**Section 512.30 Disposition of Voter Registration Forms**

a) The completed declaration and registration forms shall be retained by IDHS in a confidential manner separate from the client's IDHS file for a minimum of two years.

b) If the client has chosen to apply to register to vote, and completes the registration application prescribed by the Illinois State Board of Elections, the application shall be forwarded to the Illinois State Board of Elections (ISBE) in a manner that protects the confidentiality of the client.

c) Staff shall submit completed voter registration applications to ISBE as follows:

1) within 10 days after the date of receipt if received by IDHS five or more days prior to the close of voter registration; or

2) within five days if received five days or less prior to the close of voter registration.

d) Registration application forms shall be submitted in plain envelopes with no indication that the mailing originated from an IDHS office. They shall be addressed to the Illinois State Board of Elections, ATTN: Voter Registration, 2329 S. MacArthur Blvd., Springfield IL 62704. The return address shall read: State Board of Elections, 2329 S. MacArthur Blvd., Springfield IL 62704. The submission shall include a Voter Registration Application Transmittal form R-25 with the confidential office number, but no other indication of from where the mailing originated.

(Source: Amended at 41 Ill. Reg. 4969, effective April 25, 2017)