



# Oregon Motor Voter Registration Manual

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# Using This Manual

## Icons

The following icons are used in this manual to emphasize information:



**alert icon**

indicates alert; warning; attention needed



**info icon**

indicates additional information



**deadline icon**

indicates a deadline



**form icon**

indicates a reference to a form



**example icon**

indicates a detailed example of a concept, process or form



**search icon**

indicates information located elsewhere



**disability icon**

indicates resources for voters with disabilities


## Assistance

If you have any questions about the material covered in this manual or need further assistance, please contact:

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 [omv.sos@oregon.gov](mailto:omv.sos@oregon.gov)  
 [oregonvotes.gov](http://oregonvotes.gov)

 **1 866 673 VOTE/673 8683**  
se habla español

**TTY 1 800 735 2900**  
for the hearing impaired

## Introduction

The purpose of this manual is to describe the process for voter registration and voter updates through DMV. This process will increase voter access consistent with all state and federal laws, including the National Voter Registration Act (NVRA).

## Initiating the Oregon Motor Voter Process

The Oregon Motor Voter (OMV) process involves registering individuals to vote and updating voter registrations based on certain DMV interactions. Individuals will be given the opportunity to choose a political party or decline voter registration once the Oregon Motor Voter registration process begins. This section explains how the Oregon Motor Voter registration process begins.

## Voter Qualifications

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Individuals who meet the following criteria are qualified for registration through the Oregon Motor Voter process:

- 1) United States Citizen;
- 2) At least 16 years old; and
- 3) An Oregon resident.

Only an individual with a record of providing documentation to DMV establishing that the individual is a U.S. Citizen will be registered through the Oregon Motor Voter process.

## Qualifying Interactions with DMV

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The Oregon Motor Voter registration process will begin when a qualified individual takes one of the following actions at DMV:

- 1) Applies for an original driver license, permit, or identification (ID) card;
- 2) Renews a driver license, permit, or ID card; or
- 3) Applies for a replacement driver license, permit, or ID card.

Only the above interactions will initiate the Oregon Motor Voter registration process. If an individual has a different interaction with DMV, such as registering a vehicle, that interaction will not initiate Oregon Motor Voter registration. Such an individual may become registered through Oregon Motor Voter if they later apply for an original, renewal, or replacement license, permit, or ID card.

The Elections Division will provide information for use at the DMV explaining the OMV registration process and alternative methods of registration, including a paper registration form.



For information about registration updates using DMV data, see Registration Updates through Oregon Motor Voter on [page 10](#).



Providing false information on a DMV form is a crime. Also, when a person votes, they are attesting to the fact that they are qualified to vote. Signing a ballot envelope knowing that the person does not meet the requirements to vote is a crime punishable by a fine up to \$125,000 and/or prison for up to five years.

## Who is not included in OMV Registration?

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Individuals who meet any of the following criteria will not be registered through the Oregon Motor Voter process:

- 1) Individuals who do not meet the voter qualifications outlined above.
- 2) Participants in the Oregon Department of Justice Address Confidentiality Program (for more information, go to <https://www.doj.state.or.us/crime-victims/victims-services/address-confidentiality-program-acp/>).
- 3) Individuals or their family members who have a current personal safety exemption from DMV pursuant to ORS 192.445.
- 4) Law enforcement officials who obtain license, permit, or ID cards pursuant to OAR 735-062-0290.

- 5) Public employees or their family members who do not submit a residence address to DMV pursuant to ORS 802.250.
- 6) Anyone categorized by DMV as a "continuous traveler" (see Glossary on [page 14](#) for definition).
- 7) Individuals who do not provide an electronic signature to DMV.

A signature from a guardian who signs for another individual is not a valid electronic signature for the purposes of voter registration. However, individuals who provide guardian signatures may receive Oregon Motor Voter Mailers. County elections officials will not register those individuals through the Oregon Motor Voter Process.

Individuals who do not initiate the Oregon Motor Voter process may still register if they meet the qualifications (a U.S. Citizen, at least 16 years old, and an Oregon resident) by visiting [oregonvotes.gov/myvote](https://oregonvotes.gov/myvote) or completing and returning a paper voter registration card.



For assistance registering to vote or requesting accommodations, contact the Elections Division at 1 866 673 VOTE (8683) or TTY 1 800 735 2900 (for the hearing impaired).



For more information on the Address Confidentiality Program or personal safety exemptions, see the Public and Protected Records section on [page 11](#), or contact your county elections office. Contact information for the county elections offices is available at [oregonvotes.gov/counties](https://oregonvotes.gov/counties).

## Transfers of Data between DMV and the Elections Division

DMV will make available to the Elections Division information about qualified individuals who have applied for an original, renewal, or replacement license, permit, or ID card so the Elections Division can retrieve and use that information to initiate the Oregon Motor Voter registration process. Some voter registration information, including residential address, is public record under Oregon law.

### Data Will be Transferred Securely

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The data security for the Oregon Motor Voter (OMV) system follows the standards for confidentiality, integrity, and availability of information assets as established by the following:

- Oregon Statewide Enterprise Security Policies
- Statewide Information Security Standards
- Oregon Secretary of State Information Security Policies
- Oregon Consumer Theft Protection Act
- National Voter Registration Act (NVRA)

Electronic records provided by DMV for OMV are classified as Level 3 Restricted. The data will be managed by the Secretary of State per the information security policies while being retrieved, processed, and stored. These include, but are not limited to: encryption standards, acceptable use, database credential standards, network and server standards and procedures. Under Statewide and Secretary of State Information Security Policies, the exact security configurations and procedures are considered confidential.

The security measures and standards applied to the OMV system will be reviewed on a regular basis to ensure continued adherence to information technology security best practices.

## Contents of DMV Files

The files prepared by DMV will include the following information about each individual who had a qualifying interaction with DMV:

- Full Name
- Date of Birth (by which the Elections Division will calculate the individual's age)
- Residence Address
- Mailing Address (if any)
- Date of DMV interaction
- Type of DMV interaction

Only an individual who has provided documentation to DMV establishing that the individual is a U.S. Citizen will be included in the DMV files. The DMV information made available to the Elections Division will not include individuals who are part of the Oregon Department of Justice Address Confidentiality Program, have received a personal safety exemption from DMV pursuant to ORS 192.445, public employees or their family members who do not submit a residence address to DMV pursuant to ORS 802.250, or law enforcement officials who obtain license/ID cards pursuant to OAR 735-062-0290.

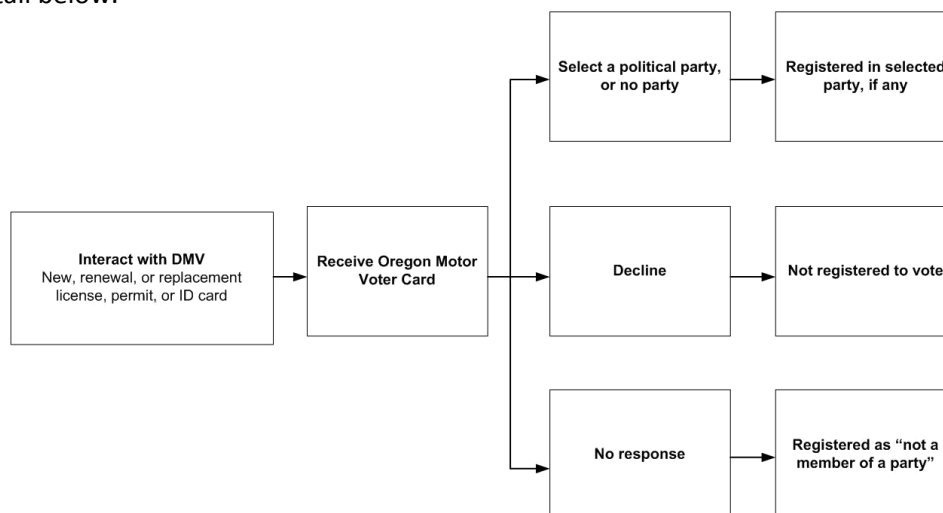
The Elections Division will request an individual's electronic signature from DMV when updating or initiating a voter registration through the Oregon Motor Voter process.

## Timing of DMV Data Preparation

DMV will make available the information described above for retrieval by the Elections Division at least each weekday. Data about qualifying interactions with DMV will be made available no more than five days after the DMV interaction.

## Registration through Oregon Motor Voter Process

This section describes how a qualified individual is registered to vote under the Oregon Motor Voter process. A qualified individual will have 21 days to either choose a political party or decline voter registration. Any individual who does not decline will be registered to vote. The process is outlined in the following chart and described in detail below.



## Elections Division File Processing

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When the Elections Division retrieves the data from DMV, it will compare the individuals listed in the DMV files with the individuals who have registration records in the Oregon Centralized Voter Registration system (OCVR). The purpose of these comparisons is to identify individuals who are eligible, but who have not already registered to vote or who have declined Oregon Motor Voter registration in the past.

OMV cards will only be sent to individuals who do not already have a voter record in OCVR, or who have cancelled voter records in OCVR for one of the following reasons:

- The individual has a cancelled record in OCVR because they moved out of state and have since returned to the state.
- The individual has a cancelled record in OCVR because they had no activity for two consecutive federal elections.



For information about registration updates using DMV data, see Registration Updates through Oregon Motor Voter on [page 10](#).

An individual who is found to have a cancelled record in OCVR for other reasons, including those who requested to have their registration cancelled, will not initiate the Oregon Motor Voter process.

The Elections Division will make every effort to ensure that no person gets an OMV card in error and to ensure that all people who should receive an OMV card will receive one. Individuals who receive OMV cards in error are encouraged to contact the Elections Division immediately to correct the error.

## Issuing Oregon Motor Voter Card

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Once the Elections Division has identified individuals for whom Oregon Motor Voter registration is appropriate, the Elections Division will send an OMV mailing. It will be sent by non-forwardable mail to the mailing address (if any) or residence address provided during the qualifying interaction with DMV, and include a pre-addressed postage paid return envelope

If the OMV mailing is returned to the Elections Division as undeliverable before the 21 day deadline, the individual will not be registered through the Oregon Motor Voter process. If the OMV mailing is received as undeliverable after the 21 day deadline, the card will be forwarded to the county elections office to cancel the voter registration.



To see the Contents of the Oregon Motor Voter Card, refer to the [Appendix](#).

The OMV card will give an individual the opportunity to select a political party (or no political party) or to decline to be registered. A completed OMV card must include the individual's signature.

The Elections Division will compare the signature on the OMV card to the individual's electronic signature from DMV to ensure that the individual returning the card is the individual to whom it was issued.



Only completed OMV cards with valid signatures will be accepted to decline registration or select a political party. For more information please see Party Selection Process on [page 8](#), Process for Declining Registration on [page 9](#), and Instructions for Completing the OMV Card on [page 12](#).

An individual has 21 days to return the card. The card must be received by the Secretary of State by the date printed on the card. The effective date of the registration will be printed on the OMV card.

If no response is received, the individual's effective registration date will be the date printed on the OMV card. If the individual does not provide a completed card, the individual will be registered as nonaffiliated (not a member of a party).

If no response is received and 21 days have passed, the Elections Division will again compare the list of individuals who received the OMV card against OCVR and remove any individual who has registered to vote through another process since the OMV card was issued. The Elections Division will then send the records to the appropriate county elections offices for registration.

The records will be sent to the county elections offices electronically and securely. Each county will receive voter registrations submitted through the Oregon Motor Voter process with residence addresses within their respective county. As with the DMV data files, all data transfers will comply with Department of Administrative Services, DMV, and Secretary of State information security policies.

Each county elections office will check the new Oregon Motor Voter registrants against OCVR to ensure no duplicate records are created and that the record meets all the voter registration requirements. They will then register the individual effective on the date printed on the OMV card.

The county election office will mail each new voter a voter notification card, which is generated automatically through OCVR for all new registrants. The card will contain the name, address, precinct and political party of the individual. The voter notification card is sent by non-forwardable mail.

## Party Selection Process

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Each individual who receives an OMV card has the opportunity to join a political party. If an individual wishes to register through the Oregon Motor Voter process and not be a member of a political party, they can choose not to return the OMV card, or they can return the card with "not a member of a party" selected.



For information about Oregon's political parties, go to [oregonvotes.gov/parties](https://oregonvotes.gov/parties).

When the individual completes and returns the OMV card to the Elections Division with a party selected by the deadline (21<sup>st</sup> day after the OMV card is mailed), the OMV card together with the information supplied during the initial DMV interaction (original, renewal, or replacement license, permit, or ID card application) constitute a completed voter registration card.

The Elections Division will electronically transfer the unprocessed record to OCVR with the party assignment. The county elections office will process the record ensuring that it is not a duplicate record and verifying that all the registration requirements are met. The county will then register the voter.

The registration is effective the date the completed OMV card with party selection is received by the Elections Division, or, for the purpose of meeting the voter registration deadline for an upcoming election, the date it is postmarked (ORS 247.025(2)). The record for that individual will be securely transferred to the county elections office and the individual will be registered by the county elections office as a member of whichever political party they chose (or as not a member of a party, if that is the designation).

If a completed OMV card with party selection is received after the 21 day deadline, the individual will initially be registered as nonaffiliated (not a member of a party). The late OMV card with party selection will be sent electronically to the appropriate county elections office and treated as a request to update the individual's voter registration. The update will be effective the date the OMV card is received by the Elections Division, or for the purpose of meeting the voter registration deadline for a primary election, the date it is postmarked.



If the OMV card with party selection does not contain all the required information, or the Elections Division is otherwise unable to confirm that it was signed by the individual it was issued to, the Elections Division will send a letter to the individual. Unless a sufficient response is received before the 21 day deadline, the individual will be registered as nonaffiliated (not a member of a party).



For detailed instructions on completing the OMV card, refer to Instructions for Completing the OMV Card on [page 12](#).

A registered voter can change their party affiliation at any time. However, to vote in a closed Primary, an individual must be registered as a member of a major political party by the 21<sup>st</sup> day before the election.



A qualified individual who wishes to register to vote or join a political party can always do so outside the Oregon Motor Voter process by submitting a completed voter registration card, or by visiting [oregonvotes.gov/myvote](https://oregonvotes.gov/myvote).

## Process for Declining Registration

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Any qualified individual who does not wish to be registered to vote, or who does not wish to have residential address information become a public voter registration record may decline to register by completing the 'I Decline' portion of the OMV card. Upon receipt, the Elections Division will compare the signature on the OMV card to confirm that it was signed by the individual to whom it was issued.

If a completed and accepted OMV card declining registration is received by the 21 day deadline, the individual will not be registered to vote unless they take affirmative action to do so. An individual who has declined registration will not receive future OMV cards.



Joanna Q. Public applies for a new license at DMV. A few days later, she receives an OMV card, fills it out completely with the 'I Decline' box checked and returns it before the deadline on the card. She will not be registered to vote. If she applies to have her license replaced or renewed in the future, she will not receive an OMV card and will not be registered through OMV. If she changes her mind and wants to register to vote, she can complete and return a voter registration card or register online at [oregonvotes.gov/myvote](https://oregonvotes.gov/myvote).

To decline registration through the Oregon Motor Voter process, an individual must return the completed OMV card with the 'I Decline' option selected. An individual cannot decline by phone, email, or any other method other than the OMV card.



If you lose your OMV card and want to decline OMV registration, contact the Elections Division for a replacement.

The completed OMV card declining registration must be received by the Elections Division by the deadline printed on the card (21 days after the OMV card is mailed). If the 21<sup>st</sup> day is on a weekend or holiday, the deadline will roll to the next business day. If an OMV card declining registration is not received by the deadline, the individual's registration is complete, and the individual will be registered to vote as not affiliated with a political party. If an OMV card declining registration is received after the deadline, it will be sent electronically to the appropriate county elections office and processed as a request to cancel the individual's voter registration.

If the OMV card declining registration is received late, and the county has not yet entered the data completing the person's OMV registration, the county will not complete the registration and the person will not be registered to vote.

If the OMV card declining registration is incomplete, or the Elections Division is unable to confirm that it was submitted by the individual it was issued to, the Elections Division will send a follow-up letter to the individual.



For detailed instructions on completing the OMV card, refer to Instructions for Completing the OMV Card on [page 12](#).

The follow-up letter will explain why the OMV card declining registration was not sufficient and provide instructions for correcting the error. If 21 days have passed from the day the mailing was sent, the individual will be registered as nonaffiliated (not a member of a party) until a sufficient response is received. If an individual is able to re-submit the OMV card before the 21 day deadline to correct the error in the card, the individual will not be registered. Any OMV card declining registration received after the deadline will be treated as a request to cancel the person's voter registration, and there is no deadline to request to cancel an individual's registration.

## Registration Updates through Oregon Motor Voter

Data prepared by DMV for retrieval by the Elections Division pursuant to Oregon Motor Voter will be used to update voter registration for existing voters to ensure that voter records are accurate and up to date. This section only applies to individuals who apply for an original, renewal or replacement license, permit or ID card, auto registration, or who submit a change of address to DMV, after January 1, 2016. This section describes the types of updates that will occur through the Oregon Motor Voter process. All qualified individuals registered to vote are recorded in OCVR.

### Updating Information for Active Voters

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When an individual has a qualifying interaction with DMV (original, renewal, or replacement license, permit, auto registration or ID card), the information from that interaction will be compared to the information in OCVR to see if the individual has an existing voter record. If the individual is an active registered voter, and the DMV record has more current information than the voter record (e.g. new residence or mailing address), the Elections Division will securely transfer the record to the appropriate county elections office. The county elections office will determine whether to use the information in the DMV record to update the individual's voter registration record to ensure that the information in the record is current and accurate.

If a change is made to a voter registration record, the individual will receive a voter notification card alerting them of the change.

### Updating Information for Inactive Voters


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When an individual has a qualifying interaction with DMV (original, renewal, or replacement license, permit, auto registration or ID card), the information from that interaction will be compared to the information in OCVR to see if the individual has an existing voter record. If the individual has a record that is in inactive status and the DMV record has more current information than the voter record, the Elections Division will securely transfer the record to the appropriate county elections office. The county elections office will determine whether to use the information in the DMV record to update the individual's voter registration record to ensure that the information in the record is current and accurate. Once the county elections office updates the information, the individual will have an active voter status.



An individual may have an inactive voter record for several reasons, including moving without updating the individual's voting address or not voting in ten (10) years.

Individuals in inactive status do not receive a ballot. Also, in order for a signature to count on an initiative petition, the signor must be an active registered voter.


-  An individual with an inactive status may update his or her voter registration at any time up until 8:00 P.M. on Election Day in order to vote in that election. An individual can update by going to [oregonvotes.gov/myvote](https://oregonvotes.gov/myvote) or completing a voter registration card.

If an individual's voter registration is updated from inactive to active status, the individual will receive a voter notification card alerting them to the change.

## Change of Address Process


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When a voter updates their address with DMV, that address is updated for voting purposes unless the voter makes a selection to decline to update the address for voting purposes. Completing a DMV change of address is not a "qualifying interaction" with DMV that initiates Oregon Motor Voter registration. Instead it allows individuals with existing active or inactive registration records to update their address for DMV purposes and voting purposes at the same time.

-  The DMV Change of Address process will be largely the same experience for voters. The Oregon Motor Voter process will make the transfer of address information a streamlined electronic process, rather than a paper process.

Under the Oregon Motor Voter process, information about voters who changed their address with DMV will be made available for retrieval by the Elections Division. As with all other data transfers discussed in this manual, the transfer will comply with all Department of Administrative Services, DMV and Secretary of State information security policies. The DMV Change of Address file will include whether that individual declined to update their address for voting purposes. The file will be prepared by DMV at least each weekday.

The DMV data will be filtered so that it does not include individuals who declined to update their address for voting purposes. It will then securely transfer the remaining data to the county elections offices so that they may update the individual's voter registration to reflect the new address.

-  If an individual's address is exempted from public disclosure for personal safety because the individual successfully applied to his or her county elections office for an exemption, that exemption is tied to the individual's address and not his or her name. The exemption must be renewed each time the individual's address changes. For more information about exempting an address from public disclosure, contact the appropriate county elections office. Contact information for the county elections offices is available at [oregonvotes.gov/counties](https://oregonvotes.gov/counties).

## Public and Protected Records; Safety Concerns

Under Oregon law, any person may request a list of registered voters. The list may include a registered voter's name, party affiliation, residence or mailing address, and precinct name or number. Individuals whose personal or family safety may be in danger if their residential address is available for public inspection may register to vote with confidentiality protections by applying for the Address Confidentiality Program at <https://www.doj.state.or.us/crime-victims/victims-services/address-confidentiality-program-acp/> or by calling 888-559-9090.

Voters who are not participants in the Address Confidentiality Program may also request to be excluded from the list of active registered voters. To make this request, a registered voter must show the county clerk that the individual's personal safety or the personal safety of someone in the individual's household depends on the privacy of their residence address.



For more information about exempting voter registration addresses from public disclosure, contact your county elections office. Contact information for the county elections offices is available at [oregonvotes.gov/counties](https://oregonvotes.gov/counties).

Individuals who are not yet 18, but are registered to vote will not be included in any public list until 60 days before the election that will occur on or after the individual's 18<sup>th</sup> birthday.



When Jane Doe turned 16, she registered to vote. She will be 18 on October 31, 2020, so she will be 18 for the November 3, 2020 general election and will receive her first ballot. If an organization requests a voter list any time before September 4, 2020 (60 days before 11/3/20 election), Jane's information will not appear on the list. If an organization requests a voter list any time on or after September 5, 2020, that list will include Jane Doe's information because she will be 18 by the date of the next election, and it is less than 60 days until that election.

Information submitted to DMV is generally protected from disclosure under the Oregon Vehicle Code. However, once registered to vote using an electronic DMV record, an individual's record will become a voter record included on a list of active registered voters. Only information relevant to voter registration will become part of the list of active registered voters, including name, party affiliation, residence or mailing address, and precinct name or number. Information in the DMV electronic record that is not necessary for voter registration will not be included. That means that if a qualified individual declines to participate in the Oregon Motor Voter Registration process by the 21 day deadline, the individual's records that were made available to the Elections Division by DMV do not become voter registration records and are not included on any list of active registered voters. The individual's record remains a DMV record and will remain protected from disclosure under the Oregon Vehicle Code even though the Elections Division may maintain the records for statistical or other compliance purposes.

## Instructions for Completing the OMV Card

The OMV card can only be used to designate party affiliation or to decline voter registration.

There are two basic required elements on the OMV card:

- Activity selection (choosing a political party, or declining voter registration)
- Signature

It is important that each of these sections is complete and accurate in order for the card to be processed. In addition, individuals may not alter any other information printed on the OMV card.



Individuals who need assistance or accommodation completing the OMV card may contact the Elections Division at 1 866 673 VOTE (8683) or TTY 1 800 735 2900 (for the hearing impaired). Individuals may also email [omv.sos@state.or.us](mailto:omv.sos@state.or.us).



If an individual does not return a completed OMV card by the deadline, they will be registered as a nonaffiliated voter (not a member of a political party), and their information will become a public voter registration record.

## Activity Selection

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The OMV card can only be used to affiliate with a political party or to decline voter registration. If an individual tries to use the card for any other purpose, it will not be valid (e.g. the card cannot be used to change an address, communicate with DMV, etc.).

If an individual does any of the following, their intention will not be clear and they will be registered as nonaffiliated (not a member of a party) if they do not correct the issue before the deadline to return the OMV card:

- Selects both a party and the 'I Decline' box.
- Selects neither a party nor the 'I Decline' box.

If an individual selects more than one political party, or selects "Other" but leaves the space blank, the individual will be registered as a nonaffiliated voter (not a member of a party).

The Elections Division will review returned OMV cards and will only process them when it is clear from the card that the individual has selected either a political party or the "I Decline" box. When the intention is not clear and the deadline has passed, the Elections Division will process the record as if no valid card was returned. The individual will be registered as a nonaffiliated voter (not a member of a party) and the Elections Division will send a follow-up letter informing them of how to update or cancel the registration.


 If you lose, damage, or otherwise need a new OMV card, contact the Elections Division at 1 866 673 VOTE (8683) or TTY 1 800 735 2900 (for the hearing impaired)

## Signature

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In order to be valid, an OMV card must be signed by the person to whom the card was issued. When an OMV card is returned, the Elections Division will compare the signature on the card to the electronic DMV signature for the individual.

The lines directly above the signature line consist of the attestation. The attestation is required. If an individual signs the card, but crosses out the attestation language, the card will not be valid.

 If an individual signs another individual's name onto the OMV card, that individual may be fined up to \$125,000 and/or imprisoned for up to 5 years.

## Glossary of Terms and Acronyms used in this Manual

**Continuous Traveler:** A DMV term meaning an individual who travels continuously but is a resident of Oregon or domiciled in Oregon and has a valid mailing address. Such an individual may use "continuous traveler" as their residence address on DMV forms, but will not be able to participate in the Oregon Motor Voter process.

**DMV:** The Driver and Motor Vehicle Services Division of the Oregon Department of Transportation.

**Elections Division:** The Elections Division of the Oregon Secretary of State's office.

**Nonaffiliated:** Not a member of a political party.

**NVRA:** National Voter Registration Act.

**OCVR:** Oregon Centralized Voter Registration system. This is the statewide system used for voter registration records in Oregon.

**OMV Card:** Oregon Motor Voter Card. This is the card sent to allow an individual to select a party designation or decline voter registration after a qualifying interaction with DMV.

**Qualified Individual:** An individual who meets the requirements to register to vote. This means the individual must be a U.S. Citizen, be at least 16 years old, and be an Oregon resident.

## Appendix: Contents of OMV Card

The OMV Card will contain the following elements:

- ✓ Instructions for completing the OMV Card
- ✓ Oregon voter registration requirements
- ✓ Notice that the residence address of a registered voter is a public record.
- ✓ A link to Oregon's Address Confidentiality Program (ACP)
- ✓ Information on the availability of a Personal Safety Exemption from county election offices.
- ✓ Contact information for the Oregon Elections Division
- ✓ A list of recognized political parties in Oregon pursuant to ORS 248.006 and 248.008
- ✓ An opportunity to decline this method of registering to vote
- ✓ A statement above the signature line that reads "I swear or affirm that I am the person to whom this card was issued. If you sign this card and know it to be false, you can be fined up to \$125,000 and/or jailed for up to 5 years."
- ✓ A signature line
- ✓ The full name of the person to whom the card was issued