

Universal Registration and Ballot Issuance

Elections Clearinghouse Notice

Issue #25-05

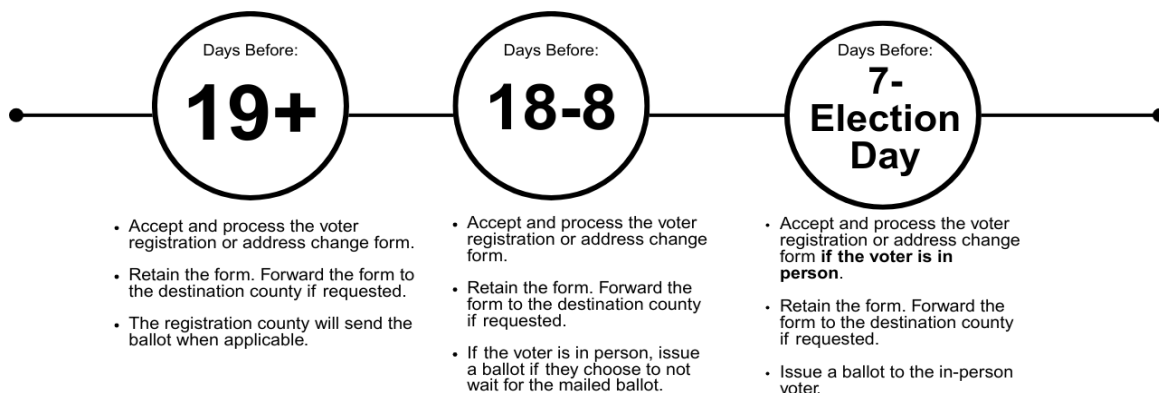
July 17, 2025

This clearinghouse notice is reissued to reflect legislative changes in [House Bill 1962 \(2024\)](#) concerning updating a voter's registration record after being notified of their residential address change. It replaces Advisory Notice Universal Registration issued July 27, 2020.

Timelines for Processing Applications and Ballot Issuance

Universal Registration Timeline

Processing Forms and Issuing Ballots



19+ Days Before the Election

- **Processing:** If a voter registration application or update is received via a voter registration or address change form, process the application immediately.
- **VoteWA:** Scan the application and attach the signature to the voter's record as soon as practicable.
- **Retention:** Retain the application and forward it to the destination county if requested.
- **Balloting:** The county of registration will mail the voter a ballot when applicable.

Between 18-8 Days Before the Election

- **Processing:** If a voter registration application or update is received via a voter registration or address change form, process the application immediately.
- **VoteWA:** Scan the application and attach the signature to the voter's record by the Friday following Election Day.
- **Retention:** Retain the application and forward it to the destination county if requested.

- **Balloting:** (If the voter does not already have an accepted ballot for the election.) Offer the voter the choice to receive their current ballot packet in person or wait for their county of registration to mail one.

7 Days Before the Election through Election Day

- **Processing:** If the voter arrives in person, process their voter registration application or update immediately.
- **VoteWA:** Scan the application and attach the signature to the voter's record by the Friday following Election Day.
- **Retention:** Retain the application and forward it to the destination county if requested.
- **Balloting:** (If the voter does not already have an accepted ballot for the election.) Issue the voter their current ballot packet.

Voter Registration Updates

In Clearinghouse Notice *Voter Registration Updates*, you will find information on:

- Deadlines
- Processing Voter Registration Updates
- Mailing Address Only
- Special Handling of Issued Ballots
- Address Confidentiality Program Protected Records Voters

Out-of-County Ballot Issuance

Between 18 - 8 Days Before the Election

If the voter is in person and updates their voter registration, provide the voter the option to receive a new ballot packet while in person or wait for it to be mailed. ([RCW 29A.40.070](#))

Best Practice: Make sure the voter is aware of how and when they will receive their ballot. Clearly communicating the ballot delivery methods to the voter not only helps ensure their participation in the election but may also reduce last minute lines and correspondence on Election Day.

7 Days Before the Election through Election Day

If the voter is in person and updates their voter registration and the county of residence is outside of your county, you should still issue a current ballot packet immediately.

Timeframe/When	Process Voter Registration Application	Issue In-person Ballot
19+ Days Before Election	Yes	Not Required
18 – 8 Days Before Election	Yes	If Voter Chooses
7 Days Before – 8 PM Election Night	Yes	Yes

VoteWA will prevent a new issuance if the voter already has a received ballot for that election.

Note: If the Current Ballot Issuance has been received (but not accepted), contact the county of registration, suspend the previously issued ballot, then reissue a ballot packet.

The voter can self-serve by logging into the VoteWA voter portal at a kiosk and print the online ballot packet. Alternatively, you can access the online ballot packet through VoteWA from the voter's record, then print a blank ballot packet for them.

Provide Postage-Paid Return Envelope

A complete ballot packet includes the printed ballot, security envelope, all required instructions and/or inserts (if applicable), **and a postage-paid return envelope**.

To provide postage, there are two options:

1. **Provide a postage stamp with a generic envelope that contains the address of their county of registration.** United States Postal Service rules do not allow you to put another county's address on one of your BRM postpaid envelopes.

Note: Remember to include the ballot declaration on the envelope or on a separate sheet enclosed within.

2. **Provide a postpaid envelope for your county.** The ballot will be mailed to you from the voter; you will then forward the ballot to the county of registration.

Best Practice: Mark the envelope in a manner that identifies it as a ballot for the specific county.

See Clearinghouse Notice *Voter Registration Updates* for special handling of issued ballots.

Address Unable to be Found

If a voter submits a residential address or location that cannot be found, temporarily precinct the voter until the destination county can review the registration. Place a temporary pin at the location the voter specifies and add any narrative or notes that will help the county of registration's research.

Note: Do not place the pin at the closest identifiable address – use the location specified by the voter.

Transmit a copy of the registration to the county of residence electronically, such as scanning the application in VoteWA and reassigning the application to the county of registration.

Best Practice: Use all tools available to help identify where to drop the pin, such as maps or county assessor office information. Out-of-county users will be unfamiliar with other counties' geography and landmarks.