

Who May Register Voters?

Election Authorities:

- County Clerks
- Board of Commissioners

Deputy registrars (automatically appointed):

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

Deputy registrars (may be appointed 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 designated employees
- *Employment Security director or designated employees
- Corporation president or designated employees (As defined by the Business Corporation act of 1983

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

Civic Organizations

Must file an application for certification with the Illinois State Board of Elections by the 90th day prior to the election to become certified.

Deputy Registrars

10 ILCS 5/4-6, 4-6.1, 4-6.2, 4-8.03, 4-31, 5-7.03, 5-8, 5-9, 5-16.1, 5-16.2, 5-25.1, 6-35.03, 6-36, 6-50.1, 6-50.2

Board Members

William J. Cadigan, Chairman
John R. Keith, Vice Chairman
Andrew K. Carruthers
Ian K. Linnabary
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Katherine S. O'Brien
Charles W. Scholz
Casandra B. Watson

Steven S. Sandvoss
Executive Director

Overview of Deputy Registrars

Illinois State Board of Elections

Springfield Office

2329 S. Macarthur Blvd.
Springfield, IL 62704
217-782-4141

Chicago Office

100 W. Randolph
Suite 14-400
Chicago, IL 60601
312-814-6440

www.elections.il.gov



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)

WHERE MAY DEPUTY REGISTRARS TAKE VOTER REGISTRATIONS?

Deputy registrars from the following offices may only accept registration at their locations:

- 1) Public libraries
- 2) High schools
- 3) Elementary schools
- 4) Vocational schools
- 5) Universities
- 6) Colleges
- 7) Community colleges
- 8) Academy
- 9) Institutions
- 10) Public aid offices
- 11) Unemployment offices

All other deputy registrars may take registrations anywhere.

FROM WHOM MAY REGISTRARS TAKE VOTER REGISTRATION?



Most may now accept registration from all qualified residents of Illinois. 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 LONG IS A DEPUTY REGISTRAR'S APPOINTMENT?

Deputy registrars, except precinct committeemen, serve 2-year terms, beginning 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 train all deputy registrars, issue a certificate of appointment to each deputy registrar, and shall maintain in his or her office for public inspection a list of the names of all appointed deputy registrars.

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 within 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 referendum 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 delivery 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.