

State of Alaska  
Division of Elections

PFD Automatic  
Voter Registration  
Manual



# DIVISION OF ELECTIONS DIRECTORY

Alaska Division of Elections Web Site:  
[www.elections.alaska.gov](http://www.elections.alaska.gov)

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PO Box 110018  
Juneau, Alaska 99811-0018

Phone: (907) 465-3021  
FAX: (907) 465-2289  
Toll Free: 1-866-948-8683

## **Region II Elections Office**

### **Anchorage Office**

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Anchorage, Alaska 99503-2838

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## **Matanuska-Susitna Office**

North Fork Professional Building  
1700 E. Bogard Road, Suite B102  
Wasilla, Alaska 99654-6565

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## **Region III Elections Office**

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Fairbanks, Alaska 99701-4542

Phone: (907) 451-2835  
FAX: (907) 451-2832  
Toll Free: 1-866-959-8683

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Nome, Alaska 99762-0577

Phone: (907) 443-5285  
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Toll Free: 1-866-953-8683

## **Native Language Assistance**

Toll Free: 1-866-954-8683

Applicants that require assistance can contact the Division of Elections at  
1-866-952-8683, TTY 1-907-465-3020 or Language Assistance at 1-866-954-8683.

# Table of Contents

Introduction .....	4
Processing of the data by the Division of Election .....	5
Voter qualifications .....	5
Registration process through PFD Automatic Voter Registration .....	6
Division of Elections opt-out mailer .....	6
<i>Sample opt-out mailer</i> .....	7
I received the opt-out mailer, what do I do now? .....	7
Selecting a political affiliation .....	8
Declining voter registration or registration updates .....	9
Voter registration record updates using PFD application data .....	9
<i>Active voters</i> .....	9
<i>Inactive voters</i> .....	9
Who is not included in the PFD Automatic Voter Registration .....	10
Statewide voter lists .....	10
Confidentiality .....	10
Frequently Asked Questions .....	11

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## Introduction

On November 8, 2016, Alaska voters approved Ballot Measure 1 (15PFVR) which will automatically register eligible individuals to vote when they apply for a Permanent Fund Dividend (PFD), unless they opt-out. With the passage of Ballot Measure 1, the Division of Elections is required to send a notice to voters whose address on their PFD application is different than their voter record address, or to applicants who are not currently registered to vote. This mailer will notify them that the information on their PFD application will be used to update their voter registration or register them unless they 'opt-out', in other words, decline the registration opportunity within 30 days.

The PFD Automatic Voter Registration law became effective on March 1, 2017. The purpose of this manual is to describe the new process for voter registration and voter updates through the PFD Division and the Division of Elections. This process will increase voter access consistent with all state and federal laws, including the National Voter Registration Act (NVRA).

For 2017, a mailer will be sent to Alaskans who applied for their PFD from March 1, 2017 (effective date) to March 31, 2017. Alaskan's who applied for their PFD between January 1, 2017 and February 28, 2017 are not included because the law went into effect on March 1, 2017. Using the mailer, the recipient can opt-out of registering to vote or updating their voter record. We call this mailer the "opt-out mailer".

Starting in 2018 all eligible PFD applicants will be included in the process of automatic voter registration or will have their voter registration information updated with more current information

## **Processing of the data by the Division of Elections**

When the Division of Elections receives data from PFD, the individuals listed in the data will be compared with the current list of individuals listed in the voter registration and election management system (VREMS). The reason for the comparison is to identify individuals who are eligible to vote, but are not currently registered to vote or are already in the system but may have information that could be updated.

The opt-out mailer will be sent to those that currently do not have a voter record in VREMS or that have updated address information.

The Division of Elections is making every effort to ensure that no person receives the opt-out mailer in error and to ensure that all people who should receive a mailer will receive one. Individuals who receive the mailer in error are encouraged to contact the Division of Elections immediately to correct the error.

## **Voter qualifications**

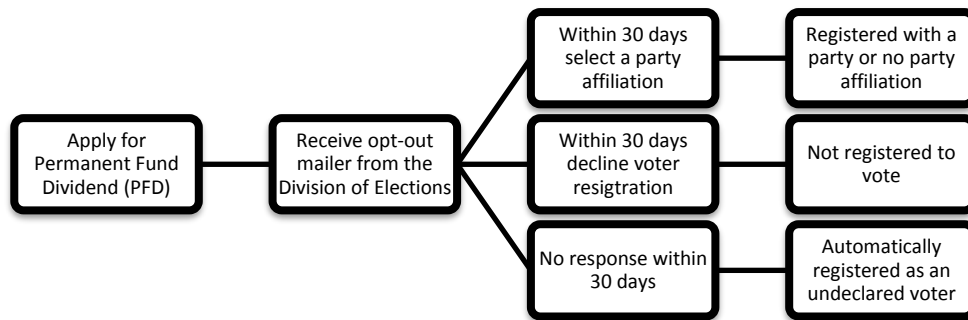
Applicants who meet the following criteria are qualified for registration through the PFD application process:

- 1) Is a citizen of the United States;
- 2) Is 18 years of age or older;
- 3) Is an Alaskan resident
- 4) Has not been convicted of a felony of moral turpitude, or, if convicted, has been unconditionally discharged from incarceration, probation and/or parole.

Applicants that require assistance can contact the Division of Elections at 1-866-952-8683, TTY 1-907-465-3020 or Language Assistance at 1-866-954-8683.

## Registration process through PFD Automatic Voter Registration

Below is a visual demonstration showing how an eligible individual is registered to vote using the PFD application.



### Division of Elections opt-out mailer

The Division of Elections will identify the individuals who meet voter registration eligibility requirements and do not already have a voter record in the voter registration election management system (VREMS) or need their voter registration record updated. These individuals will be sent an opt-out mailer. The mailer will be sent by non-forwardable mail to the mailing address or residence address provided during the PFD application process.

If the mailer is returned to the Division of Elections as undeliverable then the individual will be registered to vote or have their voter registration record updated. Those individuals with undeliverable addresses will not have a voter identification card sent to their undeliverable address however; their names will still appear on precinct registers on Election Day.

Applicants that require assistance can contact the Division of Elections at 1-866-952-8683, TTY 1-907-465-3020 or Language Assistance at 1-866-954-8683.

## Sample opt-out mailer

<p>Division of Elections PO Box 110017 Juneau, AK 99811-0017</p> <p style="text-align: center;"><b>RETURN SERVICE REQUESTED</b></p> <p style="text-align: center;">USPS Official Election Mail Logo</p> <div style="border: 2px solid blue; padding: 5px; width: fit-content;"> <p><b>Attention Recipient</b> Please Read! If the person whose name is on this card does not receive mail at this address, please write RETURN TO SENDER and place back in the mail.</p> </div> <p style="text-align: center;">----- Fold Here -----</p> <p><b>State of Alaska, Division of Elections – Notice of Automatic Voter Registration</b></p> <p>The information you provided on your Permanent Fund Dividend (PFD) application will be used to either register you to vote or update your existing voter registration record unless you select to opt-out of this automatic voter registration process.</p> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;"><b>Opt-out of Voter Registration or Voter Registration Record Update</b></p> <p><input type="checkbox"/> <b>NO, I DO NOT</b> want my PFD application information to be used to register me to vote or update my existing voter registration record.</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>Provide ONE identifier below:</b> (Alaska Driver's License #, State ID #, Last 4 of SSN or Date of Birth)</p> <p>_____</p> </td> <td style="width: 50%; vertical-align: top;"> <p><b>Signature:</b> I swear or affirm that I am the person to whom this card was issued, I have told the truth in this form and I want to opt-out of automatic voter registration.</p> <p style="text-align: center;"><b>X</b></p> <p style="text-align: center;">[Merge Name]</p> </td> </tr> </table> <p>If you choose to use your PFD application information to become a registered voter or to update your voter registration record, you may maintain your residence address as confidential if you have a different mailing address. Contact our staff using the information below to place your registration in this status.</p> <table style="width: 100%; font-size: small;"> <tr> <td style="width: 33%;"> <p><b>Director's Office</b> Phone: (907) 465-4611 Toll Free: (866) 952-8683 TTY: (907) 465-3020</p> </td> <td style="width: 33%;"> <p>Online Voter Registration System: <a href="https://voterregistration.alaska.gov">https://voterregistration.alaska.gov</a> Website: <a href="http://www.elections.alaska.gov">www.elections.alaska.gov</a> Email: <a href="mailto:elections@alaska.gov">elections@alaska.gov</a></p> </td> <td style="width: 33%;"> <p><b>Language Assistance</b> 1-866-954-8683 Yup'ik, Siberian Yupik, Inupiaq, Koyukon Athabaskan, Gwich'in, Athabaskan, Tagalog, and Spanish</p> </td> </tr> </table> </div>	<p><b>Provide ONE identifier below:</b> (Alaska Driver's License #, State ID #, Last 4 of SSN or Date of Birth)</p> <p>_____</p>	<p><b>Signature:</b> I swear or affirm that I am the person to whom this card was issued, I have told the truth in this form and I want to opt-out of automatic voter registration.</p> <p style="text-align: center;"><b>X</b></p> <p style="text-align: center;">[Merge Name]</p>	<p><b>Director's Office</b> Phone: (907) 465-4611 Toll Free: (866) 952-8683 TTY: (907) 465-3020</p>	<p>Online Voter Registration System: <a href="https://voterregistration.alaska.gov">https://voterregistration.alaska.gov</a> Website: <a href="http://www.elections.alaska.gov">www.elections.alaska.gov</a> Email: <a href="mailto:elections@alaska.gov">elections@alaska.gov</a></p>	<p><b>Language Assistance</b> 1-866-954-8683 Yup'ik, Siberian Yupik, Inupiaq, Koyukon Athabaskan, Gwich'in, Athabaskan, Tagalog, and Spanish</p>	<div style="text-align: center; border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p><b>BUSINESS REPLY MAIL</b> FIRST-CLASS MAIL PERMIT NO. 12 JUNEAU AK</p> <p>POSTAGE WILL BE PAID BY ADDRESSEE</p> </div> <div style="text-align: center; margin-top: 20px;"> <p>DIVISION OF ELECTIONS PO BOX 120002 JUNEAU AK 99812-9983</p> </div> <p>Dear Alaskan,</p> <p>In 2016, Alaskan voters approved Ballot Measure 1 (15PFVR), which automatically registers or updates the voter registration record of eligible individuals when they apply for a Permanent Fund Dividend (PFD).</p> <p>You are receiving this notice because you will either become a newly registered voter or will have your voter registration record updated using the information you provided on your PFD application unless you decline by returning this card. With this automatic voter registration process, your voter registration record will reflect the following residence address: <b>[insert residence address here from merge]</b></p> <p>You have the following options:</p> <ul style="list-style-type: none"> <li><b>Take no action.</b> No response is necessary if you want the information provided on your PFD application to be used for your voter registration record. Not responding to this notice indicates your consent to cancel any registration to vote in another jurisdiction.</li> <li><b>Use this card to opt-out</b> and decline to register to vote or to update your existing voter registration record. You must check the box on the reverse side and return the card to the Division of Elections.</li> <li><b>Select or update your political affiliation</b> by contacting the Division of Elections. New voters will automatically be registered with the political affiliation undeclared. The political affiliation on existing voter records will not be changed. Please note that your political affiliation may determine which primary ballot you may vote. You can find out more information about Alaska's political parties and groups and can also change your political affiliation by going to our website, <a href="http://www.election.alaska.gov">www.election.alaska.gov</a>.</li> </ul> <p>To opt-out of voter registration or a voter registration record update, please complete, fold, tape and return this card to the Division of Elections by <b>[date]</b>.</p>
<p><b>Provide ONE identifier below:</b> (Alaska Driver's License #, State ID #, Last 4 of SSN or Date of Birth)</p> <p>_____</p>	<p><b>Signature:</b> I swear or affirm that I am the person to whom this card was issued, I have told the truth in this form and I want to opt-out of automatic voter registration.</p> <p style="text-align: center;"><b>X</b></p> <p style="text-align: center;">[Merge Name]</p>					
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## I received the opt-out mailer, what do I do now?

- 1.) Take no action and you will be registered as an undeclared voter or your voter registration record will be updated if your PFD application has different information than your voter registration record.
- 2.) Contact the Division of Elections to select your political affiliation or provide a separate mailing address to keep your residence address confidential. New voters will automatically be registered with the political affiliation undeclared. The political affiliation on existing voter records will not be changed.
- 3.) Return the card within the 30 day deadline and you will not be registered to vote or have your voter information updated automatically.

Each individual will have 30 days to return the mailer or respond to it by contacting the Division of Elections. The mailer will clearly state the deadline for returning the mailer.

Applicants that require assistance can contact the Division of Elections at  
1-866-952-8683, TTY 1-907-465-3020 or Language Assistance at 1-866-954-8683.

If no response is received, then the individual's effective registration date will be the 31<sup>st</sup> day after the opt-out mailer was sent.

**Example:** The opt-out mailer was sent on October 31, 2017, the deadline printed on the mailer will be November 30, 2017. The effective date of registration, if no response is received will be December 1, 2017.

Following the 30 day deadline the Division of Elections will process those individuals who did not return the opt-out mailer, register them to vote and place them on the voter list or update their voter registration record.

The Division of Elections will then mail each new voter as well as each voter with a voter registration record update a voter identification card, which is generated automatically through the voter registration and election management system (VREMS) for all new registrants and those that have updated addresses. The card will contain the voter's name, address, district, precinct and political party of the individual. Voter cards take approximately 4-6 weeks to get to voters. The voter identification card is sent by non-forwardable mail.

## **Selecting a political affiliation**

Each applicant who receives the opt-out mailer from the Division of Elections will be provided information on how to select a political affiliation. Information on recognized political parties and groups can be found on our website <http://elections.alaska.gov/Core/politicalpartyinformation.php>. For those that are interested in being registered but do not want to become a member of a political party, they can choose to do nothing and will be registered as an undeclared voter (no party declared).

When an applicant contacts the Division of Elections to select a political affiliation within the 30 day deadline, the Division of Elections will consider the selection of a political affiliation along with the information supplied in the PFD application a completed voter registration.

The Division of Elections will electronically transfer the previously unprocessed record to VREMS with the party affiliation. The Division of Elections will then make sure that a duplicate record is not created and that all of the registration requirements are met. The voter will then be placed on the voter rolls.

If the voter contacts the Division of Elections to select a party following the 30 day deadline, the voter will initially be registered as an undeclared voter. The contact after the deadline will be treated as an update to the voter's registration record and the political affiliation selection will be updated at that time.

Applicants that require assistance can contact the Division of Elections at 1-866-952-8683, TTY 1-907-465-3020 or Language Assistance at 1-866-954-8683.



## **Declining voter registration or voter registration record updates**

Applicants who wish to not be automatically registered or have their voter registration record updated from the PFD application can decline by simply returning the opt-out mailer within 30 days of it being mailed. Once the Division of Elections receives the mailer back and determines it was received within the 30 day deadline, they will not register or update the applicant's voter registration record in VREMS.

The opt-out mailer must be received by the Division of Elections by the 30 day deadline printed on the mailer which is 30 days after it was placed in the mail. If the mailer is not received by the deadline then the applicant will be automatically registered to vote as undeclared or have their voter registration record updated in the system. If the opt-out mailer is completed and received by someone who is not a current registered voter, after the deadline, then the applicant will be registered initially then processed as a voter initiated cancellation. Those who initially declined using the opt-out mailer but wish to register to vote can go to [voterregistration.alaska.gov](https://voterregistration.alaska.gov) or complete a [paper voter registration application](#).

## **Voter registration record updates using PFD application data**

Existing registered voters with new information can also have that data updated through this process.

### *Active voters*

When a PFD applicant is an active voter but their PFD information is more current, the Division of Elections will notify them that their voter registration record in VREMS will be updated. The voter will be given the option to opt-out of the automatic update.

### *Inactive voters*

When a PFD applicant is an inactive voter, the Division of Elections will notify the applicant that their voter registration record in VREMS will be updated with the information received from PFD. The voter will be given the option to opt-out of this automatic update.

Once the voter's registration record has been updated the voter will receive an updated voter ID card. New ID cards generally take 4-6 weeks to receive in the mail; they are not required in order to vote at the next election.

Applicants that require assistance can contact the Division of Elections at 1-866-952-8683, TTY 1-907-465-3020 or Language Assistance at 1-866-954-8683.

## **Who is not included in PFD Automatic Voter Registration?**

Applicants who meet any of the following criteria will not be registered through the PFD application process:

- 1) Individuals who do not meet the voter qualifications.
- 2) Convicted felons with a charge regarding moral turpitude who have not been unconditionally discharged from incarceration, probation and parole.
- 3) Non U.S. Citizens

Individuals who choose to opt out may still register if they meet the qualifications by visiting [voterregistration.alaska.gov](http://voterregistration.alaska.gov) or by completing and returning a paper voter registration application.

## **Statewide voter lists**

Alaska law allows for any person to request a statewide or house district voting list. These lists contain public information such as name, residence address (unless requested to be private), mailing address, political affiliation, and voter history. Please note that residence addresses can only be kept confidential if a voter provides a separate mailing address and requests for their residence to be private.

Certain information in voter registration records is considered confidential. The following information is confidential and not open to public inspection:

- 1) Voter's age or Date of Birth;
- 2) Voter's SSN or any part of it;
- 3) Voter's Driver's License Number;
- 4) Voter Identification Number;
- 5) Voter's place of birth;
- 6) Residence address (if a separate mailing address was provided);
- 7) Voter signature.

## **Confidentiality**

Applicants who wish to keep their residence address confidential can do so by contacting the Division of Elections to request their residence address be kept confidential. Please note this may only be completed if separate mailing address is provided that is different than their residence address.

Applicants that require assistance can contact the Division of Elections at 1-866-952-8683, TTY 1-907-465-3020 or Language Assistance at 1-866-954-8683.

## State of Alaska

### PFD Automatic Voter Registration & Updates to Registrations FAQ's

The PFD Automatic Voter Registration law became effective on March 1, 2017. This means that for 2017, only PFD applications received from March 1<sup>st</sup> to the 31<sup>st</sup> will be processed for PFD automatic voter registration.

#### **What is PFD Automatic Voter Registration?**

In 2016, Alaskan voters approved Ballot Measure 1 ([15PFVR](#)), which will automatically register or update voter registration information of eligible individuals when they apply for a Permanent Fund Dividend (PFD).

The Division of Elections is required to send a notice to eligible individuals who can either become a newly registered voter or can have their voter registration record updated from information provided on their PFD application with this automatic voter registration process.

#### **What are the qualifications to be an Alaska voter?**

Applicants who meet the following criteria are qualified for registration through the PFD application process:

- 1) Is a citizen of the United States;
- 2) Is 18 years of age or older;
- 3) Is an Alaskan resident
- 4) Has not been convicted of a felony of moral turpitude, or, if convicted, has been unconditionally discharged from incarceration, probation and/or parole.

#### **Who is not included in the PFD Automatic Voter Registration?**

Applicants who meet any of the following criteria will not be registered through the PFD application process:

- 1) Individuals who do not meet the voter qualifications;
- 2) Convicted felons who have not been unconditionally discharged from incarceration, probation and parole;
- 3) Non U.S. Citizens.

#### **Why is the Division of Elections sending me mail?**

The law requires the Division of Elections to send each applicant that is eligible to vote an opt-out mailer giving the applicant/voter the option to opt-out of being automatically registered to vote or have their voter registration record updated.

Applicants that require assistance can contact the Division of Elections at 1-866-952-8683, TTY 1-907-465-3020 or Language Assistance at 1-866-954-8683.

## What are my options?

With this new law you have the following options:

- **Take no action.** No response is necessary if you want the information provided on your PFD application to be used for your voter registration record. Not responding to this notice indicates your consent to cancel any registration to vote in another jurisdiction.
- **Use the opt-out** mailer to decline to register to vote or update your existing voter registration record. You must check the box on the reverse side and return the card to the Division of Elections.
- **Select or update your political affiliation** by contacting the Division of Elections. New voters will automatically be registered with the political affiliation undeclared. The political affiliation on existing voter records will not be changed. Please note that your political affiliation may determine which primary ballot you may vote.
- **Make your residence address private** by contacting the Division of Elections. Please note that this may only be completed if you have a different mailing address than your residence address.

## What if I do not want to be registered to vote or have my registration record updated?

The Division of Elections will be sending each Alaskan who is eligible for automatic registration or needs their existing voter registration record updated, an opt-out mailer. You can use this mailer to opt-out and decline to register to vote or update your existing voter registration record. You still have the option to register to vote or update your registration by going [online](#), completing and mailing a [voter registration application](#), or by visiting your [regional elections office](#).

## How long do I have to decide?

You will have 30 days from the date the opt-out mailer was sent to you. The deadline date will be indicated on the mailer for your convenience.

## Will a party be selected for me?

No. The Division of Elections will not decide which party you will be affiliated with, although if you take no action and the 30 day deadline to respond has passed, you will become an undeclared registered voter (a registered voter declaring no party). If you are already a registered voter, your political affiliation will not be changed from what is already in the voter registration management system (VREMS) unless you contact the Division of Elections to change your political affiliation. The Division of Elections encourages you to research and select a party affiliation or to select no affiliation on your own. You can find information on parties on our [website](#).

## What happens if I miss the deadline?

Should you miss the deadline, you will automatically be registered as an undeclared voter. You still have options if you miss the deadline. You can still update your information or cancel your registration by contacting your [regional elections office](#).

Applicants that require assistance can contact the Division of Elections at 1-866-952-8683, TTY 1-907-465-3020 or Language Assistance at 1-866-954-8683.

**If I opted out this year, am I out forever?**

The way the law is currently written, if you opt-out this year and you apply for a PFD again next year then you will be sent the opt-out mailer again.

**How will this impact my registration status if I am already registered, haven't moved or voted?**

Each year as you apply for your PFD, information will be shared with the Division of Elections. The Division will then cross match this information and treat this as new voter contact thus keeping your registration active. Your registration will remain active even if you have not voted in a recent election or made other contact regarding your registration.

**What is public information and what is private?**

Alaska law allows for any person to request a statewide or house district voting list. These lists contain public information such as name, residence address (unless requested to be private), mailing address, political affiliation, and voter history. Please note that residence addresses can only be kept confidential if a voter provides a separate mailing address and requests for their residence to be private.

Certain information in voter records is considered confidential. [AS 15.07.195](#)

The following information is confidential and not open to public inspection:

- 1) Voter's age or Date of Birth;
- 2) Voter's SSN or any part of it;
- 3) Voter's Driver's License Number;
- 4) Voter Identification Number;
- 5) Voter's place of birth;
- 6) Residence address (if a separate mailing address was provided);
- 7) Voter signature.

**I thought my PFD information was private?**

With exception to the applicant's name, all other information provided on PFD applications is considered private information. However the PFD Division may release confidential information to local, state or federal agencies which include the Division of Elections as required by this new law.

**I don't want my residence address to be public information, what can I do?**

You can contact the Division of Elections and request your residence address remain private by providing a separate mailing address. The mailing address will have to be different than your residence address.

Applicants that require assistance can contact the Division of Elections at 1-866-952-8683, TTY 1-907-465-3020 or Language Assistance at 1-866-954-8683.

**What happens if I move after I apply for my PFD and are automatically registered or had my registration updated?**

You can update your address by contacting [your regional office](#) or by going to the [Division of Elections website](#) to use the [Online Voter Registration system](#). Mailing addresses can be updated via telephone while physical addresses have to be submitted in writing.

**Where can I find more information about Alaska's elections?**

You can find more information on our [website](#).