



OPERATIONAL NEWSBREAK

September 12, 2005

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“Personality can open doors, but only character can keep them open”.

-- Elmer G. Leterman, Business Executive

“There can be no happiness if the things we believe in are different from the things we do.”

-- Freya Madeline Stark (1893-1993), Travel Writer

Motor Voter Issues

Unsigned Motor Voter Forms (MV-2)

DMV should NEVER send unsigned Motor Voter forms to the County Board of Voter Registration. If a CSR fails to get a signature from the customer, the manager should do the following as soon as quickly as possible.

1. Mail the unsigned MV-2 form back to the customer along with the attached letter. Type over the shaded areas with the appropriate customer information by using the following steps:
 - a. Enter the customer's name and address.
 - b. Enter the customer's name for the greeting.
 - c. Depress the space bar to make an "X" inside the second box,
 - d. Type the manager's full name
 - e. Enter the office name and mailing address
 - f. Print the letter, and,
 - g. Sign the document
2. Send the customer a list of the County Board of Voter Registration addresses (see attachment #2).
3. Make a copy of the letter to keep in the employee's file and fax a copy of the letter to Wanda Uswa so that Field Administration is aware of all correspondence sent to customers.

Field Administration has provided each field office with ten (10) pre-paid envelopes. These envelopes are to be used for these situations and can be reordered **from Field Administration** when the field office's supply gets down to 2 envelopes.

The next batch of envelopes will have windows so the field office managers will only have to fold the document to reveal the customer's name and address in the window of the envelope. Until the offices receive pre-paid window envelopes, please type the customer's name and address on a label and attach it to the envelope. **Do not hand-write information on envelopes going to external customers.**

Daily Audit of Form 447s (Application for S.C. Credential)

Field Offices are to audit the Motor Voter Section of the completed form 447s on a daily basis at the end of the business day or the following morning. If a customer selected "YES" under the Motor Voter section of the form 447, there should be a signed MV-2 form to be sent to the County Election Commission.

“Life is like an ever-shifting kaleidoscope – a slight change, and all patterns alter.”

--- Sharon Salzberg, Cofounder of the Insight Meditation Society

If a signed MV-2 is missing when the customer selected “YES”, the manager should mail one of the Election Commission’s **South Carolina Voter Registration** applications (pictured below – actual size is 8.5 X 11) to the customer along with the appropriate form letter inside one of the pre-paid envelopes. See Attachment #1 for the form letter.

Complete the form letter as described above, but select the 1st box instead of the second one.

Field Administration has provided all of the field offices with a supply of the **South Carolina Voter Registration** applications. If your supply gets down to 2, please contact your County Election Commission for additional forms. Some counties do not house these forms in their offices, in that case, contact Field Administration and they will get them directly from the Election Commission for those offices.

The form letter and the list of County Board of Voter Registration are now available to the DMV employees on the intranet under the section titled “Form Letters”.

Mark Sanford
Governor



Marcia S. Adams
Director

State of South Carolina
Department of Motor Vehicles

September 12, 2005

Customer's Name
Customer's mailing address
City, State and Zip Code

Dear enter customer's name:

While you were in the DMV to update your credential, your request to register to vote was not properly processed. Please comply with the following request:

- Complete the enclosed **South Carolina Voter Registration Mail Application** and mail or return it to your County Board of Voter Registration so that they can complete your voter registration with your current address.
- Sign the attached **Application for Voter Registration** (Form MV-2) and mail it to your County Board of Voter Registration office. Also attached for your convenience is a list of the mailing addresses for the County Board of Voter Registration offices in S.C. They will mail your voter registration card to you once they have received your signed application.

If you have any questions, please contact your local County Voter Registration Board.

Website: www.state.sc.us/scsec/votereg.htm

We sincerely regret any inconvenience this oversight may have caused you and appreciate your cooperation in correcting it.

Sincerely,

type Manager's full name (sign above this line)
enter office name and mailing address

cc: Wanda Uswa, DMV Field Office Administrator

South Carolina County Boards of Voter Registration

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| Abbeville Post Office Box 417 Abbeville SC 29620 | Aiken Post Office Box 3127 Aiken SC 29802 | Allendale Post Office Box 552 Allendale SC 29810 |
| Anderson Post Office Box 8002 Anderson SC 29622 | Bamberg 110 North Main Street Bamberg SC 29003 | Barnwell County Courthouse, Room 103 Barnwell SC 29812 |
| Beaufort P.O. Drawer 1228 (29901) Beaufort SC 29902 | Berkeley PO Box 6122 Moncks Corner SC 29461 | Calhoun 102 Courthouse Dr., Suite 139 St. Matthews SC 29135 |
| Charleston Post Office Box 71419 (29415) Charleston, SC 29405-7402 | Cherokee 1434 N. Limestone Street Gaffney SC 29340 | Chester Post Office Box 580 Chester SC 29706 |
| Chesterfield 200 West Main Street Chesterfield SC 29709-1527 | Clarendon Post Office Box 548 Manning SC 29102-0458 | Colleton Post Office Box 97 Walterboro, SC 29488 |
| Darlington 300 Russell Street, Rm. 107 Darlington SC 29532-3329 | Dillon Post Office Box 973 Dillon SC 29536 | Dorchester 201 Johnston Street St. George, SC 29477 |
| Edgefield Post Office Box 442 Edgefield SC 29824-0442 | Fairfield Post Office Drawer 60 Winnsboro SC 29180-0060 | Florence 2685 South Irby St, Drawer D Florence, SC 29505 |
| Georgetown PO Box 421270 Georgetown SC 29442-1270 | Greenville 301 University Ridge, Suite 1900 Greenville SC 29601-3668 | Greenwood 600 Monument St., Box P-117 Greenwood SC 29646-2643 |
| Hampton 201 Lee Avenue, Room 101 Hampton SC 29924 | Horry 103 Elm Street Conway SC 29526 | Jasper Post Office Box 299 Ridgeland, SC 29936-0299 |
| Kershaw 515 Walnut Street Camden SC 29020 | Lancaster Post Office Box 1809 Lancaster SC 29721 | Laurens Post Office Box 769 Laurens, SC 29360 |
| Lee Post Office Box 309 Bishopville SC 29010 | Lexington 605 West Main St., Suite 105 Lexington SC 29072 | McCormick Post Office Box 636 McCormick SC 29835 |
| Marion 137 Airport Court, Suite E Mullins SC 29574 | Marlboro Post Office Box 502 Bennettsville SC 29512-0502 | Newberry Post Office Box 147 Newberry SC 29108 |
| Oconee 415 South Pine Street Walhalla SC 29691 | Orangeburg Post Office Box 9000 Orangeburg SC 29116-9000 | Pickens 222 McDaniel Avenue B-9 Pickens SC 29671 |
| Richland Post Office Box 192 Columbia SC 29202 | Saluda 100 East Church St., Suite 2 Saluda SC 29138 | Spartanburg 142 South Dean Street Post Office Box 1287 Spartanburg SC 29304 |
| Sumter 141 North Main Street Sumter SC 29150-4987 | Union 210 West Main Street Union SC 29379 | Williamsburg 5 Courthouse Square Kingstree, SC 29556 |
| York 13 South Congress Street York SC 29745 | | |