





## Credentials Checklist

Please use the following checklist before returning the credentials form.

YES  NO Has my county/parish/borough paid its 2019 NACo dues?

*If no, please contact NACo's Membership department at 888.407.NACo (6226). 2019 dues must be paid before votes may be cast.*

YES  NO Has my county/parish/borough registered or at least one person from my county/parish/borough paid the registration fee to attend the annual conference?

*If no, there is no need to fill out the form. The county must have at least one paid conference registrant to cast a ballot, according to NACo's bylaws. If no one from your county is registered for the conference, your county may not vote in the election. If your county does not plan on registering for the conference, you do not need to turn in this form to the NACo office.*

**If you have answered "YES" to both of the above questions, please continue.**

YES  NO Has my county designated a voting delegate and alternate, if applicable?

*Only one alternate may be designated per county. If more than one alternate is designated per form, only the first will be counted as the credentialed voting alternate.*

YES  NO Has the chief elected official of my county/parish/borough (board chair, mayor, parish president, elected county executive, etc.) signed the credentials form?

**If you have answered "YES" to all questions, please either fax, mail, scan or e-mail the credentials form by Friday, June 28, 2019 to:**

Or: [credentials@naco.org](mailto:credentials@naco.org)  
Credentials Committee  
Attn: Lauren Wilson  
National Association of Counties  
660 North Capitol St., NW  
Suite 400  
Washington, DC 20001

Or:

Fax: 866.370.9421

For questions, please contact Lauren Wilson, Credentials Committee Liaison, at [credentials@naco.org](mailto:credentials@naco.org) or 888.407.NACo (6226), direct line: 202.661.8840.