



State Board of Elections

Elaine Walker
Chairman
Secretary of State

140 Walnut Street
Frankfort, Kentucky 40601-3240
Phone: (502) 573-7100
Fax: (502) 573-4369 or (502) 696-1952
www.elect.ky.gov

Sarah Ball Johnson
Executive Director

Sandy Milburn
Assistant Director

MEMORANDUM

SBE 11- 31

To: County Clerks
From: Sarah Ball Johnson
Executive Director
Date: June 30, 2011
Re: Voter Registration for Homeless People

Several county clerks are receiving an increasing number of voter registration applications with incomplete residential address information. These applications contain the terms "homeless" or "place to place" in the space provided for a residential address or the residential address space is left blank. This memorandum addresses the proper procedure for county clerks when processing voter registration applications of homeless voters.

A county clerk should not refuse to register a homeless person on the grounds that they do not have a traditional residential address. A homeless person who can name a home base or specific location they consider to be home base, to which they return regularly and intend to remain for the present, should be permitted to register to vote. The description of the location where the person resides should be specific enough that the county clerk can assign a voting precinct. Therefore, if voters can identify a street corner, park bench, or shelter as their home base, the county clerk should register the voter, and assign them the proper voting precinct assigned to that address.

When the county clerk receives a voter registration application with information that indicates the person is homeless, but not enough information to register the person, the voter should be contacted using the mailing address provided. If the county clerk is unable to obtain additional information from the voter and the deadline for registering for an upcoming election is approaching, the county clerk should place the voter in the precinct containing the county clerk's office.

The procedure to process voter registration applications for homeless voters where the residential information is missing or incomplete requires the county clerk to take the following steps:

Processing Voter Registration Applications with Incomplete Residential Address (Homeless) from Health Agencies and Driver's Licenses

1. Mark the application as INCOMPLETE in the AU screen using reason code 03-UNABLE TO ASSIGN PRECINCT and an acknowledgement post card will be generated.
2. Place the voter registration card in a separate file indicated as No Residential Address.
 - Remember to remove these registrations from the file as voters respond to the acknowledgement card.
3. Go through the file at least one week before the registration books close and process any remaining voter applications.
 - If the application has an incomplete residential address listed such as Main Street, put the voter in the precinct containing Main Street. If Main Street runs through multiple precincts, choose the one closest to the county clerk's office.
 - If the application uses descriptions for the residential address such as Fourth Street Overpass, Park Bench on the Corner of Walnut Street, City Park, etc. assign the corresponding precinct.
 - If the application has Homeless, Place to Place, In My Car, or has no residential address listed; place the voter in the precinct containing the county clerk's office.
 - If the pending electronic application has already been purged from the system, process the registration in the MA screen.

Processing Voter Registration Applications with Incomplete Residential Address (Homeless) from All Other Sources

1. Make all attempts to contact the individual including calling if a phone number is provided or mailing a letter to the mailing address if provided.
2. Place the voter registration card in a separate file indicated as No Residential Address.
 - Remember to remove these registrations from the file as voters reply to the correspondence.
3. Go through the file at least one week before the registration books close and process any remaining voter applications in the MA screen:
 - If the application has an incomplete residential address listed such as Main Street, put the voter in the precinct containing Main Street. If Main Street runs through multiple precincts, choose the one closest to the county clerk's office.
 - If the application uses descriptions for the residential address such as Fourth Street Overpass, Park Bench on the Corner of Walnut Street, City Park, etc. assign the corresponding precinct.
 - If the application has Homeless, Place to Place, In My Car, or has no residential address listed; place the voter in the precinct containing the county clerk's office.



140 Walnut St

Frankfort, KY

**Gabhart, Aaron
(SBE)**

Fax

To: boone	From: Gabhart, Aaron (SBE)
Fax: +1 (859) 334-2234	Pages: 2
Phone:	Date: 6/30/2011
Re:	

• **Comments:**