

# Policy Clarifications - Other

## PO14292980

Submitted: 07/15/08

Agency: CAOs  
Citations:

### Subject: Voter Registration Code Issues

Based on the recent changes to the Voter Registration Codes explained in D2986, what code are we to use when processing an application or reapplication submitted on a PA 600 CH, where the question about voter registration does not appear? Previously we used code 4 in this circumstance.

Response By: Angela Episale

Date: 07/16/08

For any application that does not offer the applicant the opportunity to register to vote, the following process is followed:

- First, check to make sure the applicant is a US citizen. If not a US citizen, enter code 5 during file clearance and no further action is needed.
- If a US citizen, then:
  1. Enter code 3 (declined, client not interested) during file clearance
  2. Mail a Voter Declination Form (PA 1656) along with a self-addressed stamped envelope)
  3. If the form is not returned then no further action is needed, as code 3 is the correct code
  4. If the form is returned, take the action necessary and change the code, if needed.

When all applications are revised to offer the opportunity to register to vote or if a Voter Declination Form is provided with the application, this process is obsolete.