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|  | <b>Division/Section</b>  | Family Support                                     |
|   | <b>Chapter No./Name</b>  | 7 – Administrative Procedures Manual               |
|   | <b>Part No./Name</b>     | C – National Voter Registration Act of 1993 (NVRA) |
|   | <b>Section No./Name</b>  | C-200 General Policies and Procedures              |
|   | <b>Document No./Name</b> | C-210 Responsibilities                             |
|   | <b>Effective Date</b>    | May 1, 2026  |


## I. STATEMENT OF POLICY

The National Voter Registration Act of 1993 (NVRA) requires that certain entities provide voter registration services. The intent of the NVRA is to make it easier for persons to participate in the electoral process by providing new and innovative ways to register to vote. This can be accomplished by expanding the number of sites where eligible citizens may register to vote, thus increasing the opportunities for eligible citizens to register to vote. The Louisiana Department of Health (LDH) is one of several public service agencies designated to perform voter registration activities.


## II. PROCEDURES

Document all activities related to NVRA in **LITE**. Procedures to be used in meeting the requirements of the NVRA are as follows:

- Inform all applicants/recipients of FITAP, SNAP **\*\*\***, and/or KCSP of the availability of voter registration services and eligibility requirements at application and redetermination interviews. See [C-611–SNAP](#) and [C-611 FITAP](#). The Voter Registration Declaration Statement and the Louisiana Voter Registration Application are included with every application for assistance.
- Ask all clients during the application and redetermination interview. “If you are not registered to vote where you live now, would you like to apply to register to vote here today?”
- Note: Since certain SNAP redeterminations do not require an interview, it is not necessary to contact the client to ask about voter registration unless the client indicates on the form that assistance is needed. In these instances, the worker will be required to call the client and provide the assistance requested. If the client does not indicate a need for assistance on the form, it is not necessary to contact them.
- If the client reports an address or name change, provide forms [OFS 1VR](#), Voter Registration Declaration Statement – Change of Address/Name, and the Louisiana Voter Registration Application form for the client to complete.
  - Complete the NVRA Worker Tracking Form ([OFS 1VR WT](#)) for all reported changes of address, [OFS 1VR](#) forms received, and completed Louisiana Voter Registration Application forms received.
  - If the client indicates on the [OFS 1VR](#) that they need assistance completing the Louisiana Voter Registration Application, contact the client to provide assistance. If the client does not return the Louisiana Voter Registration Application, no further action is needed.

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- If the client returns the [OFS 1VR](#) indicating, “No, I do not want to register to vote”, no further action is needed.
- If the client does not return the [OFS 1VR](#) no further action is needed.
- Ensure that all applicants for voter registration are made aware that the last four digits of the SSN are required; however, the full SSN may be provided at their discretion.
- Inform the applicant that the Louisiana Voter Registration Application may be returned to the parish office, the **LDH** Document Processing Center (DPC) or it may be returned directly to their parish Registrar of Voters using the address provided for their ROV at [www.geauxvote.com](http://www.geauxvote.com).
- If the applicant returns the form Louisiana Voter Registration Application to the parish office:
  - Review the Louisiana Voter Registration Application for legibility and completeness.
  - Verify that the applicant signed the Louisiana Voter Registration Application in the appropriate box.
  - If the Louisiana Voter Registration Application is returned unsigned, send the form back to the client with the appropriate client contact letter advising them that they must sign the form before it can be submitted to the Registrar of Voters’ Office.
  - Complete the following information located at the bottom of the Louisiana Voter Registration Application under “Official Use Only”:
  - Sign on the line “Received by:” and write the month, day, and year of the date you signed the application on the line marked “Date:”,
  - Circle “PA” as the voter registration agency, and
  - Mail the completed Louisiana Voter Registration Application to the appropriate parish Registrar of Voters.
- If the application is for a new registration, tell the applicant/recipient that they are not officially registered to vote until the parish Registrar of Voters receives and approves the application, and advises applicant of approval by way of a voter registration card.
- Provide assistance in completing the Louisiana Voter Registration Application, unless assistance is refused.

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An agency employee who provides such assistance shall not:

- Seek to influence an applicant's political preference or party registration.
- Display any such political preference, political party or body allegiance.
- Make any statement to an applicant or take any action which would discourage the applicant from applying to register to vote.
- Make any statement to an applicant or take any action that would lead the applicant to believe that a decision to apply to register or not to register to vote has any bearing on the availability of services or benefits.
- Accept completed Louisiana Voter Registration Application and mail the original forms daily to the Registrar of Voters in the parish where the applicant resides. Do not fax the forms.
- Assure that information relating to a declination to register to vote in connection with an application made at a registering agency is not used for any purpose other than voter registration.
- Provide the same level of assistance in completing the Louisiana Voter Registration Application as is provided with regard to the completion of agency forms.

### III. FORMS AND INSTRUCTIONS

[OFS 1VR Form/Instructions Voter Registration Declaration Statement – Change of Address/Name](#)

[Louisiana Voter Registration Application](#)

### IV. REFERENCES

[The National Voter Registration Act of 1993](#)