

(Agency Name)  
**National Voter Registration Act (NVRA) Implementation Plan**

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1. Agency Coordinator(s): *(Include the name and contact information for the agency coordinator.)*
2. *(Place agency name here)* has been designated by the Secretary of State (SOS) to provide voter registration services through the following agency divisions and/or services:
  - *(List all divisions/services providing voter registration opportunities.)*
3. Basic overview of procedures: *(Include agency voter registration procedures.)*
  - a. **Distribution:** *(Agency will need to include voter registration program procedures including location, method, and frequency of application distribution; forms and materials used; inventory ordering procedures; completed delivery procedures; implementation tracking; and additional assistance provided to applicants.)*
  - b. **Change of Address:** *(Agency will need to include procedures for a voter registration change of address.)*
  - c. **Mail/Telephone Services:** *(Agency will need to include procedures for the provision of voter registration by mail and telephone.)*
4. **Training:** *(Agency will need to include a training plan for agency personnel including frequency of training, content of training, and identified/ongoing training needs related to the provision of voter registration services.)*
5. **Date of Implementation:** *(Agency will need to state date that the agency began providing voter registration services.)*
6. **Hours/Locations of Service:** *(Agency will need to include office locations and hours of operations for all locations providing voter registration services.)*
7. **Agency Contact Information:** *(Agency must provide contact information including phone number and email address for issues related to voter registration and coordination with the SOS.)*