

Dear Registrars:

Federal law **requires** Alabama registrants to provide an AL **driver's license number** when registering to vote. If the registrant has not been issued a driver's license or non-driver's ID card by the State of Alabama, then the individual **must** provide the last four digits of their **social security number**. If the individual **has not** been issued **either** a driver's license **or** a social security number, then the individual **must affirm** so **before** becoming an active registered voter. **If the applicant has been issued one of these numbers, they must provide it.** Those boxes should only be left blank if the potential voter has never been issued an Alabama driver's license or social security number.

Beginning July 1, 2024, please abide by the following practices for **new** registrations:

- If the boxes for driver's license number and social security number are left **blank** and the check box for not having those numbers **is marked, reject** the application and send a rejection letter pursuant to Title 17-3-54. Along with the rejection letter (attached), also send a blank voter registration form and a supplemental declaration (attached). The check box is no longer accepted on its own.
- If the boxes for driver's license number and social security number are left **blank** and the check box is left **blank**, then **reject** the application and send the rejection packet described above.
- If the boxes for driver's license number or social security are filled out but the numbers **will not verify** in PowerProfile, then **reject** the application and send the rejection packet (letter, VR form, and affidavit).
- If the registrant provides **only** an **out-of-state driver's license, reject** the application and send the rejection packet. (If the last four of the social can be verified in PowerProfile, then the registration can be accepted.)
- If the registrant provides **only** the last four digits of their social security number and the number **will not verify** ("not verified"), then **reject** and send the rejection packet.
- If the driver's license or social security numbers **cannot be checked** ("not checked") due to an issue with the system servers, then place the voter in "**suspense**" with the reason being "**Incomplete Application.**" PowerProfile is setup to resend unsubmitted batches of these numbers at **10pm each night**. When communication with the servers is re-established, these unchecked numbers will be resubmitted for verification. If any driver's licenses are verified through this process, you will receive a batch the following morning in **Agency Central** for you to process. Any social security numbers that are verified will be automatically updated and do not require additional steps.
- If the registrant provides **both** a driver's license **and** a social security number and **only one number is verified**, you must still register the individual as long as one number is verified and the applicant is otherwise eligible to register to vote.

As mentioned above, our office has created a new affidavit that you must send to **every** individual who does not provide a DL or SSN. If the voter sends back their DL or SSN, **update their record and make them active**. If the voter sufficiently provides that they have not been issued an Alabama DL or SSN, *and is otherwise eligible to register to vote*, **scan** the new voter registration form and the affidavit to their record and **make them active**. At this point, a unique identifying number (registrant ID) will be assigned. You must have confirmation of whether or not the applicant has a DL or SSN **in writing**. Verbal confirmation of the numbers over the phone is **not** permitted. Please remember to scan all correspondence to the voter's record so that we have documentation of what the voter has or has not provided.

If you have any questions, please contact Candace Payne at [candace.payne@sos.alabama.gov](mailto:candace.payne@sos.alabama.gov) or (334) 353-7150.

Thanks,

**Jeff Elrod**

**Director of Elections**

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