# Guide to Registering Voters

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Know the basics

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:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A citizen of the United States</td>
<td>Permanent residency or having green card is not the same as being a citizen.</td>
</tr>
<tr>
<td>A legal resident of Washington State</td>
<td>A person must establish a residential address at least 30 days before Election Day.</td>
</tr>
<tr>
<td>At least 18 years old by Election Day</td>
<td>If a person is currently 17 but will be 18 years old by Election Day, they can register to vote.</td>
</tr>
<tr>
<td>Not disqualified from voting due to a court order</td>
<td>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.</td>
</tr>
<tr>
<td>Not under the Department of Corrections supervision for a Washington felony conviction</td>
<td>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.</td>
</tr>
</tbody>
</table>
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.

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

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

Best practices

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

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)

Qualifications

- I am a citizen of the United States of America.
- I will be at least 18 years old by the next election.

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.

Identification — Washington driver license / ID number

- Washington driver license number
- Washington ID number
- provide the last four digits of your Social Security number

Former registration

- former last name
- first
- middle
- state / ZIP
- former residential address
- city
- state / ZIP
- date

Declaration

- I am not disqualified from voting due to a court order.
- I am not a felon in Washington.
- I am not a Washington felony conviction.
- I will be at least 18 years old by the next election.
- I am a citizen of the United States of America.
- I declare that the facts on this voter registration form are true.

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.
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.

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.
Check a voter’s registration status

1. Log in to 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.

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 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.
## Contact Information

### 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

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### County Elections Departments

<table>
<thead>
<tr>
<th>County</th>
<th>Location</th>
<th>Mailing Address</th>
<th>Phone</th>
</tr>
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<tbody>
<tr>
<td>Adams County</td>
<td>210 W Broadway Ave, Ste 200</td>
<td>PO Box 416</td>
<td>(360) 773-6388</td>
</tr>
<tr>
<td>Asotin County</td>
<td>Asotin, WA 99402-0129</td>
<td>PO Box 425</td>
<td>(360) 773-6388</td>
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<tr>
<td>Benton County</td>
<td>Bennington, WA 98801</td>
<td>PO Box 434</td>
<td>(360) 773-6388</td>
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<tr>
<td>Chelan County</td>
<td>Chelan County, WA 98802</td>
<td>PO Box 442</td>
<td>(360) 773-6388</td>
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<tr>
<td>Clallam County</td>
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<td>PO Box 450</td>
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<td>Clark County</td>
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<td>PO Box 460</td>
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<tr>
<td>Columbia County</td>
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<td>PO Box 470</td>
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<tr>
<td>Cowlitz County</td>
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<td>Grays Harbor County</td>
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<td>Island County</td>
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<tr>
<td>Jefferson County</td>
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<td>PO Box 540</td>
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<tr>
<td>King County</td>
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<td>Kitsap County</td>
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<td>Klickitat County</td>
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<td>Lincoln County</td>
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<td>Mason County</td>
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<td>Pacific County</td>
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<td>PO Box 620</td>
<td>(360) 773-6388</td>
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<td>Pend Oreille County</td>
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<td>PO Box 630</td>
<td>(360) 773-6388</td>
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<tr>
<td>Pierce County</td>
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<td>PO Box 640</td>
<td>(360) 773-6388</td>
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<td>San Juan County</td>
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<tr>
<td>Skagit County</td>
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<td>PO Box 660</td>
<td>(360) 773-6388</td>
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<tr>
<td>Skamania County</td>
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<td>PO Box 670</td>
<td>(360) 773-6388</td>
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<tr>
<td>Snohomish County</td>
<td>Snohomish County, WA 98802</td>
<td>PO Box 680</td>
<td>(360) 773-6388</td>
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<tr>
<td>Stevens County</td>
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<td>PO Box 690</td>
<td>(360) 773-6388</td>
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<td>Thurston County</td>
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<tr>
<td>Walla Walla County</td>
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<td>PO Box 720</td>
<td>(360) 773-6388</td>
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<td>Whatcom County</td>
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<td>PO Box 730</td>
<td>(360) 773-6388</td>
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<td>Whitman County</td>
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<td>PO Box 740</td>
<td>(360) 773-6388</td>
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<tr>
<td>Yakima County</td>
<td>Yakima County, WA 98802</td>
<td>PO Box 750</td>
<td>(360) 773-6388</td>
</tr>
</tbody>
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