

**ILLINOIS DEPUTY REGISTRARS**  
**10 ILCS 5/4-6, 5/4-6.1, 5/4-6.2, 5/4-8.03,**  
**5/4-31, 5/5-7.03, 5/5-8, 5/5-9, 5/5-16.1, 5/5-16.2,**  
**5/5-25.1, 5/6-35.03, 5/6-36, 5/6-50.1, 5/6-50.2**



**WHO MAY REGISTER VOTERS?**

Election Authorities (county clerks or boards of election commissioners), and Deputy Registrars, as appointed.

The following are automatically appointed as deputy registrars by the election authority:

- Municipal Clerks
- Township/Road District Clerks
- Precinct Committeemen

The following may be appointed upon their written request:

- Chief librarian or designee.
- High school/elementary school principal or their designee.
- University/college president or their designee.
- State labor organization members.
- Bona fide state civic organization members.
- \*Healthcare and Family Services director or designated employees.
- \*Employment Security director or designated employees.
- Corporation president or designated employees. (As defined by the Business Corporation Act of 1983)

\*These two agencies may only accept the registration of any qualified resident of the county in which such offices are located.

**WHEN MAY DEPUTY REGISTRARS ACCEPT VOTER REGISTRATIONS?**

Deputy registrars may accept voter registrations at any time except during the 27-day period before each election. Registration is closed for two days after each election (one day after each election in Chicago).

**WHERE MAY DEPUTY REGISTRARS TAKE VOTER REGISTRATION?**

Deputy registrars from public libraries, high schools, elementary schools, or vocational schools, universities, colleges, community colleges, academy or institutions, public aid offices, and unemployment offices may accept registrations only at their locations. All other deputy registrars may take registrations anywhere.

**FROM WHOM MAY REGISTRARS TAKE VOTER REGISTRATION?**

Most deputy registrars may now accept the registration of all qualified residents of the entire State. Deputy registrars must return completed registration materials to their appointing election authority. Completed registration materials returned by deputy registrars for persons residing outside the county shall be transmitted by the election authority to the proper jurisdiction.

### **HOW LONG IS A DEPUTY REGISTRAR'S APPOINTMENT?**

Appointments of deputy registrars, except precinct committeemen, shall be for 2-year terms, commencing on December 1<sup>st</sup> following the general election of each even-numbered year; except that the mid-term appointments shall be until December 1<sup>st</sup> following the next general election.

Appointments of precinct committeemen shall be for 2-year terms commencing on the date of the county convention following the general primary at which they were elected. The county clerk shall train all deputy registrars, issue a certificate of appointment to each deputy registrar, and shall maintain in his or her office for public inspection a list of the names of all appointed deputy registrars.

### **HOW DO CIVIC ORGANIZATIONS BECOME CERTIFIED?**

Civic organizations must file an application with the Illinois State Board of Elections. Applications for certification must be filed by the 90<sup>th</sup> day prior to each election. *Applications may be downloaded from the Board's website at [www.elections.il.gov](http://www.elections.il.gov).*

### **IMPORTANT FACTS**

- Deputy registrars must be trained, take an oath, and be appointed as provided by state law.
- All deputy registrars must be registered voters within the county in which they are appointed. Exception: All deputy registrars under a board of election commissioner must be registered voters within that election jurisdiction.
- Deputy registrars must not engage in any form of electioneering while registering voters. This includes working for or against a referendum or candidate while conducting voter registration.
- Deputy registrars can be removed for cause.
- Deputy registrars must complete registration forms neatly and follow the specific directions of the election authority.
- Deputy registrars must return completed registration materials to the election authority by first-class mail within two business days or by personal delivery within 7 days of completion.

If new registrations or cancellations are taken between the 28<sup>th</sup> and 35<sup>th</sup> day before the election, deputy registrars must return completed materials to the election authority within 48 hours.

If registrations or cancellations are taken on the last day for registration, deputy registrars must return all the registration material to the election authority within 24 hours.

Illinois State Board of Elections website: [www.elections.il.gov](http://www.elections.il.gov)

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