



## Information for National Voter Registration Act Coordinators

*As of June, 2015, the Consent Order has expired, therefore there is no continuing legal mandate that SUNY campuses report voter registration data to System Administration. However, campuses must continue to comply with the NVRA and its reporting requirements. Campuses are still required to offer voter registration and to collect and report data to their local Boards of Elections. In addition, it is critical that campuses continue to train new employees in the requirements of the NVRA. These slides are offered to assist in that training, see NVRA Training PowerPoint.*

Here are the steps the campus NVRA coordinator needs in order to be in compliance with the litigation:

- Oversee implementation of the following at the site coordinator's office:
  - Provide to each individual initially requesting or applying for services, recertifying or renewing eligibility for continued services, or changing his or her address at a DSS office an NVRA-compliant agency based voter registration form and/or declination form, and offers to provide to each such individual the same degree of assistance with regard to completing the voter registration form or declination form as is offered for completing the voter registration form or declination form as is offered for completion of any other forms provided by the DSS office, unless the applicant declines such assistance. Where the DSS office provides verbal assistance to an individual in completing any request or application or other forms as may be necessary to obtain services, continue eligibility for receiving services, or effect a change of address, or reviews any initial request or application for services or such other forms with the individual, the DSS must verbally offer such individuals the opportunity to register to vote and provide any necessary or requested assistance in completing the voter registration form or declination form;
  - Prominently posts notices in the DSS office advising applicants that they may register to vote at the office;
  - Distribute SBOE educational/training materials to all DSS office employees with NVRA responsibilities;

- Distribute such updated or revised materials from the SBOE to all DSS office employees with NVRA responsibilities;
- Recording, or supervising the recording of, the data on the SBOE Agency-Based Registration Transmittal form, and supervising the timely forwarding of that form to the appropriate local board of elections office;
- Maintaining, or supervising the maintaining of, the site's application data;
- Identifying and resolving NVRA implementation problems including, but not limited to, discrepancies appearing between application data and NVRA transaction data;
- Supervising the storage of declination forms for twenty-two (22) months;
- Reporting in writing to the appropriate university-wide NVRA coordinator at the conclusion of each fall and spring time period, with a copy of counsel for the United States, regarding implementation of the NVRA including, but not limited to, evidence of low activity or any significant implementation problems at particular DSS offices, staff training needs, and recommendations for improvements or changes in NVRA registration services on a site coordinator's campus.

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