

# Maryland

## Registration Deadline

Forms must be received or postmarked 21 days before an election.<sup>1</sup>

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## Database Implementation Status

Maryland has connected all jurisdictions to a top-down voter registration system, in which each jurisdiction has direct access to the one centralized statewide database. In 1999, Maryland engaged Election Systems & Software to create a statewide system, but the resulting product was not HAVA-compliant; in April 2005, the state retained Saber Consulting to provide a new system.<sup>2</sup> The new system was implemented statewide in December 2005.

## Entering Voter Registration Information

*Who inputs voter registration information?* Elections officials from each county and from the City of Baltimore (collectively, “local elections officials”) generally review and enter information from voter registration forms in their jurisdictions into the statewide system.<sup>3</sup>

*What happens to voter registration forms submitted at state registration agencies?* Forms received by the State Board of Elections, Motor Vehicle Administration (“MVA”), or other voter registration agencies are sent within five days of receipt to local elections officials for review and entry.<sup>4</sup>

*How are most forms submitted?* Maryland reported that in 2004, 35% of forms were submitted by mail, 4% were submitted in person to election officials, 29% were submitted at the MVA, 3% were submitted at another voter registration agency, and 29% were submitted by other means.<sup>5</sup>

## Voter Registration Form

The relevant portions of the voter registration form are included at the end of this section.

## Processing of Forms Without Identifying Numbers

*How will the state treat an application with an affirmative indication that the applicant has no valid identifying number?* The applicant will be assigned a unique voter registration number; if the applicant is otherwise eligible, she will be considered registered.

*How will the state treat an application without an identifying number and without an affirmative indication that the applicant has no such number?* The application will be

considered “incomplete.” If uncorrected (see below) by the close of registration, the application will be rejected.

*How will the state treat an application listing an identifying number that is either incomplete or illegible?* The application will be considered “incomplete.” If uncorrected (see below) by the close of registration, the application will be rejected.

## **Matching Against Motor Vehicle and Social Security Records**

*What fields from the voter registration form will the state seek to match to motor vehicle or Social Security records?* Identifying number, name, and date of birth.<sup>6</sup>

*How precise is the match standard?* Maryland requires an exact match to match information on forms submitted with a driver’s license number. Maryland will use the standard AAMVA criteria for matching information on forms with SSN digits: exact match of the SSN-4, first name, last name, month of birth, and year of birth.

*How much human intervention is involved in determining whether information is matched?* The match process will be fully automated, except that election officials will proof data entry for all unverifiable information.

*Description of matching process:* With the new system, verification is automated so that it takes only a few seconds. Registration forms with driver’s license numbers will be matched against MVA records. After the system completes its search, users will receive a simple ‘match’ or ‘no match’ message. Information on forms listing SSN digits will be automatically checked against the SSA database through the standard AAMVA process: the MVA will automatically submit the appropriate fields to the SSA and return a code indicating whether the record was successfully matched or not.

*What are the consequences if the state cannot find a match?* If uncorrected (see below), and if the applicant does not submit a current and valid photo ID, or a copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows the voter’s name and address by the close of registration, the application will be rejected.

Maryland will also send each prospective registrant a voter notification card; if the card is returned as undeliverable, the registration will be rejected.<sup>7</sup>

## **Notice and Opportunity to Resolve Errors**

*Does the applicant have the opportunity to correct a missing or incomplete identifying number, without submitting a new form?* Yes. The applicant may correct missing or incomplete information at any point before the voter registration deadline.<sup>8</sup>

*Does the applicant have the opportunity to resolve a failed match, without submitting a new form?* Yes. The applicant may submit information to resolve a failed match at any point before the voter registration deadline.<sup>9</sup>

*If information on an otherwise timely application is corrected after the voter registration deadline, is the correction timely?* No.<sup>10</sup>

*Description of notice and correction process:* An applicant whose identifying number is missing, incomplete, illegible, or unverified will be notified by mail, and may correct the error at any point before the close of registration. Election officials are specifically directed to contact the voter with a verification inquiry so as to avoid needless rejections.<sup>11</sup> If the identifying number cannot be verified, the local elections officials will correspond with the applicant and request a document that establishes the applicant's identity.<sup>12</sup>

## Identification Requirements at the Polls

*Who must provide identification at the polls?* Any first-time voter who registered by mail after January 1, 2003, whose identifying number has not been verified, and who has not previously presented a copy of valid identification to the local election board, must provide identification at the polls.<sup>13</sup> All other voters must state their name, month and date of birth, and address.<sup>14</sup>

### Forms of ID:

1st-time voters registered after 1/1/03 without verified identifying number:	Maryland driver's license or ID card student photo ID card employee photo ID card military photo ID card passport other state or federal gov't photo ID current utility bill w/ name, address bank statement w/ name, address government check w/ name, address paycheck w/ name, address other gov't document w/ name, address
every other voter:	declaration of name, birth date, address

*What forms of identification are accepted?* Maryland driver's license or state ID card; student or employee photo ID card; military photo ID card; passport; any other state or federal government photo ID card; or a current utility bill, bank statement, government check, paycheck, or other government document with the voter's name and address.<sup>15</sup>

*What are the consequences of failing to show identification?* The voter may cast a provisional ballot. The ballot will be counted if the individual submits identification by 10:00 a.m. on the Monday after the election.<sup>16</sup>

## Statutes and Regulations

MD. CODE ANN., ELEC. LAW §§ 3-101 *et seq.* generally concern registration. MD. CODE ANN., ELEC. LAW §§ 2-103(6) and 3-101(c), *as amended by* 2005 Md. Laws ch. 572 (H.B. 723), directs the State Administrator of Elections to establish and maintain a single statewide voter registration system. MD. REGS. CODE tit. 33 comprise the applicable regulations.

## End Notes

<sup>1</sup> MD. CODE ANN., ELEC. LAW § 3-302.

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<sup>2</sup> electionline.org, *Assorted Rolls: Statewide Voter Registration Databases Under HAVA*, June 2005, available at <http://www.electionline.org/Portals/1/EB11.FINAL1.pdf>, at 18; electionline.org, *Statewide Voter Registration Database Status*, at <http://www.electionline.org/Default.aspx?tabid=288>.

<sup>3</sup> MD. CODE ANN., ELEC. LAW §§ 3-301(b), *as amended by* 2005 Md. Laws ch. 572 (H.B. 723).

<sup>4</sup> *Id.* §§ 3-203(b)(4), 3-204(e); MD. REGS. CODE tit. 33, §§ 33.05.03.02(C)(2), 33.05.04.02(A).

<sup>5</sup> Election Assistance Commission, *The Impact of the National Voter Registration Act of 1993 on the Administration of Elections for Federal Office 2003-2004*, June 30, 2005, tbl. 2, available at [http://www.eac.gov/NVR\\_Spreadsheets/NVRA\\_table\\_2.html](http://www.eac.gov/NVR_Spreadsheets/NVRA_table_2.html). Due to rounding, the percentages listed may exceed 100%.

<sup>6</sup> MD. REGS. CODE tit. 33, §§ 33.07.06.04.

<sup>7</sup> *See id.* tit. 33, §§ 33.05.05.03(B).

<sup>8</sup> *See id.* tit. 33, §§ 33.05.04.05(C).

<sup>9</sup> *See id.*

<sup>10</sup> *See id.*

<sup>11</sup> *Id.* tit. 33, § 33.05.04.04.

<sup>12</sup> *See id.*

<sup>13</sup> *Id.* tit. 33, § 33.07.06.01-.04.

<sup>14</sup> MD. CODE ANN., ELEC. LAW § 10-310(3)-(4).

<sup>15</sup> MD. REGS. CODE tit. 33, § 33.07.06.02.

<sup>16</sup> MD. CODE ANN., ELEC. LAW §§ 9-404(b)(2), 11-303(d); MD. REGS. CODE tit. 33, §§ 33.07.06.05, 33.16.05.01. The ballot also will not be counted if the individual has already voted and returned an absentee ballot, if she was challenged and the challenge was upheld, or if she voted during extended voting hours pursuant to an invalid order.

# MARYLAND VOTER REGISTRATION APPLICATION

## TO REGISTER YOU MUST

- Be a U.S. citizen;
- Be a Maryland resident;
- Be at least 18 years old by the next General Election;
- Not be under guardianship for mental disability;
- Not have been convicted of buying or selling votes;
- Not have been convicted more than once of a crime of violence (Criminal Law Article, §14-101);
- Not have been convicted of an infamous crime (any felony or other crime involving deceit, fraud, or corruption), unless: you have been pardoned, OR you have completed the court-ordered sentence imposed (first conviction), OR at least 3 years have passed since you completed the court-ordered sentence imposed (second or later conviction).

## DEADLINE INFORMATION

- This application must be received by a Maryland election office no later than 9 p.m., 21 days before an election.
- If your application is complete and you are found to be qualified, a Voter Notification Card will be mailed to you.
- You are not registered until you receive your Voter Notification Card.
- The submission of this form to an individual other than an official, employee, or agent of a County Board of Elections does not assure that the form will be submitted or filed in a timely manner.

## TO RETURN THIS FORM

- Complete Items 1-13 in Voter Registration. Sign and date Item 14. If you are registered to vote in another Maryland county or another state, you must complete Items A-B in Last Voter Registration.
- Address the application to your County Board of Elections, using the list on the Instruction page.
- Affix first-class postage.

## YOU CAN USE THIS FORM TO

- Register to vote in federal, state, county, and municipal elections in Maryland.
- Change your name, address, or party affiliation.

## NOTICE TO MAIL-IN REGISTRANTS

If you have never before voted in Maryland and submit this application by mail, and if you want to ensure that you are not required to provide identification when you vote in Maryland for the first time, you should submit with this application:

- a copy of a current, valid photo identification, OR
- a copy of a current utility bill, bank statement, government check, paycheck, or other government document showing your name and address.

## PERSONAL IDENTIFICATION NUMBER (ITEMS 9, 10)

If you have a current, valid Maryland driver's license or MVA ID card, you must enter the identification number. If you do not have a current, valid Maryland driver's license or MVA ID card, you must enter at least the last 4 digits of your social security number. If you have neither a current, valid Maryland driver's license/MVA ID card nor a social security number, check the box in Item 10. However, please note, the disclosure of your full social security number is voluntary. The statutory authority allowing officials to request your social security number is Election Law Article, §3-202. The number will only be used for registration and other administrative purposes. It will be kept confidential.

## PARTY AFFILIATION (ITEM 11)

You must register with a party if you want to take part in that party's primary election.

## VOTER REGISTRATION INFORMATION

<b>1</b>	Will you be 18 years old on or before the next General Election? <input type="checkbox"/> Yes <input type="checkbox"/> No				<b>2</b>	Check boxes that apply and complete Items 3-14: <input type="checkbox"/> New Registration <input type="checkbox"/> Party Affiliation Change <input type="checkbox"/> Name Change <input type="checkbox"/> Address Change			
	Are you a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No If you answer NO to either question, do not complete this form.								
<b>3</b>	Last Name		Title (Jr., Sr., etc.)		First Name		Middle Initial		
<b>4</b>	Maryland Residence Address:	Street Number	Street Name	Apt. No.	City or Town	Zip Code	County	<input type="checkbox"/> Check here if you reside in Baltimore City.	
<b>5</b>	Mailing Address (if different from Item 4):								
<b>6</b>	Birth Date:	Month	Day	Year	<b>7</b>	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>8</b>	Daytime Phone:	
<b>9</b>	Personal Identification Number (see Instructions above):				<b>10</b>	<input type="checkbox"/> Check here if you have neither a current, valid Maryland driver's license/MVA ID card nor a social security number.			
<b>11</b>	Party (check one): <input type="checkbox"/> Democrat <input type="checkbox"/> Republican <input type="checkbox"/> Green <input type="checkbox"/> Constitution <input type="checkbox"/> Libertarian <input type="checkbox"/> Populist <input type="checkbox"/> Unaffiliated (decline to join a party) <input type="checkbox"/> Other – Specify: _____								
<b>12</b>	<input type="checkbox"/> Check here if you would like information on polling place assistance for elderly, disabled, or voters unable to write or to read the ballot.				<b>13</b>	<input type="checkbox"/> Check here if you would like information on working as an election judge for your County Board of Elections.			
<b>14</b>	Under penalty of perjury, I hereby swear or affirm: I am a U.S. citizen • I am a Maryland resident • I will be at least 18 years old by the next General Election • I am not under guardianship for mental disability • I have not been convicted of buying or selling votes • I have not been convicted more than once of a crime of violence • I have not been convicted of an infamous crime (unless I have been pardoned or, for a first conviction, I have completed my sentence, or, for a second or later conviction, 3 years have passed since I completed my sentence). The information in this application is true to the best of my knowledge, information, and belief.								
<b>X</b>	Signature (required)				Date		DO NOT WRITE IN SPACE BELOW		
							REG. CODE _____ CLERK'S INITIALS _____ CONTROL NUMBER _____		
							MC _____		
							VOTER ID _____		
							DISTRICT _____ PRECINCT _____ WARD _____ MONTH _____ DAY _____ YEAR _____		

Maryland State Board of Elections SBE 03-202-4 Rev 8/05 Internet VRA

## LAST VOTER REGISTRATION INFORMATION (IF APPLICABLE)

<b>A</b>	Name on Last Registration:	Last Name		Title (Jr., Sr., etc.)		First Name		Middle Initial	
<b>B</b>	Address on Last Registration:	Street Number	Street Name	Apt. No.	City or Town	State	Zip Code	County	

# MARYLAND ELECTRONIC VOTER REGISTRATION APPLICATION INSTRUCTIONS

## VOTER REGISTRATION INFORMATION INSTRUCTIONS

- 1 U.S. Citizenship**  
You must be a U.S. citizen to register in Maryland.
- 2 Application Use**  
Check all boxes that apply to you.
- 3 Name**  
Print your full name: last name, title (if applicable), first name, and middle initial.
- 4 Maryland Residence Address**  
Print your house number, street name, and apartment number (if applicable), city or town, zip code, and county of residence; if you live in Baltimore City, please check the box.
- 5 Mailing Address**  
If your mailing address is different from your residence address, please print your mailing address in Item 5.
- 6 Birth Date**  
Print the month, day, and year (4 digits) you were born.
- 7 Sex**  
Check "M" for male or "F" for female.
- 8 Daytime Telephone**  
Print your daytime telephone number. The election office may need to call you to clarify the information that you have printed on your application.
- 9 Personal Identification Number**  
If you have a current, valid Maryland driver's license or MVA ID card, you must enter the identification number in Item 9. If you do not have a current, valid Maryland driver's license or MVA ID card, you must enter at least the last 4 digits of your social security number. The disclosure of your full social security number is voluntary. The statutory authority allowing officials to request your social security number is Election Law Art., §3-202. The number will only be used for registration and other administrative purposes. It will be kept confidential.
- 10 Personal Identification Number**  
If you have neither a current, valid Maryland driver's license/MVA ID card nor a social security number, check the box in Item 10.
- 11 Party**  
You must register with a party if you want to take part in that party's primary election. Check one box only.
- 12 Polling Place Assistance**  
If you would like to receive information about assistance available at your polling place for elderly, disabled, or voters unable to write or to read the ballot, please check the box.
- 13 Election Judges**  
If you would like to receive information about working as an election judge in a polling place on election day, please check the box.
- 14 Read the information in Item 14 and sign and date Voter Registration Application.**

## LAST VOTER REGISTRATION INSTRUCTIONS

- A Name on Last Registration**  
Print your full name: last name, title (if applicable), first name, and middle initial.
- B Birth Date**  
Print the month, day, and year (4 digits) you were born.
- C Address on Last Registration**  
Print your old address: street, city or town, zip code, county, and state.

Boxes A-C will be used to cancel your last registration (if applicable), even if you were registered in another state.

### WARNING

Giving false information to obtain voter registration is perjury and punishable by a fine of up to \$1,000, or by imprisonment for up to 5 years, or both.

### PERSONAL RECORDS NOTICE / CONFIDENTIALITY

This form collects personal information for voter registration purposes. If you are not now registered to vote and you refuse to provide this information, you will not be able to vote in Maryland. You may update your voter registration at any time at your County Board of Elections. Except for items specified as confidential, voter registration records are generally available for public inspection; they may also be shared with jury commissioners/clerks or other government agencies as provided by law. The law prohibits use of voter registration records for commercial solicitation purposes.

If you decline to register to vote, that fact will remain confidential and will be used only for voter registration purposes. If you register to vote, the identity of the office at which the application is submitted will remain confidential and will be used only for voter registration purposes.

### REMINDER

You are not a registered voter until you receive your Voter Notification Card. If you do not receive your Voter Notification Card in three weeks, you should contact your County Board of Elections.

### QUESTIONS

If you have questions, call your County Board of Elections or the State Board of Elections at the numbers listed below.

**Large type Voter Registration Applications available upon request to your County Board of Elections or the State Board of Elections.**

## COUNTY BOARD OF ELECTIONS

**Allegany Co.**  
701 Kelly Road, Suite 213  
Cumberland, MD 21502-3401  
301-777-5931

**Anne Arundel Co.**  
P.O. Box 490  
Glen Burnie, MD 21060-0490  
410-222-6600

**Baltimore City**  
Benton Office Building, Room 129  
417 E. Fayette Street  
Baltimore, MD 21202-3432  
410-396-5550

**Baltimore Co.**  
106 Bloomsbury Avenue  
Catonsville, MD 21228  
410-887-5700

**Calvert Co.**  
P.O. Box 798  
Prince Frederick, MD 20678-0798  
410-535-2214  
DC Line 301-855-1376

**Caroline Co.**  
Health & Public Services Building  
403 S. Seventh Street, Suite 247  
Denton, MD 21629-1335  
410-479-8145

**Carroll Co.**  
225 N. Center Street  
Westminster, MD 21157-5194  
410-386-2080

**Cecil Co.**  
Court House, Room 332  
129 E. Main Street  
Elkton, MD 21921-5940  
410-996-5311

**Charles Co.**  
P.O. Box 908  
La Plata, MD 20646-0908  
301-934-8972  
301-870-3167

**Dorchester Co.**  
501 Court Lane, Room 105  
P.O. Box 414  
Cambridge, MD 21613-0414  
410-228-2560

**Frederick Co.**  
Winchester Hall  
12 E. Church Street  
Frederick, MD 21701-5447  
301-694-1005

**Garrett Co.**  
2008 Maryland Highway, Suite #1  
Mountain Lake Park, MD 21550-6349  
301-344-6985

**Harford Co.**  
133 Industry Lane  
Forest Hill, MD 21050  
410-638-3565

**Howard Co.**  
Executive Park Building  
8900 Columbia 100 Parkway  
Columbia, MD 21045-2336  
410-313-2727

**Kent Co.**  
135 Dixon Drive  
Chestertown, MD 21620-1312  
410-778-0038

**Montgomery Co.**  
P.O. Box 4333  
Rockville, MD 20849-4333  
240-777-8500  
TDD 800-735-2258

**Prince George's Co.**  
16201 Trade Zone Avenue  
Upper Marlboro, MD 20774  
301-430-8020  
TDD 301-627-3352

**Queen Anne's Co.**  
County Annex Building,  
P.O. Box 274  
Centreville, MD 21617-0274  
410-758-0832

**St. Mary's Co.**  
P.O. Box 197  
Leonardtown, MD 20650-0197  
301-475-7844

**Somerset Co.**  
P.O. Box 96  
Princess Anne, MD 21853-0096  
410-651-0767

**Talbot Co.**  
P.O. Box 353  
Easton, MD 21601-0353  
410-770-8099

**Washington Co.**  
35 W. Washington Street  
Room 101  
Hagerstown, MD 21740-4833  
240-313-2050

**Wicomico Co.**  
P.O. Box 4091  
Salisbury, MD 21803-4091  
410-548-4830

**Worcester Co.**  
100 Belt Street  
Snow Hill, MD 21863-1310  
410-632-1320