



General Information System (GIS) Message

Section 1

Transmittal:	25DC029 Upstate and New York City
Date:	April 23, 2025
To:	Subscribers
Suggested Distribution:	Commissioners, Temporary Assistance (TA) Directors, National Voter Registration Act (NVRA) Site Coordinators
From:	Valerie Figueroa, Deputy Commissioner Employment and Income Support Programs
Subject:	Social Services District Responsibility for Timely Submission of Voter Registration Forms
Effective Date:	Immediately
Contact Information:	Temporary Assistance (TA) Bureau: (518) 474-9344 or tabureau@otda.ny.gov

Section 2

The purpose of this General Information System (GIS) message is to inform social services districts (districts) of the New York State (NYS) voter registration deadline dates for the 2025 elections and the requirement to submit voter registration forms received by the district prior to the deadlines. This GIS also reiterates district roles and responsibilities under the National Voter Registration Act (NVRA) for voter registration forms.

Timely Submission of Voter Registration Forms:

In accordance with the NVRA, voter registration forms received by a district 10 days prior to an election must be transmitted to the district's County Board of Elections no later than the 10th day before an election.

For the 2025 State and Local Officials Primary Election on **June 24, 2025**, voter registration forms collected by the district through the close of business on **Thursday, June 12, 2025**, must be mailed (postmarked) to the County Board of Elections no later than **Thursday, June 12, 2025**, and received by the County Board of Elections by **Saturday, June 14, 2025**, for the individual to be eligible to vote in the 2025 Federal Primary Election. The district may also hand deliver the voter registration forms. Any hand delivered voter registration forms must be received by the County Board of Elections no later than **Saturday, June 14, 2025**.

For the 2025 General Election, held **November 4, 2025**, voter registration forms collected by the district through the close of business on **Thursday, October 23 2025**, must be mailed (postmarked) to the district's County Board of Elections no later than **Thursday, October 23, 2025**, and must be received by the County Board of Elections by **Saturday, October 25, 2025**, for the individual to be eligible to vote in the 2025 General Election. The district may also hand deliver the voter registration forms to the County Board of Elections. Any hand delivered voter registration forms must be received by the County Board of Elections no later than **Saturday, October 25, 2025**.

District Roles and Responsibilities:

Districts must offer applicants and recipients (A/Rs) of public benefit programs the opportunity to register to vote as instructed in [95-ADM-01](#) "National Voter Registration Act (NVRA)."

Additionally, districts must meet the following NVRA requirements:

1. One "NYS Agency-Based Voter Registration" poster, provided by the New York State Board of Elections, must be prominently placed in each reception area.
2. NYS Agency Based Voter Registration Posters and Forms must be available in the following languages based on the geographical location of the district:
 - English - Statewide
 - Spanish - NYC, Long Island and Westchester
 - Chinese - Manhattan, Brooklyn and Queens
 - Korean - Queens
 - Bengali - Queens
3. Each district must designate an NVRA Site Coordinator, who has been adequately trained and who must ensure that district workers, including reception staff, are trained and have adequate back-up in case of illness or emergency. Any changes to a Site Coordinator's contact information such as name, address, email address and/or telephone number must be promptly reported to the TA Bureau at: (518) 474-9344 or tabureau@otda.ny.gov.
4. Each A/R must be provided with the opportunity to register to vote at initial application, recertification, and upon notification of a change of address. The same level of assistance must be provided to complete the voter registration form as is given to complete other social services documents. Although there is no state level change of address form, any district form given to or otherwise filled out with A/R participation should be annotated to show that the A/R was advised of the availability of NVRA services at the time the change of address was initiated.
5. A/Rs completing initial or recertification applications through myBenefits must receive instructions to print, sign and submit the electronic voter registration form directly to their district. Districts must ensure that these voter registration forms are handled in accordance with requirements #5 and #6 below.
6. Procedures must exist at each site to ensure that all voter registration forms received by the district are handled properly. Voter registration forms must be forwarded to the County Board of Elections within 10 days of completion, however OTDA recommends

that they be submitted weekly. Signed declinations must be tallied on the transmittal form and retained by the district for 24 months. OTDA recommends that declinations be retained in chronological order by month, rather than in A/R case files.

7. Voter registration forms that are either torn off from the paper application or printed from myBenefits which have been completed by A/Rs but are not signed, must be tallied and sent to the districts' County Boards of Elections. Blank forms can be reused after they have been tallied.