 27 day deadline for registration. ***This form of registration is only available through the election authority.*** This allows for the registration of voters and for the change of address during the period from the close of registration (the 27th day before the election) until the 7th day before the election.

IMPORTANT FACTS

- Deputy registrars must be trained, take an oath, and be appointed as provided by state law.
- All deputy registrars must be registered voters in the county in which they are appointed. Exception: All deputy registrars under a board of election commissioner must be registered voters within that election jurisdiction.
- Deputy registrars must not engage in any form of electioneering while registering voters. This includes working for or against a proposition or candidate while conducting voter registration.
- Deputy registrars can be removed for cause.
- Deputy registrars must complete registration forms neatly and follow the specific directions of the election authority.
- Deputy registrars must return completed registration materials to the election authority by first-class mail within two business days or by personal deliver within 7 days of completion.

If new registrations or cancellations are taken between the 28th and 35th day before the election, deputy registrars must return completed materials to the election authority within 48 hours.

If registrations or cancellations are taken on the last day for registration, deputy registrars must return all the registration material to the election authority within 24 hours.

The primary goal of the State Board of Elections is to help bring about greater understanding and participation in the electoral process.

For more information on election laws and procedures, write or call the State Board of Elections.

State Board of Elections
1020 South Spring Street
Springfield, Illinois 62704
217/782-4141
TDD 217/782-1518

100 West Randolph, Suite 14-100
Chicago, Illinois 60601
312/814-6440
TDD 312/814-6431

Printed by Authority of the State of Illinois

www.elections.il.gov

Revised 7/28/11

Illinois Deputy Registrars



The work of deputy registrars is a vital contribution to American democracy. Registering voters encourages voter participation and enhances our electoral process. This pamphlet briefly discusses the deputy registrar program.