

# How to Become a Volunteer Deputy Registrar in Nacogdoches County

Take this packet and study all of the materials in it. The materials in this packet are also available online at [www.co.nacogdoches.tx.us/ElectionInformation](http://www.co.nacogdoches.tx.us/ElectionInformation)

Once you have studied all of the materials in the packet, come by our office to complete the Volunteer Deputy Registrar Examination.

Once you have satisfactorily completed the Volunteer Deputy Registrar Examination, a Certificate of Appointment will be issued to you.

Please take your Certificate of Appointment and all other materials in this packet with you when registering people to vote.

Return completed Voter Registration Applications to our office in person within 5 days of accepting them.

Do not register people to vote with Non-Nacogdoches County residential addresses.

Review the applications to make sure applicants have completed checking the citizen and age check boxes, and have provided their names, physical residential addresses, dates of birth, and either Texas Driver's License or Personal I.D. numbers or Social Security numbers. Make sure the applicant signs the application (if he or she is physically able to do so). Applications missing any of this information are incomplete. Please take your time with each applicant and make sure that all of the necessary information has been provided.

The Nacogdoches County Elections Office is here to help you, and we understand honest mistakes are made occasionally. However, please do not begin to register people to vote if you are uncertain about any of the rules regarding voter registration. We will have no choice but to terminate your Volunteer Deputy Registrar status if you return incomplete applications or applications with residential addresses outside of Nacogdoches County. We are absolutely here to help you, and we encourage you, but please understand the seriousness of registering people to vote and understand that we will not defend you if you do not follow instructions and your actions lead to multiple voters experiencing problems on Election Day. Before an applicant walks away from you, review the application to make sure a residential address in Nacogdoches County has been provided along with all of the other necessary information needed to complete the application. An honest mistake on an application is an honest mistake. Negligence resulting in multiple incorrect applications is not acceptable.