

INFORMATION ON REGISTERING TO VOTE

Guidelines

In order to register, each of the following statements **MUST** be true:

- You are a United States citizen;
- You are at least 18 years of age, or will be 18 on or before the next General Election;
- You live and have permanent residency at the address you provide on your voter registration application;
- You are **NOT** currently under conviction, probation or parole for a felony, treason, or election bribery; and
- You have **NOT** been judged mentally incompetent in a court of competent jurisdiction.

How to register

You may submit your registration application at any time; however registrations received 21 days or sooner before an election will not be processed until that election is over. If you do not register 21 days prior to an election, you will not be able to vote in that election.

You may stop by the county clerk's office located at 100 E Washington Street in Charles Town and register in person. Our office requires a photo ID and something that includes your current physical address (if your photo ID does not have that information). Acceptable forms of identification include a copy of a utility bill, bank statement, checkbook, paycheck, or a government issued document.

You may also download the application (below) and mail it to our office at the post office box listed below.

Steps to Completing a Valid Application

[Click here to download a mail-in application](#) [WV Voter Registration Application attachment]

PLEASE READ IMPORTANT INFORMATION BELOW BEFORE SUBMITTING THIS APPLICATION

- Section 1: Complete your legal name (required). If you are registered to vote in Jefferson County under a different name, please provide those details in box 11.
- Section 2: Enter the month, date and year of your birth(required)
- Section 3: Enter either your WV driver's license number or the last four digits of your social security number (required).
- Section 4: Your physical address including your house number and street name is needed so that you will be placed in the proper precinct. If you have a different mailing address, this information is also needed so that your card can be mailed to the appropriate location. (Required)
- Sections 5-9: Please complete these fields as requested.
- Section 10: In order for your application to be processed, you will need to check all the boxes in the Voter Declaration section. Your signature swears to this

information as truth and is also required.
Section 11: If you have been previously registered either in West Virginia or in another state, please provide the name (if different) and address of your last voter registration.

Please note that if required information is not completed, your application will be returned to you.

To expedite your application, you can include a photocopy of your driver's license and if that does not include your current physical address, a copy of a document as outlined above which includes your current physical address. Otherwise your address will need to be verified through the post office, which will take approximately ten (10) days.

Once your application is complete, Jefferson County residents can mail the application to the following:

Voter Registration
PO Box 208
Charles Town, WV 25414

Contact Information
Please call us at (304) 728-3386 or 3246 if:

- If you do not receive a notice in the mail after two or three weeks of mailing your application;
- You are not a Jefferson County resident and would like to know where to mail your application; or
- You have any questions.

Nikki Painter, Deputy Clerk, Voter Registration & Elections npainter@jeffersoncountywv.org

Wendy Evangelisti, Assistant Clerk, Voter Registration & Elections
wevangelisti@jeffersoncountywv.org