



Department of Human Resources
311 West Saratoga Street
Baltimore MD 21201

FIA ACTION TRANSMITTAL

Control Number # 10-01

Effective Date: September 1, 2009

Issuance Date: September 1, 2009

**TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES
ASSISTANT DIRECTORS OF ADMINISTRATION / FINANCE
OFFICERS
DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT
FAMILY INVESTMENT SUPERVISORS AND ELIGIBILITY STAFF**

**FROM: KEVIN M. MCGUIRE, EXECUTIVE DIRECTOR, FIA
JILL SPECTOR, ACTING EXECUTIVE DIRECTOR, DHMH/OES**

RE: NATIONAL VOTER REGISTRATION ACT OF 1993 UPDATE

PROGRAMS AFFECTED: ALL PROGRAMS

ORIGINATING OFFICE: OFFICE OF OPERATIONS

SUMMARY:

The National Voter Registration Act (NVRA) of 1993 became effective on January 1, 1995. The intent of NVRA is to increase the number of citizens registered to vote and establish safeguards that ensure voter's rights for all citizens. State and Federal laws require all state agencies to offer every customer who will be 18 years of age on or before the next general election an opportunity to register to vote. These laws require the Family Investment Administration (FIA) to record and track every response given by a customer when voter registration is discussed.

Staff may review on the FIPNet the following FIA Information Memo and FIA Action Transmittal for comprehension and compliance with the requirements of the National Voter Registration Act of 1993:

- FIA Information Memo, National Voter Registration Act of 1993, Control Number 02-04, Issued August 10, 2001
- FIA Action Transmittal, National Voter Registration Act of 1993, Control Number 08-06, Issued September 13, 2007

ACTION REQUIRED:

Previously, Local Departments of Social Services (LDSS) mailed applications for Voter Registration Application weekly to their local State Board of Elections (SBE) office in their jurisdiction with the Agency-Based Registration Voter Registration Transmittal Form, DHR/FIA 786 (1/98) attached. To assist in documenting and tracking the number of Voter Registrations completed and forwarded to SBE, **all** completed Voter Registration Forms must be batched and mailed weekly to the following address with the revised Agency-Based Registration Voter Registration Transmittal Form, DHR/FIA 786 (Revised 9/09).

**Roger Stitt, Voter Registration Manager of Operations
Maryland State Board of Elections
151 West Street, Suite 200
Annapolis, MD 21401**

The revised 786 Form is attached for you to make copies as needed. This form will eventually be produced in a color-coded, 2-part, carbonized format. A brief summary on how to use the form is as follows:

- Weekly, attach a completed copy of the 786 Form to the batched applications for Voter Registration.
- Keep a copy of the completed 786 Form in a secured central location at the LDSS for your records.
- Mail the batched applications and 786 Form to the SBE.
- Upon receipt, the SBE will sign the 786 and return it to the LDSS to keep in a secured central location.

INQUIRIES:

Please direct questions about the National Voter Registration Act to John Murray, NVRA Coordinator at (410) 767-7940.

cc: DHR Executive Staff
FIA Management Staff
Constituent Services
DHR Help Desk