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REVISED 9/03

PUBLIC SERVICES  
(3.8) Voter Registration

POLICY

All public service staff shall serve as voter registrars. Voter registration shall be offered as a service during all open hours at all branches of the public library. National, state, and local election information shall be available at all service desks.

GUIDELINES

State of Alaska Voter Registration instructions are available at the reference desk at each branch. Staff should read these and become familiar with the contents. Questions may be directed to Region I Elections office at 465-3021.

Registrars may sign voter registration materials as a witness if the person registering presents proof of identity and then signs the registration form in the presence of the registrar.

Registration forms may also be given to persons wishing to register off-site if they wish to do so. Do not give out the postage-paid envelopes to be used off-site.

If you have accepted voter registrations or absentee ballot requests during your shift, be sure to put the forms in a postage-paid envelope, seal it, and put it in the outgoing mail at the end of your shift. Do not leave it for the next person to mail. It is critical that these forms be mailed in a timely manner.