

**A LEAGUE VOLUNTEER'S GUIDE  
TO PROVIDING  
VOTER REGISTRATION SERVICES**

**(including in conjunction with US Customs and Immigration  
naturalization ceremonies)**



# ***Thank you for volunteering to assist!***

IS THIS VOTER REGISTRATION AT A USCIS NATURALIZATION CEREMONY?

**Yes** (please complete and return the certification at the end of this Guide, if you have not previously done so. You will be greeting new Americans. [Could YOU pass the test they did?](#))

LOCATION/DATE/TIME/EXPECTED DURATION:

Location: US District Court, Hatfield Courthouse, 1000 SW Third Avenue, Portland; Courtroom 16 (16th floor)

Date, starting time: **Friday, January 10, 2025, by 10:00 am** (if you wish to see the ceremony [optional but enjoyable], consider being in line in the Courthouse lobby for check-in and screening by 9:15 am; the naturalization ceremony is 9:30 to about 10:00 am)

Expected duration: 30 minutes for voter registration alone (c. 10:00-10:30 am); 60 minutes total including preceding ceremony

GETTING THERE:

Streetcar: Nearest stops: SW 11th/Taylor, SW 5th & Market

Max: Yamhill District stop (3.5 block walk)

Bus: SW Main/2nd

Driving: City Center Parking: 920 SW 4th Ave; 101 SW Main St.

LWVPDX CONTACT:

Felice Mueller; [videovotersguide@lwvpdx](mailto:videovotersguide@lwvpdx); 216 402 9657.

LWVPDX VOLUNTEERS ON SITE:

Rebecca Brandt, Hilary Russell, Marsha Gulick, Barbara Kutasz, Felice Mueller.  
***(If you learn you will be unable to participate, please advise Felice Mueller).***

## OVERVIEW

You will be providing the following assistance to voters and potential voters as requested or needed:

- **registering** people to vote;
- **confirming** whether they are already registered;
- **updating** their registration due to change in address, name change or confirming/updating their signature; and
- **answering questions** about voter registration and the voting process.

Registrations and updates can be done immediately onsite, by paper registration form. Online registration and updates are also available. However, registration with identification other than a driver license or permit, or Social Security number (SSN), and name changes, must be done with paper forms.

We will have clipboards and available **paper** voter registration forms in at least English and Spanish (and usually also Vietnamese, Russian, Chinese, and Somali). *All you need to bring to the registration event is yourself*, although you are welcome to bring your smartphone, which will enable you to check someone's registration online at the Oregon Secretary of State's office (more on this below).

The Multnomah County Elections Division (MCED) lists [at least 16 languages](#) (in addition to English) on its website in which it can assist voters or potential voters by phone or in person.

If this is a naturalization ceremony, identify yourself as required by USCIS policy by wearing the LWVPDX stick-on or other name label, to which you may have to add your name.

For a view of voter registration at naturalization ceremonies, including the League's role, see [here](#).

## HOW

- Smile!

- Greet them with a friendly query such as: “Would you like to register now to be able to vote in the upcoming May 2025 election?”
- Confirm that they are a resident of Oregon. Remember, the Portland metropolitan area includes Washington and Clackamas Counties in Oregon, as well as Clark County in the State of Washington.
  - If they say “Oregon,” proceed to explain the registration options: paper (here, right now, on a clipboard), or online registration.
  - If they say “Washington” (state, not county), direct them to the [Washington Secretary of State’s office online](#), which can assist in registering the Washington residents.
- You can give prospective voters a print registration form. They can either take it with them, or complete it and give it back to you. Current Oregon English language voter registration form (SEL 500) [here](#) and on page 5 of this Guide. (If you are a more visual than text learner, consider viewing the 71-minute 2024 LWVOR video “Registering Voters in Oregon”, [here](#).)
  - If they complete the form and give it back to you, please ask them to wait for a few seconds while you confirm that it has been completely and correctly filled out. Please check carefully to confirm all **required** spaces have been completed by the new registrant before the new registrant leaves the area. **You ARE allowed to complete any portions of the form for the voter, except for the registrant’s signature.**
  - Have the supervising voter registration volunteer doublecheck the completed form before the new registrant leaves the area (takes 5-10 seconds). If the form is approved by the supervising volunteer, explain to the new registrant that they should receive a confirming postcard from their county elections department in the mail within two weeks, and they are now able to vote in upcoming elections held at least 21 days from the time their registration is filed.

**qualifications**

Are you a citizen of the United States of America?  yes  no

Are you at least 16 years of age?  yes  no

**!** *If you mark no in response to either of these questions, do not complete this form.*

**personal information** \*required information

last name\* first\* middle

Oregon residence address, city and zip code (include apt. or space number)\*

date of birth (month/day/year)\* county of residence

phone email

mailing address, including city, state and zip code (required if different than residence)

**Oregon Driver License/ID number**

Provide a valid **Oregon Driver License, Permit or ID:**

*I do not have a valid **Oregon Driver License/Permit/ID.**  
The last 4 digits of my Social Security Number (SSN) are:*

**x x x - x x -**

*I do not have a valid Oregon Driver License/Permit/ID or a SSN. I have attached a copy of **acceptable identification.***

**political party**

Not a member of a party

Constitution

Democratic

Independent

Libertarian

No Labels

Pacific Green

Progressive

Republican

Working Families

Other \_\_\_\_\_

**signature** *I swear or affirm that I am qualified to be an elector and I have told the truth on this registration.*

sign here \_\_\_\_\_ date today \_\_\_\_\_

**!** *If you sign this card and know it to be false, you can be fined up to \$125,000 and/or imprisoned for up to 5 years.*

**registration updates** *Complete this section if you are updating your information.*

previous registration name previous county and state

home address on previous registration date of birth (month/day/year)

Completed forms will be hand-delivered to the MCED within five days (frequently, before noon of the day of the event).

- If they want to take the form with them and complete and mail it later, explain to them that, to submit it by mail, they will need to take an additional step after completing the form (previous page): enter the address of the elections department for the county in which they live. All Oregon county elections departments are listed on the form. Ask them in what county (or city) they live, then circle the address of the county elections department that they must write on the mailing side of the form.

We are experimenting with providing postage (at 73 cents a stamp) for any registration forms handed out at the event to be completed later. If someone wants to take a form instead of registering onsite, offer them a stamp to be used as postage on the form, or a stamped form.

- If possible, see whether you can get the prospective registrant to complete the form and leave it with us for filing with the MCED (likely, today or tomorrow). Any additional steps necessary to complete registration increases the likelihood of non-completion.
- You can register an unregistered potential Oregon voter **online** on the spot, if they have an Oregon driver's license or a DMV identification card, in their possession, and you have access to a computer or cell phone. Use the Secretary of State's online website for that process:

<https://sos.oregon.gov/voting/pages/registration.aspx>

- **An eligible person can also register to vote online themselves at their convenience 24/7 by accessing the Oregon Secretary of State's online voter registration site. At least one of our clear acrylic table easels will display that QR code for their easy access.**
- If a person thinks that they are registered, you can confirm their registration status **on the spot** by checking the OR Secretary of State's website:

<https://sos.oregon.gov/voting/Pages/myvote.aspx?lang=en>

- You can answer their questions about voting by referring (yourself) to the “Frequently Asked Questions (FAQs) Asked of Volunteers When Performing Voter Registration” in the next section of this Guide.
- And tell them “Congratulations!” on their new citizenship status. They will almost invariably respond with a broad smile.
- This option is completely up to you: Many new citizens gather for pictures following the ceremony. *Only if you want to and are comfortable doing so*, you can discreetly volunteer to the person taking the picture to take a picture of the entire group, including the picture-taker. Frequently, they will accept your offer, again usually with a smile.
- [LWVPDX expense reimbursement/contribution form](#) (for parking, transit)

Upcoming election dates:

**Tuesday, April 29, 2025:** **Last day to register to vote for the May 2025 election.** Voters already registered may update their information through Election Day.

Wednesday, April 30, 2025: Commencement of mailing ballots to voters

**Tuesday, May 20, 2025:** **Election Day**

*Thank you again!*

## Frequently Asked Questions (FAQs) Asked of LWVPDX Volunteers By Prospective Registrants When Performing Voter Registration

This list of FAQs is meant to support LWVPDX volunteers who may be fielding questions from people they are helping register to vote by completing the [Voter Registration Card](#).

If you don't know the answer to a question, please refer the question (or questioner) to Chris Cobey ([voterservice@lwvpdx.org](mailto:voterservice@lwvpdx.org); 503 704 7624). If you have suggestions to improve or update these sheets, please forward to the same location.

1. *How can I **check to see whether I'm registered to vote?***

Go online to <https://sos.oregon.gov/voting/Pages/myvote.aspx>.

2. *How can I **check to see whether I'm affiliated with a political party?***

Go online to <https://sos.oregon.gov/voting/Pages/myvote.aspx>.

3. *Do I have to **fill out every space** on the Voter Registration Card (p. 6; Form 500)?*

No. The only items required are:

In the “**qualifications**” section, answering the first two questions.

In the “**personal information**” section, *only those items marked with an asterisk/star (\*)*:

- Your first name
- Your last name
- Your Oregon residence address
- Your date of birth

In the “**Oregon Driver's License/ID number**” section, your Oregon driver's license, permit, or ID number, OR the last 4 digits of your Social Security Number (SSN).

In the “**signature section**,” your signature and today's date.

A registrant is not *required* to make an entry in the “**political party**” section. However, if they make no mark, they will be registered as



a *non-affiliated* voter as the default registration. This means that they will not be able to vote in the May even-year elections for the nominees of the two major Oregon political parties, unless they later change their affiliation to one of those two parties (which they can do online very easily).

4. ***Can I register to vote online?***

Many citizens may. Eligible Oregonians with an **Oregon driver's license, permit, or ID number** may register to vote online on the Secretary of State's site. Go online to <https://sos.oregon.gov/voting/Pages/myvote.aspx>.

5. ***How much postage is required to mail back my ballot?***

None! Your ballot will arrive with a postage-paid return envelope. All you have to do is insert your voted ballot into the envelope, seal it, sign and date it in the spaces provided on the outside of the envelope, and drop it either in a US Postal Service box in time for it to be **postmarked** by Election Day, or in an [Official Ballot Drop Site](#) no later than 8:00 pm Pacific time on Tuesday, May 20 (Election Day).

6. ***May I register to vote using a paper registration form?***

Yes, and we will have them at the site of the voter registration event (Form SEL 500; Voter Registration Card).

7. ***By what date must I register to be able to vote in the next election?***

**Tuesday, April 29, 2025.** Mailing of ballots to most voters starts the next day, Wednesday, April 30, 2025. The next Oregon election is the local election of May 20, 2025.

8. ***When will I receive my ballot in the mail for the next election?***

Ballots will be mailed to voters beginning on Wednesday, April 30. You should receive yours within three or four days of that date. If you do not, contact the Multnomah County Elections Division at [elections@multco.us](mailto:elections@multco.us) or 503-988-VOTE (8683), or the clerk for your county of residence.

9. ***When must I return my completed ballot?***

If you're mailing it, it must be postmarked (not dropped in a mailbox) by **Tuesday, May 20, 2025**. If you're dropping off your ballot, it must be deposited in an [Official Ballot Drop Site](#) no later than 8:00 pm Pacific time on May 20 (Election Day).

10. Do I have to **vote for every office** for my ballot to count?

No.

11. I'm a registered voter, but I've moved since the last election. Won't my ballot be **forwarded** to my new address?

**No.** Even with a forwarding order at the US Postal Service, ballots are NOT forwarded to new addresses. If your address has changed since you last registered, *you must update* your registration, which can either be done online, or by completing the bottom section of the Voter Registration Card.

12. **What ID do I need to register to vote online, or to change my registration?**

A valid Oregon driver's license, permit or ID card number issued by the Oregon Driver and Motor Vehicle Services Division (DMV). Note that if you have changed your name, you cannot update your registration online. You do not need to show your ID to a person assisting you in registering to vote.

13. **Can I vote in person?**

Yes, at two locations in Multnomah County:

The **Multnomah County Elections Division** (MCED) at 1040 SE Morrison St., Portland, OR 97214 (503-988-VOTE (8683) / elections@multco.us // Mon-Fri, 8 AM - 5 PM

Gresham Voting Express Center at the Multnomah County East Building, 600 NE 8th Street, Gresham OR | 503.988.VOTE (8683) | elections@multco.us | MultnomahVotes.gov, when it opens during the election season.

14. I am not fluent in English. May I **register or update my registration online in another language?**

Yes. You may [register online](#) in Español (Spanish), 中文 (Chinese), Tiếng Việt (Vietnamese), Soomaali (Somali), and русский (Russian). If you need help in registering to vote or changing your voter registration, the Multnomah County Elections Division can help you get answers, in at least 16 languages.

You do not have to be able to read or write English to vote. Please see this *general, non-Oregon-specific advice* [here](#). Again, the Multnomah County Elections Division can help you at any step of the voting process if you need help.

15. *How do I update my voter registration if I **moved within Oregon recently**?*

You can do this online.

16. *Do I **need to be a US Citizen** to register to vote?*

Yes.

17. Some voters in the November 2024 election used **ranked choice voting** (for example, those voting for Portland city candidates) for the first time. Where can I find more information on what ranked choice voting is, and how to do it?

See the explanations by the LWVPDX [here](#) and the City of Portland explanation [here](#).

18. *[For volunteers:] What sections of the Voter Registration Form are **most frequently overlooked** by registrants?*

Answering the two questions in the top section of the form (“**qualifications**”), and the “**County**” entry, which is frequently mistaken for “Country”.

19. *Do I **need to be 18 to register** to vote?*

**No.** Oregon allows citizens to *preregister* at 16 years of age, but they will not receive a ballot until an election occurs on or after their 18th birthday. .

20. *How do I **receive my ballot** by mail?*

Once you are registered to vote, your ballot will come to you by mail, without your having to take any additional steps.

21. *Do I **have to register for a specific political party**?*

No – that is your choice whether or not to do so. Choosing not to affiliate with a party does not affect your ability to participate fully as a registered voter in the *general* election.

If you choose not to affiliate with a major party (Democratic or Republican) which selects its candidates in the primary election, this means that you may not vote for candidates running for that party’s nomination in the May election (primary election) of even-numbered years for US Senator, US

House of Representatives, Oregon state legislator, or Governor. [If you want to help a major party select its candidates in the May primary election for the general election in November, you must register as a member of that party.](#) This is called a “closed primary” system, which Oregon and some other states have.

22. *If or someone I know is a **disabled** voter. How does a disabled voter vote?*

Here’s what the MCED site has said:

“As a voter, you can request assistance with voting from a friend, family member, or someone else you know and trust. If needed, you can call and request voting-and election-related assistance from Multnomah County Elections. Elections [Voter Assistance Teams](#) can assist a voter from their home, at the facility they live in, or at a voting service location in Southeast Portland or Gresham. This support is always free.

You can also now choose to vote using an [Independent Voting Unit \(IVU\)](#), allowing you to vote privately and independently. IVUs are available at both the Multnomah County Duniway-Lovejoy Elections Building in Portland and at the Voting Center Express in Gresham.”

More information at:

<https://www.multco.us/elections/accessible-voting-options>

23. *[For volunteers:] If a person has been **convicted of a felony** crime, can that person still register and vote?*

If a person is currently serving a sentence for the conviction of a felony, that person may not vote. Under Oregon law, the right to vote is restored automatically upon release from incarceration. If you have completed your prison time, you are eligible to re-register and vote.

24. *If I am **homeless**, can I still register and vote?*

**Yes.** See [here](#) and [here](#).

25. *If I am a **survivor of domestic violence**, can I keep my voter registration address private?*

Some people may not want to register to vote because they don’t feel safe disclosing their home address. Under certain circumstances, a voter can register and vote while maintaining their privacy. To maintain privacy, complete the exemption form: [Application to Exempt Residence Address](#)

[from Disclosure](#). Return it to the Multnomah County Elections Division, or ask a county elections official for more information.

**26. May I vote using *fax or the internet*?**

Only in extremely limited circumstances when you are outside the United States, and are a US citizen. Contact the Multnomah County Elections Division for more information.

**27. Will my vote count if I drop my completed ballot in an official US Postal Service collection box by 8:00 pm on Election Day?**

No. It must be postmarked by Election Day. That means you may have to go to a post office, *before* it closes on Election Day, and have a postal clerk stamp your ballot envelope with a postmark.

**28. Where can I learn more about *ranked choice voting*?**

[Here](#).

**29. Other resources:**

- a. Oregon Secretary of State, Online Voter Registration site:
  - i. <https://sos.oregon.gov/voting/Pages/registration.aspx>
- b. National Association of Secretaries of State: <https://canivote.org>
- c. LWVPDX: <https://lwvpdx.org/>

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**SPECIAL REQUIREMENTS FOR VOLUNTEERS  
WHEN PROVIDING VOTER REGISTRATION SERVICES  
IN CONJUNCTION WITH  
NATURALIZATION CEREMONIES  
OF THE UNITED STATES CUSTOMS AND IMMIGRATION SERVICE (USCIS)**

LWVPDX has worked hard to develop and maintain approved status with the USCIS in providing voter registration services in conjunction with USCIS naturalization ceremonies. We want to maintain, and not jeopardize, our nongovernmental organization-approved status. Approval was by application, and was based on our commitment to follow the USCIS's rules<sup>1</sup> in performing those services.

To do so, all volunteers **must** follow the USCIS requirements for organizations providing voter registration services in conjunction with USCIS naturalization services. Among these rules is the requirement that LWVPDX representatives at the ceremony “[h]ave received recent proper training on how to register voters.”<sup>2</sup> While participating in our ceremonies, all LWVPDX representatives must agree to do the following:

1. **Safeguard all personal information** new citizens provide for voter registration;
2. **Follow scheduling and logistical requirements set forth by USCIS field leadership;**
3. Have received recent proper **training** on how to register voters;
4. Receive an **on-site briefing** from field leadership regarding rules for that particular facility;
5. Wear **professional attire** and represent themselves and their organization professionally; and
6. **Wear nametags** that include the name of the organization while registering voters (no other identification of the organization may be worn or displayed).

The voter registration services that trained LWVPDX members are authorized to provide include any of the following activities:

- Distribution of voter registration application forms;
- Assisting interested applicants in completing voter registration application forms;
- Reviewing submitted forms to ensure that each form is complete;
- Collecting completed forms for submission to the local election official; or
- Providing nonpartisan educational information on the voting process.

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<sup>1</sup> [Policy Manual Volume 12 - Citizenship and Naturalization Part J - Oath of Allegiance Chapter 5 - Administrative Naturalization Ceremonies](#)

<sup>2</sup> See above, Subsection F(3) (“Registration by Nongovernmental Organizations”).

The USCIS rules provide further that while participating at ceremonies, NGOs and their representatives must not:

- Attempt to influence or interfere with a person's right to register to vote, or to vote;
- Engage in religious or commercial solicitation or promotion of any kind;
- Discriminate on the basis of sex, race, color, gender identity, religion, age, sexual orientation, national or ethnic origin, disability, marital status, or veteran status;
- Collect, retain, or share the personal information of those registered to vote at naturalization ceremonies, even if this information is requested on a voluntary basis;
- Use the information provided on voter registration applications for any purpose other than voter registration; or
- Alter completed voter registration materials in any manner.

Some members, having heard the Oath of Allegiance, wonder about its content. For a USCIS history of the Oath, click [here](#).

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