

Use of this form indicates that you are part of a VoteRiders Partner Organization-led Voter ID Clinic and will share the non-personal data collected from the Clinic with VoteRiders.

THE INFORMATION CLIENTS SHOULD KNOW AND THE DOCUMENTS THEY SHOULD BRING TO THE VOTER ID CLINIC

INFORMATION

Ideally, clients will call in advance to register for the Clinic and will advise the Clinic Supervisor what records they need and the states where each is located. However, many clients will not call to register, and those who do may not be aware of some of the documents they do require. If a client identifies the necessity for a particular document so he or she can obtain a voter ID, the following is a list of the information that is generally needed in order to apply for the record:

- Birth Certificates – name at birth, date of birth, state and county of birth (if the person knows the name of the hospital or the name of the town, the county can be found through an Internet search), and mother’s maiden name. This last piece of information may be very important because some states (e.g., North Carolina) file the record under the mother’s maiden name; and if the client doesn’t know his mother’s maiden name, he cannot get the record;
- Death Certificates – the name of the deceased, the date of death, state and county where the death occurred, deceased’s Social Security number, deceased’s date of birth. Not all states will require all this information, but if the client can obtain it beforehand, it will expedite the process;
- Marriage Certificates – state and county where the marriage took place, date of marriage. (Some records departments will search over a span of years for the initial fee, and require a second fee if the record isn’t found and the applicant requests a second search.) If the client cannot remember the exact date or year, press him to try to remember other events that may have taken place during that time period to see if you can help jog his memory;
- Divorce Decrees – state and county where the decree was entered as well as the date the divorce became final. Refer to the above tip for jogging the client’s memory;
- Adoption Decree – state and county where the decree was entered, the date of the adoption, and the names of the birth parents (if known) and adoptive parents.

DOCUMENTS

Whether clients need to bring documents to the Voter ID Clinic depends on the state where the Clinic is held, and the states where the requested documents are on record. The following is a list of secondary documents that are often considered in proving residency. Some, but not all, of these records also fall into the category of documents acceptable as identifying secondary documents by the Vital Records Units in New York City, New York State, Michigan and Massachusetts.

The Clinic Supervisor should consult the Notary Public well in advance of the Voter ID Clinic to learn what kinds of identifying documentation the Notary will accept in order to notarize a signature. State notary laws vary, but many of the documents listed below may be sufficient.

- Tax records
- Lease agreements
- Mortgage documents
- W-2 forms (recent)
- Current weapons permit
- Current utility bill – water, gas, electric, cable (not cell)
- Recent bank statement
- Recent letter from governmental agency
- Pay stub with name and address
- Business mail postmarked within last 60 days
- Current year's property tax bill
- School transcript with name and address
- Current professional license
- Federal or State government-issued check
- Voter card
- Name and address in current phone book
- Tribal ID with current address
- Employee ID card
- Residency letter on business letterhead from long-term shelter or supportive housing residence (not from shelters that offer beds on a per-night basis)
- Homeowners, auto or life insurance policy
- Notarized statement from someone with whom the client lives, attesting that the client lives at their address