



# NATIONAL VOTER REGISTRATION ACT & VOTER REGISTRATION AGENCIES

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TRAINING FOR VOTER REGISTRATION  
AGENCY STAFF

# OVERVIEW OF TRAINING

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- Part 1: National Voter Registration Act History/Overview
  - Part 2: Section 7 – Voter Registration Agencies
    - Part 3: Voter Registration



# PART 1: NATIONAL VOTER REGISTRATION ACT (NVRA) HISTORY/OVERVIEW

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# NVRA HISTORY/OVERVIEW

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- Also known as “NVRA” or the “Motor Voter Act”
- Signed in 1993 by President Clinton
- NVRA is a federal voter registration law intended to:
  - Provide increased opportunities for eligible citizens to register to vote
  - Increase voter participation
  - Ensure voter registries are accurate and up-to-date

# NVRA HISTORY/OVERVIEW

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- NVRA Section 5 – Motor Vehicle Agencies – Requires that applications for a driver’s license or non-driver ID card (including renewal and change of address requests) serve as voter registration applications except for applicants who affirmatively decline to register to vote.
  - The Department of Public Safety including all driver’s licensing offices, including non-DPS issue sites are covered by Section 5 of the NVRA.
  - In South Dakota, DPS has a designated NVRA coordinator to coordinate compliance with Section 5 by all driver’s license offices, including DPS offices and travel offices, as well as driver’s license issue sites operated by county or local governments.

# NVRA HISTORY/OVERVIEW

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- NVRA Section 7 – Voter Registration Agencies – Requires South Dakota to designate any government agency that provides public assistance; or administers State-funded programs primarily engaged in providing services to persons with disabilities, as a Voter Registration Agency (VRA). A VRA is an agency that must provide voter registration services.
- The following government agencies and offices in South Dakota are VRAs covered by Section 7 of the NVRA:
  - Department of Social Services
    - *\*The Department of Labor and Regulation is required to offer voter registration in limited circumstances when applicants complete the pre-application (DSS 201) for TANF services. Oversight for this limited service is provided by the Department of Social Services.*
  - Department of Health
  - Department of Human Services
- DSS designates an individual within the agency to serve as the Agency NVRA Coordinator and coordinate the agency's and local offices' compliance with the NVRA.

# TERMS AND DEFINITIONS

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**Covered Transaction** – those transactions that include applications, renewals and change of address requests

**Covered Employee** - any employee of SOS or an Agency, or any employee of another agency or office that conducts Covered Transactions

**NVRA** – National Voter Registration Act

**VRA** – Any office that provides either public assistance or state-funded programs primarily engaged in providing services to persons with disabilities must offer voter-registration services. “Public Assistance” offices that must offer voter-registration services include each agency and office that administers or provides services or assistance under any public assistance programs.

# TERMS AND DEFINITIONS

**Voter Preference Question:** If you are not registered to vote where you live now, would you like to apply to register to vote here today?

**Voter Preference Form:** 

South Dakota Secretary of State  
Voter Registration Instructions and Declination Form

**If you are not registered to vote where you live now, would you like to apply to register to vote here today?**  
(You are not eligible to register to vote if you are not a U.S. citizen or if you are not at least 18 years of age.)

Please respond by checking **ONE** of the three numbered boxes below:

1.  **I am already registered at my current address.**  
**NOTE:** If you are registered to vote where you live now and you have not changed your address, it is not necessary for you to register to vote again.
2.  **Yes, I would like to apply to register to vote OR update my existing voter registration.**  
(The identity of the agency where you are submitting this application is confidential and will only be used for voter registration purposes.)  
To register to vote, please print legibly and complete the entire voter registration form. If you are currently registered to vote at a different address, please also fill out the previous voter registration information at the bottom of the form.  
**If you would like help completing the voter registration application form, we will help you.** The decision whether to seek or accept help is yours. You may complete the form in private, or outside of this office. If you need help with completing the form outside of this office, please contact the Secretary of State's Election Services at (605) 773-3537.  
 I would like help with the voter registration application form.  
 I do not need help with the voter registration application form.
3.  **No, I would not like to apply to register to vote today.**  
(The fact that you have declined to register to vote is confidential and will only be used for voter registration purposes.)

**If you do not check any of the three boxes above, you will be considered to have decided not to register to vote at this time.**

# TERMS AND DEFINITIONS

## Voter Registration Application Form:



South Dakota Voter Registration Form		County		Use this form to register to vote or update your name, address, or party affiliation.	
<b>Eligibility</b> <b>Required</b>	<b>1</b>	Are you a citizen of the United States? I will be 18 years or older by the next election.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No	If you answer "No", in response to either of these questions do not complete this form.	
<b>Birthdate</b> <b>Required</b>	<b>2</b>	Birthdate (Not today's date)	<input type="text"/>		
<b>Name</b> <b>Required</b>	<b>3</b>	Last Name	First Name	Middle Name	Suffix
<b>Identification</b> <b>Required</b>	<b>4</b>	SD Driver's License (DL) # or SD Non-Driver ID #	OR	Last 4 digits of your SSN X X X - X X -	
<b>Residence Address</b> <b>Required</b>	<b>5</b>	Write your address or describe or draw where you live. If you use a commercial mail receiving agency, mail forwarding service, or other post office box as your residence address without a description of the location of your habitation, you may be registered only as a federal voter.	Residence Address	Apt # or Lot #	
			City or Town	State	Zip Code
			OR		
			If you live in a rural area and do not have a street address; if your residence address is a PO Box, rural box, or general delivery; or if you have no address, please describe the physical location of your residence in writing in the space provided which may include writing the names of the streets or intersections nearest to where you live and listing any landmarks (e.g., schools, churches, stores) near where you live. If you run out of room or if you want to draw a map to pinpoint your residence and you do not have enough room in the space provided, use the back of this form.		
<b>Mailing Address</b> If different from your address in section 5.	<b>6</b>	Mailing Address	Apt # or Lot #		
		City or Town	State	Zip Code	
<b>Party Affiliation</b>	<b>7</b>	<ul style="list-style-type: none"><li>If you're currently registered in South Dakota and you don't choose a party on this form, you'll keep your current party affiliation.</li><li>If you are not currently registered in South Dakota and you don't choose a party on this form, you'll be registered with no party affiliation.</li></ul>	Write in Your Party Affiliation See the SD Voter Registration Instructions for recognized party information.		
<b>Declaration</b> <b>Required</b>	<b>8</b>	I declare, under penalty of perjury (2 years imprisonment and \$4,000 fine), that: <ul style="list-style-type: none"><li>I am a citizen of the United States of America;</li><li>I will be 18 years of age at the time of the next election;</li><li>I am a resident of South Dakota (residency laws are on the back of this form);</li><li>I have not been judged mentally incompetent;</li></ul> <b>Voter, sign here</b> (power of attorney not allowed)	<ul style="list-style-type: none"><li>I am not currently serving a sentence for a felony conviction;</li><li>I authorize cancellation of my previous registration, if applicable; and</li><li>I have complied with all voter registration requirements in <a href="#">SDCL chapter 12-4</a>.</li></ul>		
		<input checked="" type="checkbox"/>	Today's Date <input type="text"/>		
			Month	Day	Year
<b>Read instructions and enter additional information on the back of the form.</b>					
ARSD 5-02-03:01 - January 1, 2026 Agency Code: C					

# NVRA HISTORY/OVERVIEW

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- Under Section 7, VRAs must offer voter registration services whenever clients engage in any of the following covered transactions:
  - Apply for assistance or services for the first time
  - Renew or recertify their assistance or services
  - Change their address with the agency
- During each of these types of covered transactions, the VRA must provide the client the Voter Preference Question as either part of the benefits application form or as a separate form called the Voter Preference Form.
- If a VRA allows clients to engage in one of the activities listed above remotely (by phone, mail, email, or online), the VRA must offer voter registration services remotely.

# NVRA HISTORY/OVERVIEW

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- VRAs must provide all clients who wish to register to vote during a covered transaction with the opportunity to do so. Section 7 requires that during every covered transaction, the VRA employee interacting with the client must:
  - Present the Voter Preference Question to the client.
    - The Voter Preference Question is part of all public assistance benefits application and renewal forms, including the DSS-EA214 (six-month report form).
    - The Voter Preference Form is only required when the Voter Preference Question is not asked on the application or renewal forms, so this form is available, but not used frequently.
  - If the applicant answers “Yes” to the Voter Preference Question, or leaves the question blank, provide a Voter Registration Application Form to the applicant
  - Provide the same level of assistance to applicants in completing the Voter Preference Question and Voter Registration Application Form that would also be provided to them while completing the agency’s other forms, unless the applicant specifically refuses such assistance
  - Accept completed Voter Registration Application Forms

# NVRA HISTORY/OVERVIEW

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- VRAs must provide their clients with the opportunity to register to vote by offering voter registration services, which include: *(CONT.)*
  - Reviewing completed Voter Registration Application Forms to ensure they contain all required information and are signed by the applicant.
  - Promptly sending completed Voter Registration Application Forms to the appropriate County Auditor for processing within specified timeframes.
    - When assisting applicants in registering to vote in person you must inform the applicant that the form needs to be completed in full for their registration to count
    - If you receive an application in the mail, **DO NOT** change or add any information that you think is important to the voter registration form, you **MUST** send the form as is to the County Auditor, except in extreme circumstances, i.e. they only put their first name



# PART 2: SECTION 7 – VOTER REGISTRATION AGENCIES

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# SECTION 7 – VOTER REGISTRATION AGENCIES

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Section 7 of the NVRA requires states to provide the opportunity to register to vote when submitting public assistance applications, recertifications, renewals, or changes of address.

This applies to the following programs:

- Supplemental Nutrition Assistance Program (SNAP)
- Temporary Assistance for Needy Families (TANF)
- Medical Assistance Programs
- Low Income Energy Assistance (LIEAP)
- Child Care Assistance (CCA)

# SECTION 7 – VOTER REGISTRATION AGENCIES

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- In addition to public assistance agencies, VRAs covered by Section 7 include all offices that provide state-funded programs primarily engaged in providing services to persons with disabilities, including offices providing vocational rehabilitation, transportation, job training, education counseling, rehabilitation, or independent-living services for persons with disabilities.
- The NVRA provides that all federal Armed Forces recruitment offices in each State must provide voter registration services. Within the Department of Defense, the Federal Voting Assistance Program (FVAP) maintains a website that contains information concerning voter registration at Armed Forces recruitment offices.

# DSS/DLR CUSTOMER ASSISTANCE

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DSS/DLR will help an individual complete the Voter Registration Application. You must provide to each applicant who does not decline to register to vote the same degree of assistance with regard to the completion of the registration application form as is provided by the office with regard to the completion of its own forms, unless the applicant refuses such assistance. (52 U.S.C. § 20506(a)(6)(C))

DSS is prohibited from:

- 1) seeking to influence an applicant's political preference or party registration;
  - 2) displaying any political preference or party allegiance;
  - 3) taking any action or making any statement to an applicant to discourage the applicant from registering to vote; or
- *If customers ask if they are eligible to register to vote, advise them DSS/DLR does not make that determination. The county auditor will determine if they are eligible to register to vote when the Voter Registration Application is received. Customers may be referred to the South Dakota Secretary of State website for information regarding eligibility to vote.*
- 4) taking any action or making any statement that may lead the applicant to believe that a decision to register or not to register has any bearing on the availability of services or benefits

# CUSTOMER CONTACT

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DSS/DLR must provide a South Dakota Voter Registration Application to all individuals who answer YES to the Voter Preference Question, AND to those who leave the question blank.

- If they are already registered to vote and they mark that they want to register to vote, you can help change their answer no if they do not have any updates. Also, if they mark yes but then decide they don't want to register to vote, have them initial their changes.
- However, it does not hurt the applicant if they want to reregister to vote.

When an interview is required, or when a specialist is speaking with an applicant, review the Voter Preference Question.

- During the interview, if the Voter Preference Question is not answered, ask the applicant if they would like to register to vote today, and complete the question as answered.
- Customers applying, recertifying or changing their address in-person will be provided the Voter Registration Application DURING the interview if they have answered the Voter Preference Question yes, or have left it blank.

# CUSTOMER CONTACT

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When an interview is not being completed, and the Voter Preference Question is answered YES or LEFT BLANK, promptly send the South Dakota Voter Registration Application to the individual, notify the individual that they may seek assistance in completing the voter registration application form and DSS office, and document in the narrative.

-Note: contact the applicant how you normally would contact them, (email, phone, mail) it might be different depending on the applicant.

**You must provide the same level of assistance with the voter registration application that you provide with other forms and applications.**

- DSS/DLR staff should offer assistance and answer questions about the forms.
- A DSS/DLR employee CANNOT write on a Voter Registration Application.
- When a customer completes the voter registration in the office, show them incomplete areas on the form, but do NOT complete or write on the form for them.
- When a completed form is dropped off or received in the office via mail, the form will be sent to the County Auditor as it was received. The Auditor will inform the customer if there are missing or incomplete items.

# TIMEFRAMES

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Under South Dakota Codified Law 12-4-6.1, the effective date of a voter registration application is the date it is received by the county auditor from a VRA, *except* for voter registration applications submitted to an agency within five days following any voter registration deadline.

- For applications submitted to an agency within five days following any voter registration deadline, the effective date of the application is the date the individual signed and dated the application at the agency (*not* the date the agency mailed it, the postmark date of the transmission, or the date received by the county auditor).
- NVRA Requirement: Staff must mail completed Voter Registration Applications to the county auditor within 10 days, or within 5 days if the agency receives the form within five days of the last day to register to vote in an election.
- DSS/DLR policy: Mail all Voter Registration Applications to the county Auditor **DAILY** to avoid missing any deadlines.
- Voter Registration Applications **must** be date stamped upon receipt in the DSS/DLR office.
- DSS/DLR must record the date each applicant's completed Voter Registration Application was transmitted to the county auditor, the county auditor to which it was sent and the method of delivery (first-class mail or hand delivered).
- NOTE: An original signature is required by the county auditor – they cannot accept Voter Registration Applications digitally (email, fax, etc). You must send the original with original signature to the auditor.
- A list of the county auditors can be found here: <https://vip.sdsos.gov/CountyAuditors.aspx>

# NARRATIVE

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Voter Registration information must be documented in the narrative for every application and recertification/renewal or when a customer requests assistance outside of the application or renewal timeframes. **The Benefits Specialist will offer assistance and document such assistance.**

Benefits Specialists will document this information in the application narrative (Other Services and Referrals section is recommended).

Entry in the BEES system does not require additional written documentation.

Employment Specialists will document the Voter Registration information in the FICA narrative.

Examples:

*Voter Registration – Jo Smith declined to register to vote and indicated during the interview that she is already registered. Explained to Jo we can help her if she would like to update her registration at any time.*

*Voter Registration – Jo Smith declined to register to vote. Explained to Jo she can receive help in registering to vote at any DSS office if she changes her mind.*

*Voter Registration – Jo Smith did not answer the Voter Preference Question – Voter Registration Application form mailed to Jo today with cover letter explaining DSS can assist with the voter registration application. (For cases where an interview is not required.)*

*Voter Registration – Jo Smith would like to register to vote – Voter Registration Application form mailed to Jo today and explained in the interview that she can receive assistance in registering to vote at the DSS office. (For cases where the applicant is not present in the office.)*

*Voter Registration – Jo Smith would like to register to vote – Voter Registration Application form completed during the in-office interview. EABS offered to help if needed in completing the application, but Jo was able to fully complete the application on her own. EABS located a copy of Jo's birth certificate in her file to satisfy the citizenship requirements.*

# ACCESS ENTRY

- When the customer indicates they do not want to register to vote, the EABS will update the STAT panel with an “N”.
- If they answered YES, enter a “Y” on the STAT Panel.
- If they leave the question blank, enter an “X” on the STAT panel.
- The stat panel only gets updated at application, renewal, and six-month report form.

```

07/15/20 08:31                STAT HEADER (STAT.00)                ASPACAD 01
                                WEB ID:

VERIF STATUS  ** 6MO REPORT **  DISASTER  IN  IN APPL  IN
TANF SNP MED  TANF SNP      DUE  STATE     PGM                SUSPEND
Y                                NA

VOTER  INTRVW  MIGRANT  TRIBAL TANF  **** MEDICAL ****
REG    IND     CODE     ELIG  CLO DATE  SPEC ACT  RESD CD
N

***** REPORTED *****
SOURCE  TANF PAR  SPEC ACTION  RESD CD  SNP RES
        EXCEPTION TANF  SNP  TANF SNP  VER  SQUATTER  RPT PRD

***** BUDGETED *****
        TANF PAR  SPEC ACTION  RESD CD  SNP RES
        EXCEPTION TANF  SNP  TANF SNP  VER  SQUATTER
    
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# BEES ENTRY

IBM Social Program Ma

Home Team ar

Shortcuts

Users

My Users

My Work Queues

My Organization Units

User Workload...

Cases With Appeals

Cases With Issues

My Workload

Searches

Registration

## New Application

I give my consent for any person, agency, or institution to supply information to the Department of Social Services, about me or my household, and to allow inspection and copying of records about me or my household by any representative of the Department.

I authorize the Department to release information to providers, state, or federal agencies. I release any person, agency, or institution from any liability to me or my household for supplying such information. This consent is given only for use by the Department in administration of its benefit programs.

Confirmed that the client has authorized the release of the household information.

### Would you like to Register to Vote?

Applying to register or declining to register to vote will not affect the amount of assistance that you will be provided by this agency.

If you are not registered to vote where you live now, would you like to apply to register to vote here today?  Yes  No  Did Not Complete

If you do not check the box, you will be considered to have decided NOT to register to vote at this time. (Failure to check the box is deemed a declination to register for purposes of receiving assistance in registration but is not deemed a written declination to receive an application. If you do not check the box, you will be provided a voter registration form that you may complete at your convenience.)

If you register to vote, the information regarding the office to which the voter registration form was submitted will remain confidential and be used only for voter registration purposes. If you do not register to vote, this decision will remain confidential and be used only for voter registration purposes. If you would like help filling out the voter registration form, we will help you. The decision whether to seek or accept help is yours. You may fill out the voter registration form in private.

If you believe that someone has interfered with your right to register or to decline to register to vote, your right to privacy in deciding whether to register or in applying to register to vote, or your right to choose your own political party or other political preference, you may file a complaint with the South Dakota Secretary of State, 500 E Capitol, Pierre SD 57501, (605) 773-3537.

First Name

Middle Name

Last Name

I understand that the information on this form is subject to verification by Federal, State, and local officials to determine that such information on this application is correct and complete including citizenship and alien status of the members applying for benefits. If any information is found to be incorrect, benefits may be reduced or terminated, and I will be responsible for paying the benefits back. I declare and affirm under penalties of perjury that this application has been examined by me and to the best of my knowledge and belief is in all things true and correct. I understand I may be subject to criminal prosecution for knowingly providing incorrect information. I have read and understand the legal information and understand my responsibilities and agree to fulfill them. I understand the penalties for giving false information or breaking the rules of the assistance program(s).

Cancel

Back

Submit

# ADDRESS CHANGES

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- When an individual's address is updated on ACCESS, State Office will mail a Voter Registration Application to the individual at the updated address, with a notification that the individual may seek assistance in completing the voter registration application at any DSS office.
- Example: When an EABS updates a recipient's address on Tuesday, a letter with a Voter Registration Application is mailed from State Office on Wednesday.
- When a customer **requests an address change by telephone**, the employee who speaks with the Applicant shall inform them that they will receive a Voter Registration Application by mail and may seek assistance in completing the Voter Registration Application at any local DSS office.

# ADDRESS CHANGES

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- When a customer **requests an address change by email**, DSS will promptly email a confirmation notice to them with notification that DSS will mail them a Voter Registration Application and that they may seek assistance in completing the Voter Registration Application at any local DSS office.
- When a customer **requests an address change submitted online**, DSS will promptly notify them by email, text message, or other electronic means that DSS will mail them a Voter Registration Application and that they may seek assistance in completing the Voter Registration Application at any local DSS office.
- The BEES system automatically sends the Voter Registration Application each time the address is updated in the system.



# PART 3: VOTER REGISTRATION INFORMATION

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# SOUTH DAKOTA ELIGIBILITY

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To register to vote in South Dakota, you must:

- ❖ Be a United States citizen (South Dakota Constitution, Article VII, Section 2)
- ❖ Be a Resident of South Dakota for 30 consecutive days
- ❖ Be at least 18 years old on or before the next election
- ❖ Not currently serving a sentence for a felony conviction which included imprisonment, in an adult penitentiary system
  - ❖ If an applicant is worried about their felon status, still encourage them to register to vote, the County Auditor will determine whether or not they qualify
  - ❖ For more information regarding individuals with a felony conviction please see:  
<https://sdsos.gov/elections-voting/voting/register-to-vote/felony-convictions.aspx>
- ❖ Not be judged mentally incompetent by a court of law

# VOTER REGISTRATION INFORMATION

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- First and Last name
- Residence address IN SOUTH DAKOTA – if no physical residence address (i.e. homeless) is available, applicants need to provide a description (ex. ½ mi. north of intersection of Main Street & 10<sup>th</sup> Avenue)
  - The mailing address may be out of state or a P.O. Box
  - Please let applicants know that a P.O. Box address **cannot** be listed as their physical address
    - If the applicant does not provide a description when using a PO Box they will be registered as Federal Only (ballot will contain only federal contests such as President, US Senate and US House)

# VOTER REGISTRATION INFORMATION

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- South Dakota Driver's License (or Nondriver ID) number
  - Last four digits of Social Security Number may be used only if applicant does not have a South Dakota Driver's License
- Date of Birth
- Choice of Party
  - We encourage applicants to complete this section, however, if left blank, the applicant will be listed with a No Party Affiliation (NPA). If the voter is currently registered and leaves blank, they will remain registered with their choice of party on their current voter registration.
- Signature

# VOTER REGISTRATION INFORMATION

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- Recognized political parties in South Dakota
  - Democrat (DEM)
  - Libertarian (LIB)
  - Republican (REP)
- Examples of unofficial political parties in South Dakota
  - Americans Elect
  - Conservative
  - Constitutional
  - Liberal
  - Green Party
  - Tea Party
  - Any other political party name
  - Independent\*

# VOTER REGISTRATION INFORMATION

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- \*Independent (IND)/No Party Affiliation (NPA)
  - South Dakota Codified Law 12-1-3 (24) defines "Independent (IND)" or "no party affiliation (NPA)," any currently registered voter who writes independent, I, Ind, no party affiliation, no party, no choice, nonpartisan, or line crossed off in the choice of party field on the voter registration form and any individual who is not currently registered to vote who leaves the choice of party field blank on the voter registration form;

# FEDERAL ONLY VS FULL VOTER REGISTRATION

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South Dakota law recognizes a bifurcated voter registration system under SDCL § 12-4-1.3:

- **Full Registration:** Allows participation in all federal, state, and local elections.
- **Federal-Only Registration:** Limits participation to federal offices (President, Vice President, U.S. Senate, and U.S. House of Representatives).

SB 175 was passed by the 2026 South Dakota Legislature and was signed into law by Governor Rhoden on March 26, 2026. This law expands the circumstances under which an individual may be designated a federal-only voter. In addition to existing law (e.g., failure to meet residency requirements), an individual who does not provide documentary proof of citizenship at the time of registration must be registered as a federal-only voter.

# PROOF OF CITIZENSHIP

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Verification of citizenship **does not** affect currently registered voters.

The requirements apply only to

- Individuals registering to vote for the first time or
- Individuals who are registering to vote after having previously been removed from the voter registration list.

The following individuals are **not subject** to the new proof of citizenship requirement:

- Currently registered voters and
- Inactive voters who remain on the voter rolls.

# PROOF OF CITIZENSHIP

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## Acceptable Documentary Proof of Citizenship For Voter Registration Only

1. A South Dakota driver license or nondriver identification card issued after July 1, 2025;
2. A driver license or nondriver identification card from another state indicating citizenship has been verified;
3. A tribal identification card; or
4. A photocopy of one of the following:
  - Birth certificate;
  - United States passport;
  - Consular Report of Birth Abroad issued by the U.S. Department of State; or
  - Any other documentation permitted under 42 C.F.R. § 436.407.

The Voter Registration and Citizenship Documentation Checklist will be completed and sent to the County Auditor with each voter registration application.

\*An expired ID is acceptable, if the ID indicates the person's identity to a reasonable certainty.

# PROOF OF CITIZENSHIP



**South Dakota Secretary of State**  
**Monae L. Johnson** Secretary of State  
**Thomas J. Deadrick** Deputy Secretary of State

## Voter Registration US Citizenship Documentation Checklist

Assisting Employee Name: \_\_\_\_\_  
 Agency: \_\_\_\_\_  
 Location: \_\_\_\_\_

The following is a supplemental form that must be mailed *with* the Voter Registration form to the County Auditor.

**Reminder:** If someone is currently registered to vote, they *do not* need to provide proof of citizenship. If they are updating an address or name, they *do not* need to provide proof citizenship. ***Proof of US citizenship applies to individuals that are registering to vote for the first time.***

1. Use the Agency specific Secretary of State voter registration form found [here](#).
2. If the individual provides proof of citizenship, indicate below which document was presented by putting a checkmark next to the appropriate box.
  - A South Dakota driver license or ID Card that was issued after July 1, 2025, with citizenship status on the back of the document. (Must show physical card)
  - A valid out of state license or identification card issued by any other state or territory of the United States, provided that the license or identification card indicates that the individual is a United States Citizen (Must show physical card)
  - A tribal identification card from one of the 9 federally recognized tribes of this state. (Must show physical card); or

Legible **photocopies** are acceptable for the following documents:

  - Birth Certificate
  - U.S Passport which identifies the applicant and shows the individuals passport number
  - Consular Report of Birth Abroad issued by the United States Department of State
  - Certificate of Naturalization; or
  - Other documentation in 42 CFR 436.407 as provided by applicant See Appendix A and check appropriate box.
3. Voter Registration Form, Citizenship Doc Checklist, and a photocopy of supporting document must be sent to the appropriate county auditor. Retain one photocopy of supporting documents for internal records.
4. Check this box  **If no documents are provided that prove citizenship status, inform the individual that they will receive a federal only ballot.** If, prior to the voter registration deadline for an upcoming election, an individual provides valid documentation of citizenship, the individual may receive a complete ballot. The voter should work with their County Auditor.

Appendix A  
42 CFR 436.407

Check	Document	Issuer	Notes
	Certificate of Naturalization (N-550/N-570)	DHS/USCIS	Issued upon naturalization.
	Certificate of Citizenship (N-560/N-561)	DHS/USCIS	Derivation of citizenship through a parent.
	Certification of Report of Birth (DS-1350)	Dept. of State	U.S. issued summary of Consular Report of Birth.
	Report of Birth Abroad (FS-240)	U.S. Consulate	Prepared overseas before age 18.
	Certification of Birth (FS-545/DS-1350)	Dept. of State	FS-545 issued before 1990; equivalent to DS-1350.
	U.S. Citizen ID Card (I-179/I-197)	INS (legacy)	Issued 1960–1983; still valid.
	Northern Mariana ID Card (I-873)	DHS/INS	For collectively naturalized NMI citizens.
	Final Adoption Decree	Courts/Agencies	Must show child's name and U.S. place of birth.
	U.S. Civil Service Employment (pre 6/1/1976)	Federal Agency	Civil Service required U.S. citizenship at the time.
	U.S. Military Record (DD-214)	DoD	Must show U.S. place of birth.
	SAVE Verification	DHS	Used to confirm naturalized citizenship per DHS MOU.
	Child Citizenship Act Evidence	Various	Automatic citizenship if CCA criteria met after 2/27/2001.
	Hospital Birth Record	Hospital	≥5 years old; souvenir certificates not acceptable.
	Insurance Record	Insurer	≥5 years old; must list U.S. place of birth.
	Religious Record	Religious Org.	Recorded within 3 months of birth; must show U.S. place of birth.
	Early School Record	School	Shows U.S. place of birth and parent info.
	Census Record (1900–1950)	Census Bureau	Shows U.S. birth or citizenship; Form BC-600 needed.
	Tribal/BIA/Vital Delayed Birth Records	Tribal/BIA/Vital Records	≥5 years old; must show U.S. place of birth.
	Institutional Admission Papers	Facilities	≥5 years old; shows U.S. place of birth.
	Medical Records (non-immunization)	Healthcare Providers	≥5 years old; shows U.S. place of birth.
	Affidavits (rare)	Affiants	Two affidavits; one non-relative; <u>persons</u> must prove own citizenship.

# PROOF OF CITIZENSHIP

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DSS/DLR will help an individual complete the voter registration process, including verification of citizenship. **You must provide to each applicant who does not decline to register to vote the same degree of assistance regarding the completion of the registration as is provided by the office to the completion of other forms and applications, unless the applicant refuses such assistance.** (52 U.S.C. § 20506(a)(6)(C))

## **In person covered transactions:**

- Review the Voter Preference Question on the application. If Yes or Blank, offer to assist with the voter registration process during the in-person office visit.
- Review the Voter Registration Application for completeness, signature, etc.
- Explain the citizenship requirement for **new** applications.
- Does the applicant have documentation to fulfil this requirement?
  - If Yes, include with the application.
  - If No, offer to review the DSS casefile to determine if acceptable documentation was previously provided (birth certificate, passport, etc.). If documentation is found, print and include with the Voter Registration Application.
- If no documentation is available during the in-person visit, explain the requirements and offer referrals to agencies that may be able to provide the appropriate documentation.
- Transmit the completed voter registration application, citizenship documentation checklist and the corresponding verification documents to the County Auditor. If proof of citizenship is not included, the application will be processed as a Federal-Only registration.

# PROOF OF CITIZENSHIP

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DSS/DLR will help an individual complete the voter registration process, including verification of citizenship. **You must provide to each applicant who does not decline to register to vote the same degree of assistance regarding the completion of the registration as is provided by the office to the completion of other forms and applications, unless the applicant refuses such assistance.** (52 U.S.C. § 20506(a)(6)(C)) (continued)

## Telephone covered transactions:

- Review the voter preference question on the application. If Yes or Blank, inform the customer you will be sending them the Voter Registration Application.
- Explain the citizenship requirement for **new** applications.
- Does the applicant have documentation to fulfil this requirement?
  - If Yes, inform the applicant to include the documentation with the application.
  - If No, offer to review the DSS casefile to determine if acceptable documentation was previously provided (birth certificate, passport, etc). If documentation is found, inform the customer that we can provide this documentation when their application is received in our office.
  - If our files do not contain any of the above, explain the requirements and offer the applicant referrals to agencies that may be able to provide the appropriate documentation.
- When the Voter Application is received in our office, transmit the completed voter registration application, citizenship documentation checklist and the corresponding verification documents to the County Auditor. If proof of citizenship is not included, the application will be processed as a Federal-Only registration

# PROOF OF CITIZENSHIP

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DSS/DLR will help an individual complete the voter registration process, including verification of citizenship. **You must provide to each applicant who does not decline to register to vote the same degree of assistance regarding the completion of the registration as is provided by the office to the completion of other forms and applications, unless the applicant refuses such assistance.** (52 U.S.C. § 20506(a)(6)(C)) (continued)

## **Completed Voter Registration Applications received with no recipient contact:**

- Is citizenship documentation included with the application?
  - If Yes, transmit forms to the County Auditor.
  - If No, attempt to contact the applicant and offer review the DSS casefile to determine if acceptable documentation was previously provided (birth certificate, passport, etc). If documentation is found, print and include with the Voter Registration Application.
- If the application is received without the citizenship documentation and you cannot reach the applicant to receive permission to provide information from the case file, transmit the application as-is to the County Auditor with the citizenship documentation checklist. If proof of citizenship is not included, the application will be processed as a Federal-Only registration.

# PROOF OF CITIZENSHIP

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If the person is registered as a Federal Only voter, and then later comes to our office with their citizenship documentation, what should we do?

The NVRA does not allow a public assistance agency to send the individual to the county auditor to register when they come to the agency. The individual should fill out another Voter registration application and attach the documentation and checklist for sending to the county auditor.

# RECORDS RETENTION

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DSS and DLR will retain copies of the Voter Registration Application, Citizenship Documentation Checklist and supporting documentation in File Director:

SNAP-TANF-MED: Section 4

BEES – Administration Actions Section

DLR Employment Specialists – TANF WORK Section 1.

LIEAP & Child Care – store with application documents.

\*Combination applications only require the documentation to be stored in ONE of the File Director locations.

# COURSE CREDIT

Be sure to complete the following form to confirm that you have received the training.

- [Click HERE to confirm your participation in today's training](#)

# NVRA COORDINATORS

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## **Statewide NVRA Coordinator**

- The responsibilities of the Statewide NVRA Coordinator include but are not limited to:
  - Providing support and guidance to all agencies with regard to NVRA compliance
  - Serving as a liaison between state agencies and county officials
  - Coordinating and monitoring each agency's NVRA compliance including collecting and reviewing voter registration data, investigating and responding to complaints from the public of suspected noncompliance by an agency, and establishing corrective action plans when noncompliance is discovered
  - Responding to inquiries from agencies and county auditors

Statewide NVRA Coordinator  
Ryan Rivers  
Office of Secretary of State  
500 East Capitol Avenue, Ste 204  
Pierre, SD 57501-5070  
605-773-3537

# NVRA COORDINATORS

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## **DSS NVRA Coordinator**

- The responsibilities of the DSS NVRA Coordinator include but are not limited to:
  - Providing support and guidance (including technical expertise) to all of DSS's and DLR's covered employees, regional offices, and local offices regarding compliance with Section 7, State voter registration law and regulations, and related voter registration requirements, procedures, and materials; and
  - Monitoring NVRA compliance by local DSS offices and DLR offices where individuals can complete the pre-application for TANF benefits.

DSS/DLR NVRA Coordinator

Julie Scott

Deputy Division Director, Division of Economic Assistance

700 Governors Drive

Pierre, SD 57501

605-773-4678

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# QUESTIONS?

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