



Department of Human Resources  
311 West Saratoga Street  
Baltimore MD 21201

## FIA INFORMATION MEMO

**Control Number: #02-04**

**Effective Date: Immediately**

**Issuance Date: August 10, 2001**

**TO:** DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES  
DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT  
FAMILY INVESTMENT SUPERVISORS

**FROM:** CHARLES E. HENRY, EXECUTIVE DIRECTOR, FIA  
JOSEPH DAVIS, EXECUTIVE DIRECTOR, OOE, DHMH

**RE:** NATIONAL VOTER REGISTRATION ACT OF 1993

**PROGRAM AFFECTED:** ALL PROGRAMS

**ORIGINATING OFFICE:** POLICY RESEARCH AND SYSTEMS

### 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 to establish safeguards that ensure voter's rights for all citizens. Action Transmittals # 96-22, dated December 18, 1995 and #01-48, dated June 6, 2001 restate the NVRA requirements, procedures for capturing statistical data and our obligation to offer customers voter registration opportunities.

### Policy Reminder:

The local department must offer customers an opportunity to register to vote at each face-to-face interview. This includes the initial application for services or benefits, the eligibility recertification, and interim change office visits. When customers telephone to report address changes, offer them an opportunity to register and mail a Voter's Registration Application to their address.

**Offer voter registration opportunities to all customers who are applying for benefits or completing a recertification by mail. Include a Voter's Registration Application and DHR-784 Voter Registration Agency Certification.** Local office staff should provide the same assistance they give to customers completing the mailed application to those customers who are completing mailed Voter Registration material. When signed VRA applications are returned to a local office, forward them to the appropriate Board of Elections.

Inquiries:

Please direct questions to Juanita Brouwer, Office of Policy, Research and Systems at (410) 767-7683.

cc: FIA Management Staff  
Constituent Services  
CTF  
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