

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.

## **MINOR CHILD INTAKE FORM - INSTRUCTIONS**

The Voter ID Clinic will help adults obtain the birth certificates of minor children with whom they have a close familial relationship (parents and grandparents) or for whom they are the legal guardian - if the child will turn 18 years of age within 13 months of the Primary or General Election, and if the adult agrees to help the child get his or her voter ID and register to vote when he or she is old enough to register.

The instructions for completing the Intake Form for ordering a birth certificate for a minor child are substantially the same as those for completing the Adult Voter Intake Form, with a few exceptions:

1. The client identified in this field is the adult who is ordering the document on behalf of the child. The adult's name and relationship to the child should be recorded. If the adult is the child's grandfather for example, write either "paternal grandfather" or "maternal grandfather."
2. This is the name of the child whose record is being requested. Repeat how you have recorded the child's name on the form, and ask the adult to confirm the spelling.
3. Repeat the date of birth to the client after you write it down to double-check that you have not misheard or made an error in transcription. Ask the client how old the child is today.
4. As stated for Adult Voters, the Intake Form is designed for clients to self-report on race. Therefore, you would ask "With what race does the child identify?" and record the client's answer. If a client asks why you need this information, state that it is part of the statistical data that VoteRiders needs to collect for funding purposes. If a client chooses not to respond to a question, write "refused" in the section.
5. This information helps you know which state's birth certificate application to complete.
6. Some states will provide records free of charge for dependents of veterans. This information is also being used for statistical tracking.
7. Many clients have tried to obtain their children's birth certificate in the past and have received letters stating that the record could not be found or that the client needs to have the record corrected. If the client gives an affirmative response to this question, ask what the problem was and whether he or she received a letter from the Vital Records Unit. Ask if

the client brought the letter today or still has a copy at home.

8. Confirm the spelling of the street name and be sure to ask for the zip code.
9. Some clients receive mail at an address other than where they live. After you ask the client where he or she lives, ask "Do you also receive mail there?" If the response is "yes," write "Same" in this section.
10. Citizen Voters are given the option to receive their documents by mail if they assert that they have a secure mailbox. If they don't have secure mail, they may choose to pick up the documents personally or identify someone who may pick them up on their behalf. It is important that you indicate the client's preference, but be sure to make clear to the client that the record will not be released directly to the minor child.
11. It is crucial that you attempt to obtain three telephone numbers for the client. Explain that it is imperative that we be able to make immediate contact should a question or problem arise. Ask the client for the name and relationship of an alternate contact who would be willing to relay a message to such client.
12. The three questions concerning household income are all important. The sources of income which you are most likely to hear are: employment (E), Social Security (SS), Social Security Disability Income (SSDI), Supplemental Security Income (SSI), Veteran's pension (VA), welfare (W), child support (CS), pension (P), or that the person has no income (none). There may be two or more sources of income in a family. For example: a mother receives SSI and her children receive child support. On the line for Sources you would write "SSI, CS." You would then add the sources of income and include the total amount where indicated. If the household is comprised of the mother and three children, you would write "4" where it asks for the number of people in the Household. Again, all this information is vital for funding.
13. Promoting a Clinic takes a lot of time and effort, so it is helpful to know which venues are the most effective. Note that this questions states, "Please be specific." You may need to press the client to provide more detail if the response given is, "I saw a flyer," or "Someone told me about it." A way to obtain a more specific response would be to ask, "Great, exactly where did you see that flyer?" or "Who was the person who told you?" If it is the client's friend, ask him if he knows how his friend found out. If the person who informed the client is not a friend, it's even more important to question further. The person who relayed the information may have been someone at an agency, health clinic, etc., which would be useful information to know for future Clinics.

14. Print, don't sign, your name. The Clinic Supervisor or VoteRiders may need to contact you and signatures are often hard to read.
15. The Check-off list is the most important part of the entire process. It is designed to help you catch any errors and to enable you to correct them on the spot so that the client does not have to return. Once you have double-checked your paperwork, it is critical that you ask the Clinic Supervisor to review your work before the client departs. This acts as a third safeguard. The instructions for satisfying the other items listed on the Check-off section will be explained in detail in these Training Documents under the headings, "How to Obtain a Certified Copy of Adoption Decree" and "Instructions for Birth Certificate Applications in General," and are only mentioned here to remind you to check those forms as well.