

# Guide to Registering Voters

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# Know the basics

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## Vote by mail

Washington state votes by mail.

Ballots are mailed 18 days prior to an election.

Voters must be registered and have their address up-to-date to receive a ballot. New registrations and updates can be submitted online with MyVote, by mail or in person.

Registrations are not by party affiliation.

Elections are administered by each county elections department.

## Voter eligibility

Registered voters must be:

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<b>A citizen of the United States</b>	Permanent residency or having green card is not the same as being a citizen.
<b>A legal resident of Washington State</b>	A person must establish a residential address at least 30 days before Election Day.
<b>At least 18 years old by Election Day</b>	If a person is currently 17 but will be 18 years old by Election Day, they can register to vote.
<b>Not disqualified from voting due to a court order</b>	Only a Superior Court Judge can declare a person unable to vote due to mental incompetency. Do not assume that a person under a guardianship due to mental incapacity is ineligible to vote.
<b>Not under the Department of Corrections supervision for a Washington felony conviction</b>	A felon's right to vote is restored as long as they are no longer in prison or on community custody (supervision, parole) with the Washington State Department of Corrections (DOC). Once their right to vote is restored, they must re-register in order to vote.

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## Laws and rules

Anyone may register voters. Volunteers who are not eligible to vote themselves may still register others to vote.

Voter registration coordinators may not compensate or reward staff members/volunteers based on the number of voters they register. However, pay or rewards are permitted for time spent registering voters (RCW 29A.84.130).

Rewards, prizes or gifts may not be offered to people in exchange for registering to vote. Promotional gifts, such as buttons or candy, must be given to anyone who asks, regardless of their eligibility, party preference or intention to register to vote.

Partisan materials cannot be handed out if your organization is a 501(c)3 or if you receive state funds.

Return completed registration forms **no later than five days** after you receive them, or before the voter registration deadline (whichever is first). You may return them by mail or in person to your county elections department or the Office of the Secretary of State.

Voter registration information that is public include first name, last name, date of birthday and address.

## Dates and deadlines

Plan voter registrations in accordance with the dates and deadlines.

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<b>29 days before election day</b>	Deadline for online and mail-in voter registration, address change and other updates
<b>8 days before election day</b>	Deadline for new Washington State voter registration (in person only)

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New applications and updates submitted after the deadlines will take effect for the next election.

## Best practices

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Team up with existing event organizers if there's something going on in your city, town or campus that's sure to draw a crowd.

Don't just ask if people need to register to vote, ask if their address is current. In Washington a person needs to update their voter registration records if they change their residential address, mailing address and/or name.

Contact the State Elections Division for outreach materials, workshops and educational opportunities. Your county elections department is also a great contact for resources and more information.

# Voter Registration Forms

## Paper form

When using a paper voter registration form, double-check that all the required fields have been completed. Missing information can cause registrations to be delayed or rejected.

1. The residential address must be in Washington State. The residential address determines which candidates and measures will be on the ballot. PO boxes may not be used as a residential address.
2. Include a mailing address if it is different from the residential address. The mailing address is where the ballot will be sent. The mailing address can be anywhere in the world.
3. Verify the person has answered both of these questions.

### Washington State Voter Registration Form

Register online at [www.myvote.wa.gov](http://www.myvote.wa.gov)

**1 Personal information**

last name first middle

date of birth (mm / dd / yyyy)  male  female

residential address (in Washington) apt #

city ZIP

mailing address (if different than residential address)

city state / ZIP

phone number (optional) email address (optional)

**2 Qualifications**

If you mark no to either of these questions, do not complete this form

yes  no I am a citizen of the United States of America.

yes  no I will be at least 18 years old by the next election.

**3 Military / overseas status**

I am in the Armed Forces (includes National Guard and Reserves; and military spouses or dependents away from home because of service).

I live outside the U.S.

**4 Identification — Washington driver license / ID number**

If you do not have a Washington driver license or ID, provide the last four digits of your Social Security number x x x - x x -

**5 Former registration**

If you are already registered and are changing your name or address, fill out this section (this information will be used to update your registration)

middle

state / ZIP

date here

## Best practices

Don't hide behind a table. Take a clipboard around the event to spread the word.

An organization may make discrete marks on the voter registration forms to keep track of volunteers and for quality assurance purposes.

You may highlight the required fields on the form to draw attention. Do not make any marks in the signature area.

# Washington State Voter Registration Form

Register online at [www.myvote.wa.gov](http://www.myvote.wa.gov)

## 1 Personal information

### Best practices

Have a safe place set aside for completed forms. This could be a box, envelope, or other container to prevent forms from being lost or damaged.

If you have forms from many counties, it's best to send the forms to the State Elections Division.

middle \_\_\_\_\_  
\_\_\_\_\_  male  female  
apt # \_\_\_\_\_  
ZIP \_\_\_\_\_  
city \_\_\_\_\_ state / ZIP \_\_\_\_\_  
phone number (optional) \_\_\_\_\_ email address (optional) \_\_\_\_\_

## 2 Qualifications

If you mark no to either of these questions, do not complete this form

yes  no I am a citizen of the United States of America.

yes  no I will be at least 18 years old by the next election.

## 3 Military / overseas status

I am in the Armed Forces (includes National Guard and Reserves; and military spouses or dependents away from home because of service).

I live outside the U.S.

## 4 Identification — Washington driver license / ID number

If you do not have a Washington driver license or ID, provide the last four digits of your Social Security number

x x x - x x -

## 5 Former registration

If you are already registered and are changing your name or address, fill out this section (this information will be used to update your registration)

former last name \_\_\_\_\_ first \_\_\_\_\_ middle \_\_\_\_\_

former residential address \_\_\_\_\_ city \_\_\_\_\_ state / ZIP \_\_\_\_\_

## 6 Declaration

I declare that the facts on this voter registration form are true. I am a citizen of the United States, I will have lived at this address in Washington for at least thirty days immediately before the next election at which I vote, I will be at least 18 years old when I vote, I am not disqualified from voting due to a court order, and I am not under Department of Corrections supervision for a Washington felony conviction.

sign here [

date here [

4. A Washington State driver licence, state ID number or the last 4 digits of their Social Security number. Applicants without these standard IDs may leave this blank but will be asked for alternative ID by their county elections department before the registration is approved.
5. If a voter needs to update their voter registration records, they should include their former registration information so a duplicate registration is not generated.
6. Make sure the voter signs and that the signature is clear.

## MyVote, your personalized elections toolkit

MyVote is where you can register to vote, update your address, and research your own customized election information.

Using MyVote to submit a new registration or voter information update requires a valid Washington State driver license or state ID.

## Register to vote

1. Go to **www.myvote.wa.gov** and log in. New users will be given the option to “Register to Vote”
2. Complete the Washington State Identification page, and make sure the first name, last name, date of birth and driver license or state ID number match the information exactly as it appears on the driver license or state ID.
3. If the security check words are not legible, you can press the circular arrow button on the right to get a new word.

**1** **log in**

*If appears you are not currently registered to vote in Washington. Please click "Register to Vote" to begin the registration process. If you believe you are registered to vote, please check the information entered below. If you need to make a correction, make it below and click "continue".*

first name

last name

date of birth  
Month Day Year  
1 1 1997

**2** qualifications identification

### Washington State Identification

Your name and birth date must match your Washington State driver license or ID card.

To continue, enter your name and birth date to match your driver license or ID card.

first name

middle name

last name

gender

date of birth  
month day year

driver license/ID #

what is this?

**3** **security check**

For added security, enter the words below, separated by a space.

**all**      *entouring*

Type the two words:

stop spam, read books.

## Check a voter's registration status

1. Log in to [www.myvote.wa.gov](http://www.myvote.wa.gov) with first and last name, and date of birth exactly as it appears in the voter registration records. If MyVote is unable to find the person in the system, ask if they registered using a name variation, such as William, Bill or Will. If you still cannot find them, contact the Secretary of State's Elections Division at **(800) 448-4881**.
2. Make sure their residential and mailing addresses are current and their registration status is active.
  - 2.1. If the residential and mailing addresses are not current, click on "update my address". If registration status says inactive, the person should update their address (even if their address hasn't changed), to change their voter registration status to active.

The screenshot shows the MyVote website interface. On the left, under a green circle '1', is the 'log in' section with input fields for 'first name', 'last name', and 'date of birth' (with dropdowns for Month, Day, and Year). A 'continue' button is below. On the right, under a green circle '2', is the 'my voter registration information' section. It features a vertical menu with options: 'my voter registration information', 'my candidates & ballot measures', 'ballot drop boxes & voting centers', 'ballot status', 'elections in which I voted', and 'my districts & elected officials'. A green circle '2.1' highlights the 'ballot status' option. To the right of the menu is a list of registration details: 'personal information', 'registration date', 'registration status', 'county', 'precinct code', 'residential address', 'mailing address', 'county information', and 'ballot delivery method' (with 'Postal Mail' selected). An 'update my address' button is at the bottom right.

## Best practices

If a person needs to change their name, MyVote requires a driver license or state ID with the new name. The person must complete a new registration and cancel their previous registration with the county elections department.

If your organization wants to track the number of registrations and updates submitted through MyVote, the State Elections Division can provide a unique URL. Visit [www.vote.wa.gov](http://www.vote.wa.gov) under Civics Education for more information.

## Update Address

1. Log in to MyVote and make sure the first name, last name and date of birth match the voter's registration records.
2. Once you locate the voter, click on "update my address."
3. Complete the Washington State Identification page, and ensure the name, last name, date of birth and driver license or state ID match the information exactly as it appears on the driver license or state ID.

**1**

first name

last name

date of birth  
Month Day Year  
1 1 1997

**continue**

**2**

**update my address**

**3**

qualifications identification

### my voter registration information

personal information

registration date

registration status

county

precinct code

residential address

mailing address

county information

ballot delivery method  
Postal Mail

### Washington State Identification

Your name and birth date must match your Washington State driver license or ID card.

To continue, enter your name and birth date to match your driver license or ID card.

first name

middle name

last name

gender

date of birth  
month day year

driver license/ID #

[what is this?](#)

### security check

For added security, enter the words below, separated by a space.

**all** **entsourg**

Type the two words:

reCAPTCHA™  
stop spam.  
read books.



# Contact Information

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## State Elections Division

### Location

520 Union Ave SE  
Olympia, WA 98501

### Mailing Address

PO Box 40229  
Olympia, WA 98504-0229

### Phone

(360) 902-4180  
(800) 448-4881

## County Elections Departments

### Adams County

210 W Broadway Ave, Ste 200  
Ritzville, WA 99169-1897  
Phone: (509) 659-3249  
TDD/TTY: (509) 659-1122

### Franklin County

PO Box 1451  
Pasco, WA 99301  
Phone: (509) 545-3538  
TDD/TTY: (800) 833-6388

### Lewis County

PO Box 29  
Chehalis, WA 98532-0029  
Phone: (360) 740-1278  
TDD/TTY: (360) 740-1480

### Snohomish County

3000 Rockefeller Ave, MS 505  
Everett, WA 98201  
Phone: (425) 388-3444  
TDD/TTY: (425) 388-3700

### Asotin County

PO Box 129  
Asotin, WA 99402-0129  
Phone: (509) 243-2084  
TDD/TTY: (800) 855-1155

### Garfield County

PO Box 278  
Pomeroy, WA 99347  
Phone: (509) 843-1411  
TDD/TTY: (800) 833-6388

### Lincoln County

PO Box 28  
Davenport, WA 99122  
Phone: (509) 725-4971  
TDD/TTY: (800) 833-6388

### Spokane County

1033 W Gardner Ave  
Spokane, WA 99260  
Phone: (509) 477-2320  
TDD/TTY: (509) 477-2333

### Benton County

PO Box 470  
Prosser, WA 99350-0470  
Phone: (509) 736-3085  
TDD/TTY: (800) 833-6388

### Grant County

PO Box 37  
Ephrata, WA 98823  
Phone: (509) 754-2011 ext 343  
TDD/TTY: (800) 833-6388

### Mason County

PO Box 400  
Shelton, WA 98584  
Phone: (360) 427-9670 ext 470  
TDD/TTY: (800) 833-6388

### Stevens County

215 S Oak St, Rm 106  
Colville, WA 99114  
Phone: (509) 684-7514  
Toll-free: (866) 307-9060  
TDD/TTY: (800) 833-6388

### Chelan County

PO Box 4760  
Wenatchee, WA 98807-4760  
Phone: (509) 667-6808  
TDD/TTY: (800) 833-6388

### Grays Harbor County

100 W Broadway, Ste 2  
Montesano, WA 98563  
Phone: (360) 249-4232  
TDD/TTY: (360) 249-6575

### Okanogan County

PO Box 1010  
Okanogan, WA 98840  
Phone: (509) 422-7240  
TDD/TTY: (800) 833-6388

### Thurston County

2000 Lakeridge Dr SW  
Olympia, WA 98502-6090  
Phone: (360) 786-5408  
TDD/TTY: (360) 754-2933

### Clallam County

223 E 4th St, Ste 1  
Port Angeles, WA 98362  
Phone: (360) 417-2221  
Toll-free: (866) 433-8683  
TDD/TTY: (800) 833-6388

### Island County

PO Box 1410  
Coupeville, WA 98239  
Phone: (360) 679-7366  
TDD/TTY: (360) 679-7305

### Pacific County

PO Box 97  
South Bend, WA 98586-0097  
Phone: (360) 875-9317  
TDD/TTY: (360) 875-9400

### Wahkiakum County

PO Box 543  
Cathlamet, WA 98612  
Phone: (360) 795-3219  
TDD/TTY: (800) 833-6388

### Clark County

PO Box 8815  
Vancouver, WA 98666-8815  
Phone: (360) 397-2345  
TDD/TTY: (800) 833-6388

### Jefferson County

PO Box 563  
Port Townsend, WA 98368  
Phone: (360) 385-9119  
TDD/TTY: (800) 833-6388

### Pend Oreille County

PO Box 5015  
Newport, WA 99156  
Phone: (509) 447-6472  
TDD/TTY: (509) 447-3186

### Walla Walla County

PO Box 2176  
Walla Walla, WA 99362  
Phone: (509) 524-2530  
TDD/TTY: (800) 833-6388

### Columbia County

341 E Main St, Ste 3  
Dayton, WA 99328-1361  
Phone: (509) 382-4541  
TDD/TTY: (800) 833-6388

### King County

919 SW Grady Way  
Renton, WA 98057-2906  
Phone: (206) 296-8683  
TDD/TTY: 711

### Pierce County

2501 S 35th St, Ste C  
Tacoma, WA 98409  
Phone: (253) 798-8683  
TDD/TTY: 711

### Whatcom County

311 Grand Ave, Ste 103  
Bellingham, WA 98225  
Phone: (360) 676-6742  
TDD/TTY: (360) 738-4555

### Cowlitz County

207 4th Ave N, Rm 107  
Kelso, WA 98626-4124  
Phone: (360) 577-3005  
TDD/TTY: (360) 577-3061

### Kitsap County

614 Division St  
Port Orchard, WA 98366  
Phone: (360) 337-7128  
TDD/TTY: (360) 337-7275

### San Juan County

PO Box 638  
Friday Harbor, WA 98250  
Phone: (360) 378-3357  
TDD/TTY: (360) 378-4151

### Whitman County

PO Box 191  
Colfax, WA 99111  
Phone: (509) 397-5284  
TDD/TTY: (800) 833-6388

### Douglas County

PO Box 456  
Waterville, WA 98858  
Phone: (509) 745-8527 ext 6407  
TDD/TTY: (888) 578-7707

### Kittitas County

205 W 5th Ave, Ste 105  
Ellensburg, WA 98926  
Phone: (509) 962-7503  
TDD/TTY: (800) 833-6388

### Skagit County

PO Box 1306  
Mount Vernon, WA 98273  
Phone: (360) 336-9305  
TDD/TTY: (800) 833-6388

### Yakima County

128 N 2nd St, Rm 117  
Yakima, WA 98901  
Phone: (509) 574-1340  
TDD/TTY: (800) 833-6388

### Ferry County

350 E Delaware Ave, #2  
Republic, WA 99166  
Phone: (509) 775-5225 ext 1139  
TDD/TTY: (800) 833-6388

### Klickitat County

205 S Columbus Ave, Stop 2  
Goldendale, WA 98620  
Phone: (509) 773-4001  
TDD/TTY: (800) 833-6388

### Skamania County

Elections Dept, PO Box 790  
Stevenson, WA 98648  
Phone: (509) 427-3730  
TDD/TTY: (800) 833-6388