



THE CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK, N.Y. 10007

DIRECTIVE NO. 1

July 11, 2014

AGENCY-BASED VOTER REGISTRATION

Participation in the electoral process is the bedrock of democracy. Registering to vote is the prerequisite for participation. For many the barriers to voting are so substantial that they forgo the privilege of participation. By providing easy access to registration with every interaction between a potential voter and a City agency we can remove one barrier and provide the opportunity for greater participation by our citizens.

City Charter §1057-a requires certain designated City agencies and their subcontractors to provide and distribute voter registration forms to clients together with application for services, renewal or recertification for services and changes of address. All of the designated agencies are required to comply with all of the requirements of City Charter §1057-a. The designated agencies are:

Administration for Children's Services
City Clerk
Civilian Complaint Review Board
Commission on Human Rights
Community Boards
Department of Small Business Services
Department of Citywide Administrative Services
Department of Consumer Affairs
Department of Correction
Department of Environmental Protection
Department of Finance
Department of Health and Mental Hygiene
Department of Homeless Services
Department of Housing Preservation and Development

Department of Parks and Recreation
Department of Probation
Taxi and Limousine Commission
Department of Transportation
Department of Youth and Community Development

As one important first step to provide full engagement between the Specified Agencies (being all of the agencies designated in City Charter §1057-a except the City Clerk and the Community Boards) and the public in promoting voter registration and to assure that the Specified Agencies are in full compliance with the Charter provision, I hereby DIRECT as follows:

1. Each Specified Agency shall comply with all of the provisions of City Charter §1057-a including but not limited to, the following:
 - Each Specified Agency shall provide and distribute a postage paid voter registration form with each application for services (except those that must be provided to prevent actual or potential danger to life, health or safety of any individual or of the public), renewal or re-certification of services and change of address relating to such services;
 - Each Specified Agency shall incorporate an opportunity to request a voter registration form into any application for services, renewal or recertification for services and change of address relating to such services provided on any computer terminal or on-line and shall send a voter registration form to any person requesting such a form;
 - Clients of each Specified Agency completing an application for services, renewal or re-certification of services or a change of address relating to such services shall be provided assistance with the completion of voter registration forms, if such assistance is requested; Each client shall be advised in writing that registering to vote is voluntary and the services of the agency are not conditioned upon being registered to vote;
 - Each Specified Agency shall transmit completed voter registration forms collected in their discretion to the Board of Elections in the City of New York within the time limits specified in the Charter;
 - Each Specified Agency shall require that all new or renewed contracts with contractors who have regular contact with the public in the daily administration of their business shall contain contract language implementing the above-requirements of this Directive;
2. Each Specified Agency shall prepare a plan implementing the requirements of City Charter §1057-a and submit that plan to the Director of Operations within sixty days of the date of this Directive;

3. Each Specified Agency shall prepare semi-annual reports on the implementation of this Directive, including the number of voter registration forms distributed, the number of registration forms completed and the number of registration forms transmitted to the Board of Elections and shall submit such reports to the Director of Operations with fifteen days after the end of each quarter.



Bill de Blasio
Mayor