

# Nacogdoches County Specific Procedures *for* Volunteer Deputy Registrars

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

The applicant **MUST** provide a physical residential address within Nacogdoches County:

A P.O. Box is not a residential address.

A local business address is not a residential address.

We need to know where the applicant actually lives in order to assign a precinct.

The Nacogdoches County Elections Office only authorizes you to register people to vote in Nacogdoches County.

## **Areas/Cities in Nacogdoches County:**

Appleby, Central Heights, Chireno, Cushing, Douglass, Etoile, Garrison, Martinsville, Nacogdoches, Sacul, and Woden. If the applicant does not have physical residential address in one of these areas, then do not accept a Voter Registration Application from the applicant.

The applicant may give **ANY** address for his **Mailing Address** including a P.O. Box or an out of town address. This is only for the **Mailing Address**. The applicant **MUST** provide a physical **Residential Address** within Nacogdoches County. The applicant's Voter Registration Certificate will be mailed to the **Mailing Address** provided. If the **Mailing Address** is the same as the **Residential Address**, the **Mailing Address** may be left blank.

**Again, do not register people to vote with Non-Nacogdoches County Residential Addresses.**

You may give someone a blank application that he can take with him to either mail to our office or to another County's Elections Office, but do not accept applications from people who do not provide Nacogdoches County Residential Addresses.

Return completed Voter Registration Applications within 5 days to our office in person. Do not mail the applications. Do not slide the applications under our door.

## **Registering S.F.A. Students**

When speaking to S.F.A. Students about registering to vote, please make sure they understand that they need to register to vote in Nacogdoches County if they want to be able to vote in Nacogdoches County on Election Day. If an S.F.A. Student is from another County and does not want to register to vote in Nacogdoches County, then he needs to request an application to vote a ballot by mail from his home County if he does not intend to vote in person on Election Day in his home County.

### **Registering Students Who Live On Campus:**

For S.F.A. Students who live on campus in dorms or in other S.F.A. properties, please have them list their residential addresses in the following way:

Griffith Hall ó Nacogdoches, TX 75962  
Lumberjack Lodge ó Nacogdoches, TX 75962  
Steen Hall ó Nacogdoches, TX 75962

Other examples are Hall 10, Hall 14, Hall 16, Hall 20, Lumberjack Landing, Lumberjack Village, Mays Hall, North Hall, Kerr Hall, South Hall, and Wisely Hall.

Most S.F.A. Students who live on campus have P.O. Box addresses at S.F.A. Please have S.F.A. Students provide their P.O. Box addresses on the **Mailing Address** section of the Voter Registration Applications so that we will be able to mail them Voter Certificates.

An S.F.A. student may not list a P.O. Box address on the **Residential Address** section of the Voter Registration Application. An S.F.A. Student who lives on campus needs to provide the name of the dorm he lives in on the **Residential Address** section of the Voter Registration Application. An S.F.A. Student's P.O. Box address should only be provided on the **Mailing Address** section of the Voter Registration Application. If an S.F.A. Student who lives on campus would prefer to provide another address as his **Mailing Address** other than a P.O. Box at S.F.A., such as his home address in another County, that is acceptable, but please make sure that he understands that his Voter Certificate will be mailed to the **Mailing Address** he provides.

### **Registering Students Who Live Off Campus:**

For S.F.A. Students who live in apartments or other properties off campus that are not owned by S.F.A., please have them list their residential addresses like any other applicants would.

For example, if an S.F.A. Student lives in Whisper Oaks Apartments in Nacogdoches, an apartment complex not owned by S.F.A., he would list his address in the following way:

4721 N. University Dr. ó Apt. #100 ó Nacogdoches, TX 75965

Please make sure that **any** applicants who live in apartments do provide their apartment numbers, whether they are S.F.A. Students or not.

## **Voter Registration Application Receipts**

Please complete the Registration Receipt information at the bottom of the Voter Registration Application. We do not assign Deputy Numbers in Nacogdoches County, so you may leave that section of the Registration Receipt blank. For Receipt Numbers, please number your Voter Registration Application Receipts #1 through #25, and then write down an applicant's information by the corresponding number on your List of Applicants for Voter Registration. This list is your Receipt Book and you will need to bring it in with you when returning completed Voter Registration Applications to the Nacogdoches County Elections Office. You will need to cut the completed Registration Receipt off of each completed Voter Registration Application to give to each applicant at the time of registration.