# ARKANSAS DEPARTMENT OF HUMAN SERVICES
# LONG-TERM SERVICES AND SUPPORTS APPLICATION

*Si necesita este formulario en Español, llame al 1-800-482-8988 y pida la versión en Español.*

**If you need this material in a different format, such as large print, contact your DHS county office.**

## What services are you requesting?

| | |
|---|---|
| ☐ **Nursing Facility** | **Check this if you are in a nursing facility or are planning to enter one in the next 15 days.** |
| ☐ **ALF** | **Check this if you are in a Level II Assisted Living Facility or are planning to enter one.** |
| ☐ **ARChoices** | **Check this if you are aged 21 to 64 with a physical disability or aged 65 or older, and you need to be in a nursing home but want to receive home and community-based services safely in your home.** |
| ☐ **PACE** | **Check this if you are age 55 to 64 with a physical disability or age 65 or older, you need to be in a nursing home but want to receive home and community-based services safely in your home, and you live in an area that offers services.** |
| ☐ **DDS Waiver** | **Check this if you have developmental disabilities, and you need to be in a nursing home but want to receive home and community-based services safely in your home.** |

**For more information on any of the above programs, go to http://humanservices.arkansas.gov/about-dhs/dco/programs-services/medicaid-program-eligibility-and-enrollment or call 1-866-801-3435.**

## Information About You

**1.** I am a resident of Arkansas Yes ☐ No ☐ **2.** I am 65 years of age or older ☐ Blind ☐ Disabled ☐

**3.** My full name is _____ Race _____ Sex _____
Last First Middle Maiden or Suffix

**4.** My current address is _____
Street Address Apt/Suite/Lot No. City State Zip County

If this is a nursing home or assisted living facility, what is the facility's name? _____

I have lived at my current address for _____ (months, years, etc.)

_____
Mailing Address (P.O. Box, In Care Of, etc.) City State Zip County

My former address was _____
Street Address Apt/Suite No. City State Zip County

**5.** My telephone number is _____ My message number is _____

**6.** I was born on _____ I was born in _____ _____
Month Day Year City or County State or Country

**7.** _____ _____ _____ _____
Social Security Number Medicare Number Railroad Ret. Number VA Claim Number

**8.** I am a U.S. Citizen or National Yes ☐ No ☐ **9.** I am a lawfully admitted Alien Yes ☐ No ☐

**10.** I am Married ☐ Separated ☐ Widowed ☐ Divorced ☐ Single (Never Married) ☐

## Information About Your Spouse

**Complete Questions 11 – 15 if you have a Spouse (whether Married or Separated)**

**11.** My spouse's name is: _____ Race _____ Sex _____
Last First Middle Maiden or Suffix

**12.** My spouse's address is: _____
Street Address Apt/Suite/Lot No. City State Zip County

He/She lives in a nursing home or assisted living facility. Yes ☐ No ☐ If yes, which one? _____

**13.** My spouse's telephone number is: _____ **14.** My spouse was born on _____
Month Day Year

**15.** _____ _____ _____ _____
Spouse's Soc. Sec. No. Spouse's Medicare No. Spouse's Railroad Ret. No. Spouse's VA Claim No.

## Income

Income is the receipt of assets (cash, checks, money orders, etc.) you and/or your spouse **receive** (monthly, yearly, etc.) **Gross** means the amount **before** any deductions. See page 6 for documents that may be requested.

**16.** I and my spouse have income from the following: Check (√) Yes or No for **every** item. If **yes**, enter the requested information below.

| | MYSELF | | | | MY SPOUSE | | | |
|---|---|---|---|---|---|---|---|---|
| SOURCE OF INCOME | YES | NO | GROSS AMOUNT | HOW OFTEN RECEIVED | YES | NO | GROSS AMOUNT | HOW OFTEN RECEIVED |
| Retirement Benefits | | | | | | | | |
| Social Security Benefits | | | | | | | | |
| SSI | | | | | | | | |
| Veteran's Benefits | | | | | | | | |
| Railroad Retirement | | | | | | | | |
| Civil Service Benefits | | | | | | | | |
| Interest/Dividends | | | | | | | | |
| Insurance Payments | | | | | | | | |
| Money From Trusts | | | | | | | | |
| Mineral Rights/Oil/Gas Lease Payments | | | | | | | | |
| Rental Income Paid to Me or My Spouse | | | | | | | | |
| Annuity Payments | | | | | | | | |
| Worker's Compensation | | | | | | | | |
| Employment/Work | | | | | | | | |
| Farming/Self Employment | | | | | | | | |
| Other not listed above (Contributions, etc.) | | | | | | | | |

**17.** I or my spouse have **additional** income that I was unable to list above **or** I or my spouse expect a **change** in income.
Yes ☐ No ☐ If **yes**, record your answer(s) on a separate sheet and provide verification. (See page 6.)

## Resources – Real Property

Real property is land (including houses or immovable objects attached to it) which you and/or your spouse possess. It also includes burial plots and crypts. **Equity** value means the fair market value minus what you owe. Provide copies of deeds or other documentation for each property listed below. See page 6 for documents that may be requested.

**18.** I or my spouse own, are buying, or have legal interest in a home. Yes ☐ No ☐

_____
Location of Home (Address, City, County, State) Equity Value

How is the home titled? _____
Names on Title (e.g. your name/or your spouse's name; someone else's name; in a trust )

Does anyone live there? Yes ☐ No ☐

If yes, what is their name and relationship to you? _____

If your home in Arkansas is not occupied by you, a spouse, or a dependent relative, do you intend to return home?
Yes ☐ No ☐

**19.** I or my spouse own, are buying or have a legal interest in real property, (land or buildings), other than my home.
Yes ☐ No ☐ If **yes**, complete the following. (Use separate sheet, if necessary.)

Location of Property (Address, City, County, State) Equity Value

Location of Property (Address, City, County, State) Equity Value

**20.** I or my spouse formerly owned homes or other real property in: (Use separate sheet, if necessary.)

Location of Property (Address, City, County, State) Date Last Owned

Location of Property (Address, City, County, State) Date Last Owned

**21.** I or my spouse have sold/deeded/given away a home or other real property.
To Whom and When

**22.** I or my spouse retain life estate, dower, curtesy, inheritance, trust, or other interest in a home or other property.

Location of Property (Address, City, County, State) Type of Interest

**23.** I or my spouse own burial plots or crypts. Yes ☐ No ☐ If yes, how many do you own?

Name of cemetery and location Value

Who are the plots intended for and what is their relationship to you? (Use separate sheet, if necessary.)

## Resources – Personal Property

Personal property is property other than real property which you and/or your spouse possess. Some examples are: cash, checking/savings accounts, stocks, bonds, etc. See page 6 for documents that may be requested.

**24.** I or my spouse have the following assets. Check (√) Yes or No for **every** item. If **yes**, enter information below.

| TYPE | YES | NO | AMOUNT/ VALUE | Where Held (bank name, insurance company, etc.) | NAME OF JOINT OWNER |
|---|---|---|---|---|---|
| Cash | | | | | |
| Checking Account | | | | | |
| Savings Account | | | | | |
| Other Savings (Certificates, etc.) | | | | | |
| Promissory Notes | | | | | |
| Stocks/Bonds | | | | | |
| Patient Fund Account | | | | | |
| Mortgage that you own | | | | | |
| Burial Funds/Insurance | | | | | |
| Life Insurance | | | | | |
| Trusts | | | | | |
| Other (Mineral/Oil/Gas Leases, Annuity, etc.) | | | | | |

**25.** I or my spouse own or are buying personal property such as cars, trucks, tractors or farm machinery, trailers, boats, etc. (If more than three, please list on a separate sheet.)

Item (Make, Model, and Year) Equity Value (Fair Market Value minus what you owe)

Item (Make, Model, and Year) Equity Value (Fair Market Value minus what you owe)

Item (Make, Model, and Year) Equity Value (Fair Market Value minus what you owe)

**26.** I or my spouse own livestock (cattle, poultry, catfish, minnows, crickets, worms, etc.) Yes ☐ No ☐
If yes, complete the following:

| Type of Livestock and Number Owned | Value |
|---|---|

**27.** I or my spouse have other resources (real or personal property) that are being held for me by another individual.
Yes ☐ No ☐ If **yes**, complete the following:

| Type of Resource | Location of Resource | Amt/Value |
|---|---|---|
| Type of Resource | Location of Resource | Amt/Value |

**28.** I or my spouse have **additional** resources (real or personal property) that I was unable to list under items 16 through 25 above. Yes ☐ No ☐ If **yes**, record your answer(s) on a separate sheet and provide verification (See page 6.)

## Insurance

**29.** If you have hospital/medical insurance coverage, complete the following and the attached *Third Party Resource/ Medical Insurance* form (DCO-0662):

| Health Insurance Company Name & Address | Type of Coverage | Effective Date | Policy or Claim # |
|---|---|---|---|
| | | | |
| | | | |

**30.** Do you have Long-Term Care Insurance? Yes ☐ No ☐ If yes, complete the following:

| Insurance Company Name & Address | Effective Date | Policy or Claim # |
|---|---|---|
| | | |

## Unpaid Medical Expenses

**31.** I have unpaid medical expenses from the past three (3) months Yes ☐ No ☐ Which months? _____

If yes, the expenses were incurred while I was: In a hospital/rehab ☐ In a nursing home/ALF ☐ Other ☐

## Rights and Responsibilities

- I understand that I must help establish my eligibility by providing as much of the requested information as I can about my circumstances.
- I authorize the Department of Human Services to make any investigation concerning me and/or my spouse necessary to establish my eligibility for assistance.
- I understand that no person may be denied long-term services and supports assistance or other Medicaid assistance on the grounds of race, color, sex, national origin or disability.
- I understand that I may request a hearing before the state agency representative if a decision is not reached on my case within the appropriate time limit or if I disagree with the decision reached.
- I agree to notify the Department of Human Services within 10 days if I or my spouse receives additional income, acquire, or dispose of property or if any other changes occur in my circumstances.
- I authorize the Department of Human Services to examine all records of mine, or records of those receiving or having received Medicaid benefits through me, for the purpose of investigating whether or not any person may have committed Medicaid fraud or for use in any legal, administrative, or judicial proceeding.
- **ASSIGNMENT OF MEDICAL SUPPORT.** I authorize any holder of medical or other information about me to release information needed for a Medicaid claim to DHS. I further authorize release of any information to other parties who may be liable for my medical expenses. As an eligibility condition, I automatically assign my right to any settlement, judgment, or award which may be obtained against any third party to DHS to the full extent of any amount which is paid by DHS on my behalf. I authorize and request that funds, settlements, or other payments made by or on behalf of third parties, including tortfeasors or insurers arising out of a Medicaid claim, be paid directly to DHS. My application for Medicaid benefits shall in itself constitute an assignment by operation of law and shall be considered a statutory lien of any settlement, judgment, or award received by me from a third party. A third party is any person, entity, institution, organization, or other source which may be liable for injury, disease, disability, or death sustained by me or others named herein, including estates of said individuals. I also assign all rights in any settlement made by me or on my behalf arising out of any claim to the extent of medical expenses paid by DHS, whether or not a portion of such settlement is designated for medical expenses. Any such funds received by me shall be paid to DHS. A copy of this authorization may be used in place of the original.

- **I understand the requirement to disclose in my application for long-term services and supports information regarding any interest that I or my spouse may have in an annuity.**
- **I understand the requirement to name the state as a remainder beneficiary in which I or my spouse is the annuitant.**

**The PRIVACY ACT of 1974** requires the Department of Human Services (DHS) to tell you: (1) Whether disclosure is voluntary or mandatory; (2) how DHS will use your SSN; and (3) the law or regulation that allows DHS to ask you for the SSN. We are authorized to collect from your household certain information including the social security number (SSN) of each eligible household member. For the Medicaid Program, this authority is granted under Federal laws codified at 42 U.S.C. §§ 1320b-7(a) (1) and 1320b-7(b) (2). This information may be verified through computer matching programs. We will use this information to determine Program eligibility, to monitor compliance with program rules, and for program management. This information may be disclosed to other Federal and State agencies and to law enforcement officials. If a claim arises against your household, the information on this application, including all SSNs, may be provided to Federal or State officials or to private agencies for collection purposes.

**EXCEPTION:** In the Medicaid Program, information is disclosed without the individual's written consent only to: authorized employees of this Agency, the Social Security Administration, the U.S. Department of Health and Human Services, the individual's attorney, legal guardian, or someone with power of attorney; or an individual who the recipient has asked to serve as his representative AND who has supplied confidential information for the case record which helped to establish eligibility, or court of law when the case record is subpoenaed.

## IMPORTANT ESTATE RECOVERY NOTICE

If you receive Medicaid in a nursing facility, ICF/IID facility, or under a home and community-based waiver program, the total amount of the Medicaid benefits paid on your behalf will be a debt to DHS and may be recovered from your estate or from the grantee of a beneficiary deed after your death. Your estate is the property you own at the time of your death. DHS will not make a claim against your estate while you are living. DHS will not make a claim against your estate after your death if your spouse is still living or if you have dependent children under age 21 or blind or children with disabilities. DHS will collect the debt, if any, by filing a claim in your estate. Collection may not be made if it is not cost effective to DHS or if your heirs apply and are granted a hardship waiver after your death. A hardship may exist if the estate property is the only source of income for your heirs if that income is limited or if there are other compelling circumstances. **(For more information, see *Your Guide to Medicaid Estate Recovery in Arkansas* at http://humanservices.arkansas.gov/about-dhs/dco/programs-services/medicaid-program-eligibility-and-enrollment.)**

## CERTIFICATION: I have read the above statements, and I agree to their provisions.

- **FOR LONG-TERM CARE FACILITY RECIPIENTS/APPLICANTS ONLY**: After reviewing the alternatives to nursing facility placement available through the Department of Human Services, I understand that I am choosing to be served in a nursing facility.
- **I understand that if I am admitted to a nursing facility based on conditional Medicaid approval, and my Medicaid case is denied, I or my family will be responsible for any indebtedness while in the nursing facility.**
- I understand that this form is signed subject to penalties for perjury. I understand that if I receive assistance to which I am not entitled as a result of withholding information or providing inaccurate information, such assistance will be subject to recovery by the Department of Human Services, and I may be subject to prosecution for fraud and fined and/or imprisoned.

| | |
|---|---|
| **Signature of Applicant, Guardian, POA or Authorized Representative** | **Date** |
| **Guardian, POA or Authorized Representative's Address** | **Telephone Number** |
| **Name of Person Who Helped Complete Form,** **Date** | **Telephone Number** |

This completes the Long-Term Services and Supports application process. Federal law requires that each state provide the opportunity to register to vote with every application for public assistance. The remaining pages of this packet are the Arkansas Voter Registration Application. **Please answer the following question regarding voter registration**:

**Would you like to register to vote or change your voter registration address? ☐ Yes ☐ No**

If you marked **Yes**, please complete and sign the Voter Registration Application that is attached.
If you marked **No**, submit your completed Medicaid application to your local Department of Human Services County Office.

# Verification Needed to Complete your LTSS Application

Thank you for your application for Long-Term Services and Supports (LTSS). In order to determine your eligibility, policy requires that we verify your income, resources and other aspects of your circumstances. The following is a list of items that we must verify. The sooner you can provide these items, the sooner DHS can process your application. It is the responsibility of the client to verify all requested information. However, **DO NOT HOLD YOUR APPLICATION UNTIL YOU HAVE ALL THE INFORMATION.** You will receive a personalized notice soon informing you of exactly what DHS needs based on specific income, resources, and other circumstances in order to make a determination on your LTSS application.

**Please provide copies of the following:**

**Cards/Certificates**

- Social Security Card
- INS card, if you are not a citizen
- Medicare Card
- Health Insurance Card
- Birth Certificate (or if not available, Census Records/Baptismal Records to verify age and citizenship)
- Marriage License and/or Divorce Decree

**Income** – *including **spouse** if you are in a facility or if you have established an income trust*

- Copy of Paystubs
- Social Security Award Letters
- VA Award Letters – include Aid and Attendance
- Retirement Benefits Letter (APERS, Pension, OPM, etc.)
- If Rental Property – Rental Agreement
- LTC Insurance Policy
- If receive money from an insurance company or an annuity, provide proof
- Last month or quarter interest received on checking and/or savings accounts
- Trust documents (Revocable, Irrevocable, Annuity, etc.)
- Mineral Rights/Oil/Gas Lease Payments for the last 12 months and/or Form 1099 for the previous tax year
- Direct Express Accounts and/or Pay Card Statements. If you do not receive statements on your Direct Express Account, you may want to consider calling **1-888-741-1115** and request a current copy from customer service.

**Resources** – *including spouse*

- Bank statements showing balance as of the 1st day of month of application (three (3) prior statements)
- Savings Account Passbook or Statement from bank
- Life Insurance Policy (entire policy)
- Burial Insurance Policy – Prepaid Burial Contract
- Mortgage papers if you own a mortgage and people are paying your monthly installments
- Current year tax assessment and personal property statement
- Deeds to all property you currently own, are buying, or in which you have an ownership interest
- Deeds to all property transferred in the last 5 years
- Life estate, CD, IRA, Patient Fund Account, etc.
- Trust documents (Revocable, Irrevocable, Annuity, etc.)
- Mineral Rights/Oil/Gas Lease Form 1099 for the previous tax year

****Complete and return the attached *Disposal of Assets Disclosure* form (DHS-0727) with your application.****

**If you have sold or given away anything of value within the last 60 months (5 years) prior to the date of this application, please provide verification.**

**If you have a trust or annuity, regardless of when it was established, provide verification.**

# Arkansas Department of Human Services
## Division of County Operations
DISPOSAL OF ASSETS DISCLOSURE

Si necesita este formulario en Español, llame al 1-800-482-8988 y pida la versión en Español

**If you need this material in a different format, such as large print, contact your DHS county Office.**

Medicaid rules require the complete disclosure of all asset transfers (real or personal property transfers) including the establishment of trusts and/or annuities made by yourself or your spouse within the last 5 years (60 months). Also, currently valid trusts or annuities established outside the last 5 years (60 months) must be disclosed. All such transfers must be documented by the local Human Services Office to determine your eligibility for Medicaid assistance. Read each part of this form carefully to determine parts which apply to you. You must complete and sign Part A **or** Part B. **Please complete another form to report additional transfers.**

PART A. ASSETS TRANSFERRED

☐ I (or my spouse) established a trust or annuity on _____. Please provide a copy of your trust and/or annuity documents. (Date)

☐ I (or my spouse) have sold, transferred, assigned, or given away the following assets (cash, checking accounts, savings accounts, securities, real or personal property, etc.) within the last 60 months. (Please verify any transfers with copies of deeds, bank statements, etc.)

| | Item | Transferred to (Name) | Relationship to you | Transfer Date | Location (County, State) | Value of item | Payment Received |
|---|---|---|---|---|---|---|---|
| **1.** | | | | | | | |
| **2.** | | | | | | | |
| **3.** | | | | | | | |
| **4.** | | | | | | | |
| **5.** | | | | | | | |

Provide the address and telephone number below for the person that received the item.

Name _____ Address _____

Telephone Number _____ **(Please use an additional sheet of paper if needed).**

This statement is true to the best of my knowledge, and I understand that should I give a false statement, I may be subject to criminal prosecution. I also understand that I will be liable for any overpayments made on my behalf by the Arkansas Medicaid program due to my misrepresentation of fact(s).

_____ _____
Signature Date

PART B. NO ASSETS TRANSFERRED

☐ I (or my spouse) have not established a trust or annuity, and have not sold, transferred, assigned, or given away any assets (cash, checking accounts, savings accounts, securities, real or personal property, etc.) within the last 5 years (60 months). This statement is true to the best of my knowledge, and I understand that should I give a false statement, I may be subject to criminal prosecution. I also understand that I will be liable for any overpayments made on my behalf by the Arkansas Medicaid program due to my misrepresentation of fact(s).

_____ _____
Signature Date

# Arkansas Department of Human Services
## Division of County Operations
### THIRD PARTY RESOURCE / MEDICAL INSURANCE

**A. APPLICANT INFORMATION:**

| **1.** Last Name | 2. First Name | 3. MI | 4. Sex | 5. Social Security Number |
|---|---|---|---|---|
| | | | | |

| **6.** Applicant's Address | 7. City | 8. ST | 9. Zip |
|---|---|---|---|
| | | | |

**10. Other than Medicare, do you have health insurance or some other insurance, settlement, person or group that is responsible for paying all or part of your medical expenses?**

❑**Yes** If Yes, please either attach proof of coverage (such as a copy of your insurance card) **OR** complete B, C and D below.

❑**No** If No, please skip to Section F and provide a phone number, sign and date the form, and mail it to us.

**B. POLICYHOLDER INFORMATION:**

| 11. Policyholder's Last Name | 12. First Name | 13. MI | 14. Social Security Number |
|---|---|---|---|
| | | | |

| 15. Policyholder's Address | 16. City | 17. ST | 18. Zip |
|---|---|---|---|
| | | | |

**C. INSURANCE INFORMATION:**

| 19. Name of Insurance Company | 20. Policy Number | 21. Policy Effective Dates | |
|---|---|---|---|
| | | From | To |

| 22. Address of Claims Office | 23. City | 24. ST | 25. Zip |
|---|---|---|---|
| | | | |

26. Check all Type of Benefits/Coverage Applicable (at least one must be checked)

| | | |
|---|---|---|
| ☐ 1. Medical | ☐ 4. Vision | ☐ 7. Indemnity/Hospital/Cancer/Heart |
| ☐ 2. Pharmacy | ☐ 5. Medicare Supplement | ☐ 8. Accident Only (non-Auto) |
| ☐ 3. Dental | ☐ 6. Long Term Care | ☐ 9. Automobile/Motorcycle Accident |
| | | ☐ 10. Other _____ |

**D. INDICATE ALL INDIVIDUALS COVERED BY POLICY:**

| 27. Last Name | 28. First | 29. MI | 30. Relationship | 31. SSN or Medicaid Number |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

**E. COMMENTS** _____

_____

**F. TELEPHONE NUMBER WHERE YOU CAN BE REACHED BETWEEN 8:00/4:30** _____

**AUTHORIZATION AND ASSIGNMENT**

I authorize any holder of medical or other information about me to release information needed for this or a related Medicaid claim to the Arkansas Medicaid program. I authorize the further release of any such information to any other parties who may be liable for any of my medical expenses. I hereby authorize and request that funds, settlement or other payments made by or on behalf of third parties, including tort-feasors or insurers, arising out of this Medicaid claim be paid directly to the Arkansas Medicaid program. I also assign all rights in any settlement made by me or on my behalf and arising out of any claim of which this is a part to the extent of medical expenses paid by Medicaid whether or not a portion of such settlement is designated as being for medical expenses. Any such funds received by me shall be paid to the Arkansas Medicaid program. I permit a copy of this authorization to be used in place of the original.

_____ _____

Applicant/Recipient signature (or parent/guardian if minor) Date

PLEASE PRINT AND USE BLACK INK TO COMPLETE

Rev. 6-13-17

# ARKANSAS VOTER REGISTRATION APPLICATION

**Check all that apply:**
- ☐ **This is a new registration.**
- ☐ **This is a name change.**
- ☐ **This is an address change.**
- ☐ **This is a party change.**

Office Use Only

**Assigned ID**

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **1** | Mr. Mrs. Miss Ms. | Last Name | Jr. Sr. II. III. IV. | First Name | Middle Name | | | |
| **2** | Address Where You Live (See Section "C" Below) (Rural addresses must draw map.) | | Apt. or Lot# | City/Town | County | State | ZIP Code | |
| **3** | Address Where You Receive Mail If Different From Above | | Apt. or Lot# | City/Town | County | State | ZIP Code | |

**4** Date of Birth _____/_____/_____ (Month / Day / Year)

**5** Home & Work Phone Numbers (Optional) **(H)** **(W)**

**6** Party Affiliation (Optional)

**7** E-mail Address (Optional)

**8** Have you ever voted in a federal election in this State? ☐ Yes ☐ No

**9** ID Number - Check the applicable box and provide the appropriate number.
- ☐ Arkansas Driver's license number _____
- ☐ **If you do not have a driver's license provide the last 4 digits of social security number** _____
- ☐ I have neither a driver's license nor social security number.

Signature of elector - Please sign full name or put mark.

The information I have provided is true to the best of my knowledge. I do not claim the right to vote in another county or state. If I have provided false information, I may be subject to a fine of up to $10,000 and/or imprisonment of up to 10 years under state and federal laws.

**10**
(A) Are you a citizen of the United States of America and an Arkansas resident? ☐ Yes ☐ No
(B) Will you be eighteen (18) years of age or older on or before election day? ☐ Yes ☐ No
(C) Are you presently adjudged mentally incompetent by a court of competent jurisdiction? ☐ Yes ☐ No
(D) Have you ever been convicted of a felony without your sentence having been discharged or pardoned? ☐ Yes ☐ No
If you checked No in response to either questions A or B, do not complete this form.
If you checked Yes in response to either questions C or D, do not complete this form.

**11** Date: _____/_____/_____ (Month / Day / Year)

If applicant is unable to sign his/her name, provide name, address and phone number of the person providing assistance:

Name _____ Address: _____

City:_____ State:_____ Phone#:_____

## Please complete the sections below if:

- You were previously registered in another county or state, or
- You wish to change the name or address on your current registration.

***MAIL REGISTRANTS: PLEASE SEE SECTION D.***

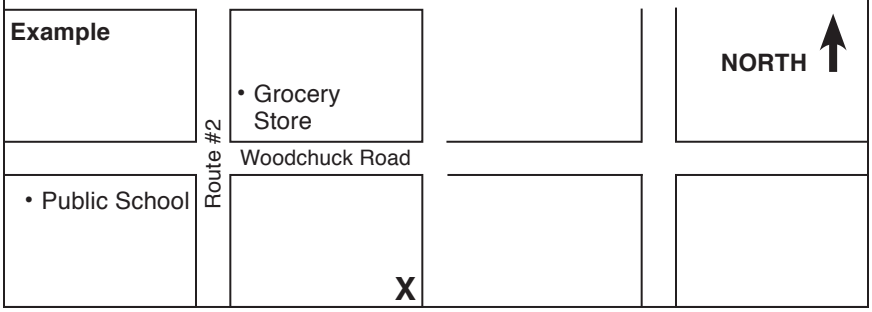
**Agency Code (For Official Use Only)**

Date of Birth _____/_____/_____ (Month / Day / Year)

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **A** | Mr. Mrs. Miss Ms. | Previous Last Name | Jr. Sr. II. III. IV. | First Name | Middle Name | | | |
| **B** | Previous House Number and Street Name | | Apt. or Lot# | City/Town | County | State | ZIP Code | |

**If you live in a rural area but do not have a house or street number, or if you have no address, please show on the map where you live.**

**C**
- Write in the names of the crossroads (or streets) nearest where you live.
- Draw an "X" to show where you live.
- Use a dot to show any schools, churches, stores or other landmarks near where you live and write the name of the landmark.




**D**

## IDENTIFICATION REQUIREMENTS

**IMPORTANT:** Applicants will be required to verify their registration when voting in person or by absentee ballot by providing a required document or identification card as provided in Arkansas Constitution, Amendment 51, Section 13. If your voter registration application form is submitted by mail and you are registering for the first time, and you do not have a valid Arkansas driver's license number or social security number, in order to avoid the additional identification requirements upon voting for the first time you must submit with the mailed registration form: (a) a current and valid photo identification; or (b) a copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows your name and address.

Arkansas Secretary of State
ATTN: Voter Registration
P.O. BOX 8111
Little Rock, Arkansas 72203-8111

First Class Postage Required

From:

_____

_____

_____

## Deadline Information

**To qualify to vote in the next election, you must apply to register to vote 30 days before the election. If you mail this form, it must be postmarked by that date. You may also present it to a voter registration agency representative by that date. If you miss the deadline you will not be registered in time to vote in that election. *Please don't delay. Make sure your vote counts.***

**If you are qualified and the information on your form is complete, you will be notified of your voting precinct by your local County Clerk.**

## To Mail

**Fold form on middle perforation, remove plastic strip, seal at bottom, stamp and mail.**

**Questions?**
**Call your local County Clerk**
**or**
**Arkansas Secretary of State**
**Mark Martin**
**Elections Division – Voter Services**
**1-800-482-1127**

**Contact your County Clerk if you have not received confirmation of this application within two weeks.**

# ARKANSAS VOTER REGISTRATION INFORMATION

Section 7 of the National Voter Registration Act (NVRA) of 1993 requires that each state provide the opportunity to register to vote with every application for public assistance and every recertification, renewal and change of address. This Voter Registration packet is an opportunity for you to register to vote or change your voter registration address. Applying to register or declining to register to vote will not affect the amount of assistance that you will be provided by this agency.

If you would like help in filling out the voter registration application form, we will help you. The decision whether to seek or accept help is yours. You may fill out the voter registration application form in private.

No information relating to a declination to register to vote in connection with an application may be used for any purpose other than voter registration.

If you believe that someone has interfered with your right to: 1) Register to vote;
2) Decline to register to vote; 3) Privacy in deciding whether to register or in applying to register to vote; or 4) Choose your own political party or other political preference,

You may file a complaint with:

Secretary of State
Room 256 State Capitol
Little Rock, Arkansas 72201
1-800-482-1127

## Mailing Instructions for Voter Registration

You have two options to submit your Voter Registration form.

1. You can submit the registration form in person or mail the registration form along with your SNAP or Medicaid application to your local county DHS office. The address for your county office can be found on the last page of this packet. Some applications (DCO-151 & DCO-152) must be mailed to the Jefferson County DHS office. If you are using one of these forms, you can mail the Voter Registration form with your application to that office. Upon receipt at any county office, that office will mail the form to the Secretary of State's office for you.

2. You may also mail the Voter Registration form directly to the Secretary of State's Office. To mail the form directly to the Secretary of State's office, separate the form from your application/renewal, fold the form along the middle perforation, seal the bottom with tape or staple, and mail to the address on the form. A stamp or stamped envelope is required for mailing.

## DHS County Office Mailing Addresses

| County | Address | City | Zip |
|---|---|---|---|
| Arkansas | 100 Court Square | DeWitt | 72042 |
| Arkansas | PO Box 1008 | Stuttgart | 72160 |
| Ashley | PO Box 190 | Hamburg | 71646 |
| Baxter | PO Box 408 | Mt. Home | 72654 |
| Benton | 900 SE 13th Court | Bentonville | 72712 |
| Boone | PO Box 1096 | Harrison | 72602 |
| Bradley | PO Box 509 | Warren | 71671 |
| Calhoun | PO Box 1068 | Hampton | 71744 |
| Carroll | PO Box 425 | Berryville | 72616 |
| Chicot | PO Box 71 | Lake Village | 71653 |
| Clark | PO Box 969 | Arkadelphia | 71923 |
| Clay | PO Box 366 | Piggott | 72454 |
| Cleburne | PO Box 1140 | Heber Springs. | 72543 |
| Cleveland | PO Box 465 | Rison | 71665 |
| Columbia | PO Box 1109 | Magnolia | 71754 |
| Conway | PO Box 228 | Morrilton | 72110 |
| Craighead | PO Box 16840 | Jonesboro | 72403 |
| Crawford | 704 Cloverleaf Circle | Van Buren | 72956 |
| Crittenden | 401 S. College Blvd | W. Memphis | 72301 |
| Cross | 803 Hwy 64E | Wynne | 72396 |
| Dallas | 1202 W. 3rd St. | Fordyce | 71742 |
| Desha | PO Box 1009 | McGehee | 71654 |
| Drew | PO Box 1350 | Monticello | 71657 |
| Faulkner | 1000 East Siebenmorgan Road | Conway | 72032 |
| Franklin | 800 W Commercial | Ozark | 72949 |
| Fulton | PO Box 650 | Salem | 72576 |
| Garland | 115 Stover Lane | Hot Springs | 71913 |
| Grant | PO Box 158 | Sheridan | 72150 |
| Greene | 809 Goldsmith Rd | Paragould | 72450 |
| Hempstead | 116 N. Laurel | Hope | 71802 |
| Hot Spring | 2505 Pine Bluff St | Malvern | 72104 |
| Howard | PO Box 1740 | Nashville | 71852 |
| Independence | 100 Weaver Ave | Batesville | 72501 |
| Izard | PO Box 65 | Melbourne | 72556 |
| Jackson | PO Box 610 | Newport | 72112 |
| Jefferson | PO Box 5670 | Pine Bluff | 71611 |
| Johnson | PO Box 1636 | Clarksville | 72830 |
| Lafayette | 2612 Spruce St. | Lewisville | 71845 |
| Lawrence | PO Box 69 | Walnut Ridge | 72476 |
| Lee | PO Box 309 | Marianna | 72360 |
| Lincoln | 101 W. Wiley St. | Star City | 71667 |
| Little River | 90 Waddell St. | Ashdown | 71822 |
| Logan-1 | #17 W. McKeen | Paris | 72855 |
| Logan-2 | 398 East 2nd St. | Booneville | 72927 |
| Lonoke | PO Box 260 | Lonoke | 72086 |
| Madison | PO Box 128 | Huntsville | 72740 |
| Marion | PO Box 447 | Yellville | 72687 |
| Miller | 3809 Airport Plaza | Texarkana | 71854 |
| Mississippi 1 | 1104 Byrum Rd. | Blytheville | 72315 |
| Mississippi 2 | 437 S Country Club | Osceola | 72370 |
| Monroe-1 | PO Box 354 | Clarendon | 72029 |
| Monroe-2 | 301½ N New Orleans | Brinkley | 72021 |
| Montgomery | PO Box 445 | Mount Ida | 71957 |
| Nevada | PO Box 292 | Prescott | 71857 |
| Newton | PO Box 452 | Jasper | 72641 |
| Ouachita | PO Box 718 | Camden | 71711 |
| Perry | 213 Houston Ave | Perryville | 72126 |
| Phillips | PO Box 277 | Helena | 72342 |
| Pike | PO Box 200 | Murfreesboro | 71958 |
| Poinsett | PO Box 526 | Harrisburg | 72432 |
| Polk | PO Box 1808 | Mena | 71953 |
| Pope | 701 N Denver | Russellville | 72801 |
| Prairie | PO Box 356 | DeValls Bluff | 72041 |
| Pulaski East | PO Box 8083 | Little Rock | 72203 |
| Pulaski Jax. | PO Box 626 | Jacksonville | 72078 |
| Pulaski No. | PO Box 5791 | N. Little Rock | 72119 |
| Pulaski So. | PO Box 2620 | Little Rock | 72203 |
| Pulaski Sw. | PO Box 8916 | Little Rock | 72219 |
| Randolph | 1408 Pace Rd | Pocahontas | 72455 |
| Saline | PO Box 608 | Benton | 72018 |
| Scott | PO Box 840 | Waldron | 72958 |
| Searcy | 106 School St | Marshall | 72650 |
| Sebastian | 616 Garrison Ave | Ft. Smith | 72901 |
| Sevier | PO Box 670 | DeQueen | 71832 |
| Sharp | 1467 Hwy 62/412 Ste. B | Cherokee Village | 72529 |
| St Francis | PO Box 899 | Forrest City | 72336 |
| Stone | 1821 E Main | Mountain View | 72560 |
| Union | 123 W 18th St. | El Dorado | 71730 |
| Van Buren | 449 Ingram Street | Clinton | 72031 |
| Washington | 4044 Frontage | Fayetteville | 72703 |
| White | 608 Rodgers Drive | Searcy | 72143 |
| Woodruff | PO Box 493 | Augusta | 72006 |
| Yell | PO Box 277 | Danville | 72833 |

***If you live in Pulaski County please check the zip code listing below to ensure that you mail or return your application to the appropriate Pulaski County DHS Office.**

**Pulaski East :** 72016, 72053, 72126, 72135, 72201, 72202, 72203, 72205, 72207, 72212, 72223, 72227
**Pulaski North:** 72046 (England), 72113, 72114, 72115, 72117, 72118, 72119, 72142 (Scott), 72190, 72231
**Pulaski Jacksonville:** 72023 (Cabot), 72076, 72078, 72099, 72106, 72116, 72120, 72124
**Pulaski South:** 72204, 72206 (Shared with Southwest)
**Pulaski Southwest:** 72002, 72065, 72103, 72208, 72209, 72210, 72211, 72164, 72180, 72183, 72206 (Shared with South)