VOTER REGISTRATION KIT

What you need to know to get the job done!

WHO? This kit is for individuals and groups who assist Kansans to register to vote.

- ☑ Civic organizations
- ☑ Political parties
- ☑ State government agencies that are mandated intake units

WHAT? This kit contains the steps necessary to add a Kansan to the voter registration list.

- ☒ Details about the proof of U.S. citizenship requirement
- ☒ Emails, phones, faxes and addresses of 105 county election offices
- ☒ A Guide to Kansas Secure and Fair Elections (SAFE) Act
- ☒ A Guide to Voter Registration Drives
- ☒ Kansas Voter Registration Instructions and Application

Kansas Secretary of State Kris W. Kobach

Proof of U.S. Citizenship for Voter Registration

Evidence Required

1) Individuals registering to vote in Kansas for the first time on or after January 1, 2013, must provide acceptable evidence of United States citizenship before they will be added to the voter registration list.
2) Individuals registered to vote in Kansas before January 1, 2013, do not have to provide evidence of U.S. citizenship as long as they remain on the voter registration list.
3) If a voter's registration is canceled, satisfactory evidence of U.S. citizenship must be provided when re-registering.
4) Moving from one place to another within Kansas or modifying one's voter registration record does not require the individual to re-submit proof of citizenship.

Timing of Evidence

1) If a citizenship document is not provided at the same time the voter registration form is filled out and turned in, the citizenship document may be submitted at a **later time** to the county election office.
2) The **deadline to register** to vote is 21 days prior to the election.
3) The **deadline to submit evidence of U.S. citizenship** depends on the manner in which the completed application is turned in. *See Delivery of Evidence*.

Delivery of Evidence

A true copy of an acceptable citizenship document (photocopy or picture, on paper or in digital form) may be delivered to the county election office in one of these ways:

1) **Mailed** or delivered **in person** no later than the close of business on the day before the election; or
2) Submitted **electronically** no later than midnight the day before the election, to your county election office by **Email** or by **Fax**.

See pages 4-7 for each county's mailing address, physical address, email address, phone number and fax number. Current information is also at *www.sos.ks.gov/elections/elections_registration_ceo.asp*.

If the applicant has (1) a valid Kansas driver's license or nondriver's identification card, *and* (2) a pdf copy of an acceptable citizenship document, then the applicant may register to vote using **Online Voter Registration** (*www.kdor.org/voterregistration/*), including the ability to upload the pdf evidence of citizenship. **[Caution:** If a paper application form has already been turned in, then the internet should *not* be used to submit proof of citizenship, as doing so will result in a duplicate registration.]

At a **registration event** the applicant may give a photocopy or picture of the citizenship document, on paper or in digital form, to the person distributing applications if they trust the person to deliver it to the county election office with the application.

Valid Citizenship Documents

These documents are acceptable as evidence of U.S. citizenship for voter registration purposes:

- **Birth certificate** that verifies United States citizenship*
- United States **passport** or pertinent pages of the applicant's valid or expired United States passport identifying the applicant and the applicant's passport number
- United States **naturalization documents**
- Other documents or methods of proof of United States citizenship issued by the federal government pursuant to the **Immigration and Nationality Act** of 1952
- **Bureau of Indian Affairs** card number, tribal treaty card number or tribal enrollment number
- **Consular report** of birth abroad of a citizen of the United States

- Certificate of citizenship issued by the United States **Bureau of Citizenship and Immigration** Services
- Certification of report of birth issued by the **United States Department of State**
- **American Indian card**, with KIC classification, issued by the United States Department of Homeland Security (Note: This document applies only to a small Texas band of the Kickapoo tribe with slightly more than 50 members.)
- Final **adoption decree** showing the applicant's name and United States birthplace
- United States **military record** of service showing applicant's place of birth in the United States
- Extract from a United States **hospital record of birth** created at the time of the applicant's birth indicating the applicant's place of birth in the United States*

- *Only if* the agency indicates on the applicant's driver's license or nondriver's identification card that the person has provided satisfactory proof of United States citizenship, *then* a driver's license or nondriver's identification card issued by the Kansas Division of Vehicles or the equivalent governmental agency of another state within the United States

*A hospital certificate of birth (the one with the baby's footprints) and a birth registration card (wallet-size) issued by the Office of Vital Statistics are acceptable as proof of citizenship for voter registration. The document must indicate birth in the United States to the satisfaction of the county election office.

Unsatisfactory Citizenship Documents

If a citizenship document submitted by a voter registration applicant is deemed unsatisfactory due to an inconsistency between the citizenship document and the (1) name or (2) sex indicated on the applicant's voter registration application, the applicant may sign a Form CDU** (Affidavit of Evidence of U.S. Citizenship) explaining the inconsistency.

- The applicant must state the nature of the inconsistency, the reason for it, and must swear under oath that, despite the inconsistency, the applicant is the individual reflected in the citizenship document.
- A properly executed affidavit should result in the applicant being granted full registration status unless it is denied for another reason.
- The date of birth on the citizenship document must match the date of birth on the voter registration application.

No Citizenship Documents

Applicants who cannot meet the citizenship verification requirement because they do not possess any of the documents listed above to prove their U.S. citizenship may:

- **if born in Kansas**, apply for a **free birth certificate** using Form BCA,** (Affidavit of Person Requesting Free Certified Copy of Birth Certificate) and Form VS-235 10/09** (Application for Certified Copy of Kansas Birth Certificate), or
- **if not born in Kansas**, find instructions for obtaining a birth certificate in another state or territory on the National Center for Health Statistics website at *www.cdc.gov/nchs/w2w.htm*, or
- **appeal** to the state election board for consideration of the registration application by submitting Form RCD** (Request for Consideration of U.S. Citizenship Documents by State Election Board of Kansas).

**Get the form at *www.gotvoterid.com/proof-of-citizenship*.

Voter Registration Confirmation

A voter registration applicant can use **VoterView** (*www.myvoteinfo.voteks.org*) to:

- ✓ Confirm active voter registration status
- ✓ View political party association
- ✓ Locate the name and address of the assigned polling place
- ✓ Identify the federal, state and local election districts where eligible to vote
- ✓ Find upcoming elections statewide or by county

COUNTY	EMAIL	PHONE	FAX	ADDRESS	CITY	ZIP
ALLEN	coclerk@allencounty.org	(620) 365-1407	(620) 365-1441	1 N Washington	Iola	66749
ANDERSON	AN_county_clerk@wan.kdor.state.ks.us	(785) 448-6841	(785) 448-5621	100 E 4th	Garnett	66032
ATCHISON	AT_county_clerk@wan.kdor.state.ks.us	(913) 367-1653	(913) 367-0227	423 N 5th	Atchison	66002-1861
BARBER	BA_county_clerk@wan.kdor.state.ks.us	(620) 886-3961	(620) 886-5425	120 E Washington	Medicine Lodge	67104
BARTON	clerk@bartoncounty.org	(620) 793-1835	(620) 793-1990	1400 Main Street, Room 202	Great Bend	67530
BOURBON	countyclerk@bourboncountyks.org	(620) 223-3800	(620) 223-5832	210 S National	Ft Scott	66701
BROWN	BR_county_clerk@wan.kdor.state.ks.us	(785) 742-2581	(785) 742-7705	601 Oregon St	Hiawatha	66434
BUTLER	dengels@bucoks.com	(316) 322-4233	(316) 321-1011	205 W Central, Courthouse	El Dorado	67042
CHASE	chasecountyclerk@yahoo.com	(620) 273-6423	(620) 273-6617	PO Box 529, Courthouse Square	Cottonwood Falls	66845-0547
CHAUTAUQUA	cqclerk@yahoo.com	(620) 725-5800	(620) 725-5801	215 N Chautauqua	Sedan	67361
CHEROKEE	rodney.clerk@cherokeecounty-ks.gov	(620) 429-2042	(620) 429-1042	PO Box 14, 100 W Maple	Columbus	66725
CHEYENNE	CN_county_clerk@wan.kdor.state.ks.us	(785) 332-8800	(785) 332-8825	PO Box 985, 212 E Washington	St Francis	67756
CLARK	cacoclrk@ucom.net	(620) 635-2813	(620) 635-2051	PO Box 886, 913 Highland	Ashland	67831
CLAY	cyclerk@claycountykansas.org	(785) 632-2552	(785) 632-5856	PO Box 98, 712 5th Street	Clay Center	67432
CLOUD	CD_county_clerk@wan.kdor.state.ks.us	(785) 243-8110	(785) 243-8123	811 Washington	Concordia	66901
COFFEY	CF_county_clerk@wan.kdor.state.ks.us	(620) 364-2191	(620) 364-8975	110 S 6th, Room 202	Burlington	66839
COMANCHE	CM_county_clerk@wan.kdor.state.ks.us	(620) 582-2361	(620) 582-2426	Box 776, 201 S New York	Coldwater	67029
COWLEY	kdefore@cowleycounty.org	(620) 221-5495	(620) 221-5498	311 E 9th	Winfield	67156
CRAWFORD	countyclerk@ckt.net	(620) 724-6115	(620) 724-6007	PO Box 249, 111 E Forest	Girard	66743-0249
DECATUR	DC_county_clerk@wan.kdor.state.ks.us	(785) 475-8102	(785) 475-8150	PO Box 28	Oberlin	67749
DICKINSON	DK_county_clerk@wan.kdor.state.ks.us	(785) 263-3774	(785) 263-2045	PO Box 248, 109 E 1st, Ste. 207	Abilene	67410
DONIPHAN	dpcoclerk@rainbowtel.net	(785) 985-3513	(785) 985-3723	PO Box 278	Troy	66087
DOUGLAS	jshew@douglas-county.com	(785) 832-5281	(785) 832-5192	1100 Massachusetts St	Lawrence	66044
EDWARDS	edwardsclerk@edwards.kscoxmail.com	(620) 659-3000	(620) 659-2583	312 Massachusetts	Kinsley	67547
ELK	ekclerk@sktc.net	(620) 374-2490	(620) 374-2771	PO Box 606, 127 N Pine	Howard	67349
ELLIS	dclerk@ellisco.net	(785) 628-9410	(785) 628-9413	PO Box 720	Hays	67601
ELLSWORTH	EWCLERK@KANS.COM	(785) 472-4161	(785) 472-3818	210 N Kansas	Ellsworth	67439
FINNEY	eulrich@finneycounty.org	(620) 272-3575	(620) 272-3890	P.O. Box M, 311 N. 9th St.	Garden City	67846
FORD	sseibel@fordcounty.net	(620) 227-4550	(620) 227-4699	100 Gunsmoke	Dodge City	67801

COUNTY	EMAIL	PHONE	FAX	ADDRESS	CITY	ZIP
FRANKLIN	jpaddock@franklincoks.org	(785) 229-3410	(785) 229-3419	315 S Main	Ottawa	66067
GEARY	rbossemeyer@gearycounty.org	(785) 238-3912	(785) 238-5419	200 E. 8th Street	Junction City	66441
GOVE	GO_county_clerk@wan.kdor.state.ks.us	(785) 938-2300	(785) 938-4486	PO Box 128	Gove	67736
GRAHAM	grahcocl@ruraltel.net	(785) 421-3453	(785) 421-6374	410 N Pomeroy	Hill City	67642
GRANT	clerk@pld.com	(620) 356-1335	(620) 356-3081	108 S Glenn	Ulysses	67880
GRAY	bswartz@grayco.org	(620) 855-3618	(620) 855-3107	PO Box 487	Cimarron	67835-0487
GREELEY	GL_county_clerk@wan.kdor.state.ks.us	(620) 376-4256	(620) 376-2294	P.O. Box 277	Tribune	67879
GREENWOOD	GW_county_clerk@wan.kdor.state.ks.us	(620) 583-8121	(620) 583-8124	311 N Main	Eureka	67045
HAMILTON	hmcoclerk@wbsnet.org	(620) 384-5629	(620) 384-5853	PO Box 1167, 219 N Main	Syracuse	67878
HARPER	clerk@harpercountyks.gov	(620) 842-5555	(620) 842-3455	201 N Jennings	Anthony	67003
HARVEY	jtruskett@harveycounty.com	(316) 284-6842	(316) 284-6856	PO Box 687, 8th & Main	Newton	67114
HASKELL	HS_county_clerk@wan.kdor.state.ks.us	(620) 675-2263	(620) 675-2681	PO Box 518, 300 Inman St	Sublette	67877
HODGEMAN	HG_county_clerk@wan.kdor.state.ks.us	(620) 357-6421	(620) 357-6313	500 Main	Jetmore	67854
JACKSON	JA_county_clerk@wan.kdor.state.ks.us	(785) 364-2891	(785) 364-4204	400 New York	Holton	66436
JEFFERSON	lbuttron@jfcountyks.com	(785) 863-2272	(785) 863-3135	PO Box 321	Oskaloosa	66066
JEWELL	JW_county_clerk@wan.kdor.state.ks.us	(785) 378-4020	(785) 378-3037	307 N Commercial	Mankato	66956
JOHNSON	brian.newby@jocogov.org	(913) 782-3441	(913) 791-1753	2101 E Kansas City Rd	Olathe	66061
KEARNY	KE_county_clerk@wan.kdor.state.ks.us	(620) 355-6422	(620) 355-7382	PO Box 86, 304 N Main	Lakin	67860
KINGMAN	KM_county_clerk@wan.kdor.state.ks.us	(620) 532-2521	(620) 532-2037	130 N Spruce	Kingman	67068
KIOWA	kristie.odle@kiowacountyks.org	(620) 723-3366	(620) 723-3234	211 East Florida Avenue	Greensburg	67054
LABETTE	pminor@labettecounty.com	(620) 795-2138	(620) 795-2928	PO Box 387, 501 Merchant	Oswego	67356
LANE	LE_county_clerk@wan.kdor.state.ks.us	(620) 397-5356	(620) 397-5419	PO Box 788, 144 S Lane	Dighton	67839
LEAVENWORTH	jklasinski@leavenworthcounty.org	(913) 684-0422	(913) 680-1489	300 Walnut	Leavenworth	66048
LINCOLN	LC_county_clerk@wan.kdor.state.ks.us	(785) 524-4757	(785) 524-5008	216 E Lincoln Ave	Lincoln	67455
LINN	dlamb@linncountyks.com	(913) 795-2668	(913) 795-2889	P.O. Box 350	Mound City	66056
LOGAN	LG_County_Clerk@wan.kdor.state.ks.us	(785) 671-4244	(785) 671-3341	710 W 2nd	Oakley	67748
LYON	lyclerk@lyoncounty.org	(620) 341-3245	(620) 341-3415	402 Commercial	Emporia	66801
MARION	tspencer@marioncoks.net	(620) 382-2185	(620) 382-8815	200 South Third, Suite 104	Marion	66861
MARSHALL	msctyclk@bluevalley.net	(785) 562-5361	(785) 562-5262	1201 Broadway	Marysville	66508

COUNTY	EMAIL	PHONE	FAX	ADDRESS	CITY	ZIP
MCPHERSON	cschmidt@mcphersoncountyks.us	(620) 241-3656	(620) 241-1168	117 N. Maple	McPherson	67460
MEADE	jhale@meadeco.org	(620) 873-8700	(620) 873-8713	PO Box 278	Meade	67864
MIAMI	countyclerk@miamicountyks.org	(913) 294-3976	(913) 294-9544	201 S. Pearl, Suite 102	Paola	66071
MITCHELL	mitchell_co@nckcn.com	(785) 738-3652	(785) 738-5524	PO Box 190, 111 S Hersey	Beloit	67420
MONTGOMERY	cassschmidt@mgcountyks.org	(620) 330-1200	(620) 330-1202	PO Box 446, 217 E Myrtle	Independence	67301
MORRIS	morris@cgtelco.net	(620) 767-5518	(620) 767-6861	501 West Main	Council Grove	66846
MORTON	mortoncountyclerk@elkhart.com	(620) 697-2157	(620) 697-2159	PO Box 1116, 1025 Morton St	Elkhart	67950
NEMAHA	nmclerk@carsoncomm.com	(785) 336-2170	(785) 336-3373	PO Box 186, 607 Nemaha	Seneca	66538
NEOSHO	NO_county_clerk@wan.kdor.state.ks.us	(620) 244-3811	(620) 244-3810	PO Box 138, 100 S Main	Erie	66733
NESS	NS_county_clerk@wan.kdor.state.ks.us	(785) 798-2401	(785) 798-3180	202 W Sycamore	Ness City	67560
NORTON	NT_county_clerk@wan.kdor.state.ks.us	(785) 877-5710	(785) 877-5794	PO Box 70, 105 S Kansas	Norton	67654
OSAGE	OS_county_clerk@wan.kdor.state.ks.us	(785) 828-4812	(785) 828-4749	PO Box 226, 717 Topeka Ave	Lyndon	66451-0226
OSBORNE	OB_county_clerk@wan.kdor.state.ks.us	(785) 346-2431	(785) 346-5252	PO Box 160, 423 W Main	Osborne	67473
OTTAWA	occlerk@nckcn.com	(785) 392-2279	(785) 392-2011	307 N Concord Suite 130	Minneapolis	67467
PAWNEE	PN_county_clerk@wan.kdor.state.ks.us	(620) 285-3721	(620) 285-2559	715 Broadway	Larned	67550
PHILLIPS	PL_county_clerk@wan.kdor.state.ks.us	(785) 543-6825	(785) 543-6827	301 State Street	Phillipsburg	67661
POTTAWATOMIE	nmccarter@Pottcounty.org	(785) 457-3314	(785) 457-3507	PO Box 187, 207 N 1st	Westmoreland	66549
PRATT	clerk@prattcounty.org	(620) 672-4110	(620) 672-9541	PO Box 885, 300 S Ninnescah	Pratt	67124
RAWLINS	rachelfinley12@yahoo.com	(785) 626-3351	(785) 626-9019	607 Main	Atwood	67730
RENO	donna.patton@renogov.org	(620) 694-2732	(620) 694-2534	206 West 1st	Hutchinson	67501
REPUBLIC	kmarsicek@republiccounty.org	(785) 527-7231	(785) 527-2668	1815 M. Street	Belleville	66935-0429
RICE	ashow@ricecocthse.com	(620) 257-2232	(620) 257-3039	101 W Commercial	Lyons	67554
RILEY	rvargo@rileycountyks.gov	(785) 537-6300	(785) 537-6394	110 Courthouse Plaza	Manhattan	66502
ROOKS	ro_county_clerk@wan.kdor.state.ks.us	(785) 425-6391	(785) 425-6015	115 N Walnut	Stockton	67669
RUSH	RH_county_clerk@wan.kdor.state.ks.us	(785) 222-2731	(785) 222-3559	PO Box 220, 715 Elm	LaCrosse	67548
RUSSELL	RS_county_clerk@wan.kdor.state.ks.us	(785) 483-4641	(785) 483-5725	PO Box 113, 4th & Main	Russell	67665
SALINE	don.merriman@saline.org	(785) 309-5820	(785) 309-5826	300 W Ash, Ste. #215	Salina	67401
SCOTT	SC_county_clerk@wan.kdor.state.ks.us	(620) 872-2420	(620) 872-7145	303 Court	Scott City	67871
SEDGWICK	tlehman@sedgwick.gov	(316) 660-7100	(316) 660-7125	510 N Main	Wichita	67203-3798

COUNTY	EMAIL	PHONE	FAX	ADDRESS	CITY	ZIP
SEWARD	SW_county_clerk@wan.kdor.state.ks.us	(620) 626-3355	(620) 626-3211	Ste 100, 515 N Washington	Liberal	67901
SHAWNEE	electionoffice@snco.us	(785) 266-0285	(785) 266-0299	911 SW 37th	Topeka	66611
SHERIDAN	sdcoclk@ruraltel.net	(785) 675-3361	(785) 675-3487	P.O. Box 899, 925 9th Street	Hoxie	67740
SHERMAN	SH_county_clerk@wan.kdor.state.ks.us	(785) 890-4802	(785) 890-4809	813 Broadway, Rm 102	Goodland	67735
SMITH	sm_county_clerk@wan.kdor.state.ks.us	(785) 282-5110	(785) 282-5114	218 S Grant	Smith Center	66967
STAFFORD	coclerk@gbta.net	(620) 549-3509	(620) 549-3481	209 N Broadway	St. John	67576
STANTON	ST_county_clerk@wan.kdor.state.ks.us	(620) 492-2140	(620) 492-2688	PO Box 190, 201 N Main	Johnson	67855
STEVENS	SV_county_clerk@wan.kdor.state.ks.us	(620) 544-2541	(620) 544-4094	200 E 6th	Hugoton	67951
SUMNER	dnorris@co.sumner.ks.us	(620) 326-3395	(620) 326-2116	501 N Washington	Wellington	67152
THOMAS	TH_county_clerk@wan.kdor.state.ks.us	(785) 460-4500	(785) 460-4503	300 N Court	Colby	67701
TREGO	TR_county_clerk@wan.kdor.state.ks.us	(785) 743-5773	(785) 743-5594	216 Main	WaKeeney	67672
WABAUNSEE	jensavage@embarqmail.com	(785) 765-2421	(785) 765-3704	PO Box 278, 215 Kansas	Alma	66401
WALLACE	WA_county_clerk@wan.kdor.state.ks.us	(785) 852-4282	(785) 852-4783	PO Box 70	Sharon Springs	67758
WASHINGTON	WS_county_clerk@wan.kdor.state.ks.us	(785) 325-2974	(785) 325-2303	214 C St	Washington	66968
WICHITA	coclerk@wbsnet.org	(620) 375-2731	(620) 375-4350	PO Drawer 968, 206 S Fourth St	Leoti	67861
WILSON	wilsoncoclerk1@twinmounds.com	(620) 378-2186	(620) 378-3841	615 Madison	Fredonia	66736
WOODSON	coclerk@woodsoncounty.net	(620) 625-8605	(620) 625-8670	105 W Rutledge, Room 103	Yates Center	66783
WYANDOTTE	bnewby@wycokck.org	(913) 573-8500	(913) 573-8580	850 State Avenue	Kansas City	66101

What is Valid Proof of U.S. Citizenship?

Effective January 1, 2013, any person registering to vote in Kansas for the first time must provide satisfactory evidence of United States citizenship. The following documents are acceptable as proof of U.S. citizenship for voter registration purposes:

- Birth certificate that verifies U.S. citizenship
- U.S. passport
- U.S. naturalization documents or the number of the certificate of naturalization
- U.S. military record of service showing the applicant's place of birth in the U.S.
- Bureau of Indian Affairs card number, tribal treaty card number or tribal enrollment number
- Certificate of citizenship issued by the U.S. Citizenship and Immigration Services
- Certification of report of birth issued by the U.S. Department of State
- Consular report of birth abroad of a citizen of the U.S.
- Other documents or methods of proof of U.S. citizenship issued by the federal government pursuant to the Immigration and Nationality Act of 1952
- American Indian card, with KIC classification, issued by the U.S. Department of Homeland Security
- Final adoption decree showing the applicant's name and U.S. birthplace
- Extract from a U.S. hospital record of birth created at the time of the applicant's birth indicating the applicant's place of birth in the U.S.
- Driver's license or nondriver's identification card issued by Kansas or another state, *if it has a notation indicating that the person has provided satisfactory proof of U.S. citizenship*

Election Dates

Important Dates for Primary Election

Tuesday, July 15
Deadline to register to vote or change party affiliation

Friday, August 1
Deadline to apply for an advance ballot to be mailed

Tuesday, August 5
Primary Election

Important Dates for General Election

Tuesday, October 14
Deadline to register to vote

Friday, October 31
Deadline to apply for an advance ballot to be mailed

Tuesday, November 4
General Election

Contact Information

Kansas Secretary of State
Memorial Hall, 1st Floor
120 SW 10th Avenue | Topeka, KS 66612-1594
800-262-VOTE (8683) or 785-296-4561
Fax: 785-291-3051
www.sos.ks.gov | www.voteks.org
election@sos.ks.gov

County information may be found at
www.sos.ks.gov/elections/elections_registration_ceo.asp

Legal Sources: K.S.A. 25-2908, 25-1122, 25-2309. Rev. 4/22/13 tc

A Guide to Kansas Secure and Fair Elections (SAFE) Act

VOTE KANSAS

WWW.VOTEKS.ORG
800-262-VOTE (8683)

Prepared by
Kris W. Kobach
Kansas Secretary of State

2014

SAFE Act

The Kansas Legislature passed the Secure and Fair Elections (SAFE) Act in 2011.

The SAFE Act is intended to ensure that all voters are qualified to vote and to make it more difficult to cast an illegal vote.

All provisions took effect January 1, 2012, except that applicants for voter registration after January 1, 2013, must provide proof of U.S. citizenship.

The SAFE Act was amended in 2012 by adding to the photo ID list a card issued by an Indian tribe.

What is the SAFE Act?

The SAFE Act contains three major parts:

1. Photo ID at polling place

Each voter must show photographic identification each election, with certain specific exceptions.

2. Identification and security of advance ballots sent by mail

Voters who request advance ballots by mail must submit either their driver's license numbers or copies of photographic identification documents. The security of ballots being returned by mail is enhanced through the following methods:

- By-mail advance voters must personally sign their ballot applications.
- By-mail advance voters must personally mail or deliver their ballots to the election office or, if not, designate in writing other persons to mail or deliver their ballots.
- Designated ballot delivery persons must sign statements that they did not unduly influence the voters' decisions and that they will mail or deliver the ballots as directed by the voters.

3. Citizenship verification at registration

Each person registering to vote after January 1, 2013, must provide proof of U.S. citizenship.

What Photo ID Will I Need?

The following documents may be used as photographic identification for purposes of voting in Kansas:

- Driver's license issued by Kansas or another state
- State identification card issued by Kansas or another state
- Concealed carry of handgun license issued by Kansas or another state
- U.S. passport
- Employee badge or identification document issued by a government agency
- U.S. military identification document
- Student identification card issued by an accredited postsecondary institution of education in Kansas
- Public assistance identification card issued by a government agency
- An identification card issued by an Indian tribe

Free Photographic Identification:

A registered voter who does not possess any of the approved government-issued photographic identification documents and who wishes to vote may apply for a free nondriver identification card at the Division of Vehicles. The person must sign a form containing an affidavit stating that he or she (1) is registered to vote and (2) does not possess a photographic identification document. **Form DE-VID1** (Certification Requesting Fee Waiver for Nondriver Identification Card) is provided by the Division of Vehicles at all driver's license offices, at all county election offices and on the secretary of state's website.

Advance Voter ID Requirements:

- A person voting in person in the county election office or at a satellite site is treated the same as a regular voter at the polling place on election day.
- A person voting by mail may write his or her driver's license number on the application form or submit a copy of valid identification with the ballot application.
- If an advance voter fails to provide identification information, or if the information provided is not valid, the county election officer may issue a provisional ballot, but the ballot is not considered valid unless the voter submits identification sometime before the county canvass. By law, counties may canvass on the Monday following the election or on the following Thursday (the second Thursday following the election). Voters should check with their county election office to determine the canvass date.

Exemptions from Photo ID Requirement:

- Persons age 65 or older may use expired photo ID documents.
- Photo ID requirements do not apply to military and overseas citizens who vote under the federal Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA).
- Photo ID requirements do not apply in mail ballot elections. Mail ballot elections are limited to local jurisdictions holding special question-submitted elections.
- Photo ID requirements do not apply to voters who qualify, apply and are accepted to the permanent advance voting list, as long as they remain on the permanent advance voting list.
- Any person whose religious beliefs prohibit photographic identification may be exempted from the photo ID requirement. Any such person must complete and sign a **Form DRO** (Declaration of Religious Objection).

ments when they fill out their applications, they must submit them to the election office before they attempt to vote.

- Check applications for completion and legibility.
- Observe all deadlines so you don't disenfranchise any registrants.
- Return any unused forms to the county or state election office.

You Must Not:

- Pressure anyone into registering or not registering.
- Destroy, fail to deliver or obstruct the prompt delivery of applications by the deadline.
- Attempt to influence a person's party affiliation.
- Screen applicants or process their applications in any way. Do not fail to deliver any application on the basis of party affiliation, residence or other characteristics.

You May:

- Complete a form for a registrant by typing or writing the information in the blanks for the person, but you may not sign the form for the applicant unless requested to do so by an applicant with a disability.
- Take a copy of a U.S. citizenship document, if requested by the applicant, and submit it to the election office along with the voter registration application form. This may be a photocopy or an electronic copy or image. The document submitted must be legible.
- Contact your county election office or the secretary of state's office if you have questions.

Election Dates

Important Dates for Primary Election

Tuesday, July 15
Deadline to register to vote or change party affiliation

Friday, August 1
Deadline to apply for an advance ballot to be mailed

Tuesday, August 5
Primary Election

Important Dates for General Election

Tuesday, October 14
Deadline to register to vote

Friday, October 31
Deadline to apply for an advance ballot to be mailed

Tuesday, November 4
General Election

Contact Information

Kansas Secretary of State
Memorial Hall, 1st Floor
120 SW 10th Avenue | Topeka, KS 66612-1594
800-262-VOTE (8683) or 785-296-4561
Fax: 785-291-3051
www.sos.ks.gov | www.voteks.org
election@sos.ks.gov

County information may be found at
www.sos.ks.gov/elections/elections_registration_ceo.asp

Legal Sources: Kansas Constitution Article 5, K.S.A. 25-2309, 25-2421a. Rev. 4/22/13 tc

A Guide to Voter Registration Drives

VOTE KANSAS

WWW.VOTEKS.ORG
800-262-VOTE (8683)

Prepared by
Kris W. Kobach
Kansas Secretary of State

2014

Voter Registration Drives

Kansas law requires a qualified elector to register to vote before voting.

Federal and state laws allow any person to conduct voter registration drives. This is a guide for voter registration drives in Kansas.

Forms:

Voter registration must be done on a form approved by the secretary of state. The same form is used to register, change names, change addresses, or to affiliate with a party or change affiliation.

Print the voter registration form in English or Spanish at the secretary of state's website at **www.sos.ks.gov/forms/elections/voterregistration.pdf**. Photocopy the form as needed. You may type all the information requested except the signature, print the form, sign it and mail, deliver or fax it to the secretary of state's office or the county election office.

You may obtain up to 25 copies of the form free of charge by contacting the secretary of state's office or the county election office. For a larger supply, please submit a written request. We ask that you return unused forms to the office where you obtained them.

Registration is also offered online for people who have current and valid Kansas driver's licenses, at **www.kdor.org/voterregistration**.

Qualifications of Voters:

The Kansas Constitution requires a person to be a U.S. citizen, Kansas resident and 18 years of age or older in order to be eligible to vote. Kansas law provides that a person must register to vote in order to be entitled to vote.

Effective January 1, 2013, when registering to vote for the first time in Kansas, a person must submit proof of U.S. citizenship along with the voter registration application. This requirement may be met by submitting a copy of a birth certificate, U.S. passport, naturalization document, military records or other documents specified in K.S.A. 25-2309.

Persons serving sentences for felony convictions are ineligible to vote until their sentences are fulfilled.

Persons who are 17 years old may register to vote if they will be 18 years old by the next election.

A person should re-register when moving or changing their name or political party.

Deadline:

The deadline to register to vote before any election is the 21st day before the election. Forms must be received in the county election office or the secretary of state's office by that date in order for registrants to be eligible to vote in the upcoming election. Applications postmarked by that date will be accepted, or if the postmark is illegible or missing, the application will be accepted if received by the ninth day before the election.

Any person conducting a registration drive must mail, deliver or fax all forms to the county or state election office as soon as they are completed by the applicants or by the registration deadline before the election.

Processing Applications:

The county election office processes all applications and mails a notice to each applicant stating the applicant has been added to the voter list and informing the applicant of the precinct and polling place location. If the application was incomplete, the notice will tell the applicant what additional information is needed. A person who submits an application is not a registered voter until the county election office has processed the application and added the person's name to the registration list.

Voters may go to VoterView at **www.voteks.org** to check their registration status.

You Must:

- Make sure applicants complete the circles concerning U.S. citizenship and age. Applications will be rejected if these questions are not answered.
- Emphasize that applicants must meet the constitutional qualifications to register to vote, including providing proof of U.S. citizenship. If applicants do not have citizenship docu-

Instrucciones Para Registro de Votante

Para mayor información contacte la Oficina del Secretario de Estado. 1-800-262-VOTE (8683) V/TTY o en la internet en www.sos.ks.gov.

Usted puede usar esta solicitud para:

registrarse para votar en el estado de Kansas, para cambiar ya sea su nombre o su dirección en el registro de votantes, para afiliarse a un partido político o para catmbiar su afiliación de partido.

Para registrarse como votante es necesario:

- ser ciudadano de Estados Unidos de Norteamérica y residir en el estado de Kansas.
- tener 18 años o más antes de la próxima elección estatal general.
- haber sido egresado de modo defnitivo de prisión, de libertad bajo palabra o de libertad condicional si hubiere sido convicto por un crimen.
- Haber dejado su anterior lugar de residencia o haber cambiado de nombre.

Cómo registrarse para votar

- Envíe su solicitud ya llena al condado que le corresponda. Las direcciones de los diversos condados están al reverso de esta solicitud. El oficial electoral de su condado le enviará un aviso cuando se haya procesado su solicitud.
- El registro de votantes cierran 21 dias antes de una eleccion. Para ser eligible para votar en una eleccion, su solicitud tiene que ser matasellado en o antes de esa fecha.
- Si usted decide no registrarse para votar, esta decisión siempre será confidencial y sólo se utilizará la información para estadísticas de registro de votantes. Si usted decide sí registrarse, la información respecto a la oficina en que haga su solicitud también será confidencial y sólo se usará para el registro de votantes.
- Si esta forma no está completa podrá ser rechazada.

Números de identificación necesarios para registrarse

Ingrese su número actual de licencia de manejar de Kansas o su número de tarjeta de identificación. Si no tiene ningúno de los dos, ingreses los últimos cuartro números de su seguro social. Si usted no tiene ningúno de estos números, escriba "ningúno" en la caja. El número será usado para cuestiones administrativas solamente y no será divulgado al público. *KSA 25-2309*

Prueba de ciudadanía de EE.UU.

Si usted se está registrando por primera vez en Kansas, usted debe proporcionar prueba de ciudadanía de los Estados Unidos. Usted puede proporcionar una copia en papel o electrónica o usted puede mostrar los documentos al oficial de elecciones o al secretario de la oficina. La siguiente es una lista parcial de los documentos que son aceptables:

- Certificado de nacimiento que verifique ciudadanía estadounidense
- Pasaporte estadounidense (puede ser caducado)
- Documentos de la naturalización estadounidenses o el número del certificado de la naturalización
- Número de tarjeta de la Oficina de Asuntos Indígenas, número de tratado tribal o número de matriculación tribal
- Extracto de un hospital estadounidense de nacimiento que demuestre el lugar de nacimiento
- Documentos de servicio del ejército federal que demuestre el lugar de nacimiento

*Para una lista de documentos aceptables, vaya a **http://www.gotvoterid.com**. Si no tiene alguno de estos documentos, puede apelar a la junta electoral de Kansas.*

Rev. 12/13/12 tc

Escriba con letra de molde en tinta negra, doble la forma por la mitad, ponga estampilla de correos y envíela.

Solicitud de Registro Votante

Si usted presenta una solicitud de registro votante falsa, puede ser declarado culpable y condenado a un máximo de 17 meses en prisión.

Requisitos: Si usted marco "NO" en su respuesta a la pregunta 1 o 2, *no* llene este formulario.

1. ¿Es usted ciudadano de los Estados Unidos de Norteamérica? ☐ Sí ☐ No

2. ¿Tendrá usted 18 años el día de la elección? ☐ Sí ☐ No

Apellido (Por favor escriba con letra de molde)	Nombre	Segundo nombre	Jr. Sr. II III	☐ Masculino ☐ Femenino
Dirección (Incluya número de apartamento)	Ciudad	Condado	Cógido postal	
Dirección postal (sólo si es distinta a su domicilio)	Ciudad	Cógido postal	Fecha en que se estableció en su lugar de residencia (MM/DD/AA)	
Fecha de nacimiento (MM/DD/AA)	Número telefónico diurno	Número de adquisición de ciudadania o naturalización (sólo si le corresponde)	Número de licencia de manejar (vea las instrucciones)	

Afiliación a un partido político: Escoja una: ☐ Demócrata ☐ Republicano ☐ Libertario ☐ Ninguna afiliación de partido

Llene esta parte sólo si usted ya se ha registrado anteriormente	Datos anteriores: Nombre de registro	Dirección de residencia (Ciudad, estado, código postal, condado)

Firma: Juro o afirmo que soy ciudadano de los Estados Unidos de Norteamérica y que resido en el Estado de Kansas, que tendré por lo menos 18 años antes de la elección estatal general, y que si fuí convicto de un crímen, se me han restaurado mis derechos civiles. Que he dejado mi lugar de residencia anterior o cambiado de nombre, y que lo que he escrito al llenar esta forma es verdadero.

Firma	Fecha de hoy (MM/DD/AA)

Para uso administrativo: Ward _____ Pct. _____ School Dist. _____ Member Dist. _____

Sen. _____ Rep. _____ CoComm _____ Section _____ Township _____ Range _____

Kansas Voter Registration Instructions

For further information, contact the Office of the Secretary of State, 1-800-262-VOTE (8683) V/TTY. This form is available at www.sos.ks.gov.

You can use this application to:

- register to vote in Kansas
- change your name, address, or affiliation with a political party

To register to vote, you must:

- be a U.S. citizen and a resident of the state of Kansas.
- have reached the age of 18 years before the next election.
- have received final discharge from imprisonment, parole, or conditional release if convicted of a felony.
- have abandoned your former residence and/or name.

How to register to vote:

- Return your completed application to your county. Addresses are on the back of this application. Your county election officer will mail you a notice when your application has been processed.
- Voter registration closes 21 days before any election. In order to be eligible to vote in that election, your application must be postmarked on or before that date.
- If you decline to register to vote, that fact will remain confidential and will be used for voter registration purposes only. If you do register to vote, the office where you apply will be kept confidential and will be used for voter registration purposes only.
- If this form is incomplete, it may be rejected.

Identification number requirements

Enter your current Kansas driver's license number or nondriver's identification card number. If you do not have either one, enter the last four digits of your Social Security number. If you do not have any of these numbers, write "none" in the box. The number will be used for administrative purposes only and will not be disclosed to the public. *K.S.A. 25-2309*

Proof of U.S. citizenship

If you are registering for the first time in Kansas, you must submit proof of United States citizenship. You may provide a copy on paper or electronically, or you may show the document to an election officer or official registrar. The following is a partial list of acceptable documents:

- Birth certificate that verifies U.S. citizenship
- U.S. passport (may be expired)
- U.S. naturalization documents or the number of the certificate of naturalization
- Bureau of Indian Affairs card number, tribal treaty number or tribal enrollment number
- U.S. hospital record of birth indicating place of birth in the U.S.
- U.S. military record of service showing the applicant's name and U.S. birthplace

*For a list of acceptable documents, visit **http://www.gotvoterid.com**. If you do not have any of the documents, you may appeal to the state election board.*

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Print in blue or black ink, fold on the center line, seal, and return.

Kansas Voter Registration Application

Warning: If you submit a false voter registration application, you may be convicted and sentenced to up to 17 months in prison.

Qualifications: If you mark "no" in response to either Question 1 or 2, do *not* complete this form.

1. Are you a citizen of the United States of America? ☐ Yes ☐ No

2. Will you be 18 years of age on or before Election Day? ☐ Yes ☐ No

Last Name (please print)	First Name	Middle	Jr. Sr. II III	☐ Male ☐ Female
Residential Address (include apt. or space number)	City	County	Zip	
Mailing Address (if different than residential address)	City	Zip	Date Residence Established (MM/DD/YY)	
Birth Date (MM/DD/YY)	Daytime Phone Number (if available)	Naturalization Number (if applicable)	Driver's License Number or Last 4 Social Security (see instructions)	

Party Affiliation: Choose one of the following: ☐ Democratic ☐ Republican ☐ Libertarian ☐ Not affiliated with a party

Complete if previously registered (please print)	Previous Name	Previous Residential Address (Street, City, State, Zip, County)

Signature: I swear or affirm that I am a citizen of the United States and a Kansas resident, that I will be 18 years old before the next election, that if convicted of a felony, I have had my civil rights restored, that I have abandoned my former residence and/or other name, and that I have told the truth on this application.

Signature	Date (MM/DD/YY)

For office use only: Ward _____ Pct. _____ School Dist. _____ Member Dist. _____

Sen. _____ Rep. _____ CoComm _____ Section _____ Township _____ Range _____