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

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 Driverøs 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.

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 <u>ANY</u> address for his <u>Mailing Address</u> including a P.O. Box or an out of town address. This is only for the <u>Mailing Address</u>. The applicant <u>MUST</u> provide a physical <u>Residential Address</u> within Nacogdoches County. The applicant <u>Voter Registration Certificate</u> will be mailed to the <u>Mailing Address</u> provided. If the <u>Mailing Address</u> is the same as the <u>Residential Address</u>, the <u>Mailing Address</u> 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 Countyøs 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 <u>Mailing Address</u> 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 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 <u>any</u> 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 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.

Texas Volunteer Deputy Registrar Guide

Qualifications

To be appointed a volunteer deputy registrar, a person must:

- be at least 18 years old;
- be a United States citizen;
- not have been determined by a final judgment of a court exercising probate jurisdiction to be
 - 1. totally mentally incapacitated, or
 - 2. partially mentally incapacitated without the right to vote;
- never have been convicted of failing to deliver a voter application to a voter registrar;
- not have been finally convicted of a felony, or, if convicted, must have
 - 1. fully discharged the sentence, including any term of incarceration, parole, or supervision, or completed a period of probation ordered by any court, or
 - 2. been pardoned or otherwise released from the resulting disability to vote;
- not have been finally convicted of identity theft under Section 32.51 of the Penal Code; and
- be a resident of the State of Texas.

How to Become a Volunteer Deputy Registrar

- Contact the voter registrar in your county.
- The voter registrar will provide you with information about how training will be offered and completed.
- Upon satisfactorily completing of training and examination, if required, the voter registrar will appoint you as a
 volunteer deputy registrar and advise you of any county-specific procedures for processing voter registration
 applications and that the only requirements for voter registration are those prescribed by state law or by the
 Secretary of State.
- The voter registrar will issue you a certificate of appointment and give you a receipt book or voter registration applications with a tear off receipt.
- You may not receive another person's voter registration application until you have completed the training developed or approved by the Secretary of State.

Length of Appointment

You may be appointed a volunteer deputy registrar at any time. However, your term expires on December 31 of the even-numbered year.

Your appointment as a volunteer deputy registrar **may** be terminated by the appointing authority if it is determined that you:

- failed to properly review a voter registration application;
- intentionally destroyed or physically altered a registration application; or
- engaged in any other activity that conflicts with your responsibilities as a volunteer deputy registrar.

Your appointment as a volunteer deputy registrar will be terminated by the appointing authority if:

- you are finally convicted of an offense under the law relating to delivery of completed voter registration applications to the registrar; or
- you are finally convicted of an offense under the law relating to performance-based compensation for voter registrations.

Role of a Volunteer Deputy Registrar

Checklist

Before you get started, be sure you have the following:

- A certificate of appointment;
- Plenty of voter registration applications;
- A pen;
- A receipt book;
- This guide; and
- Information on Texas Voting

Distributing and Accepting Applications

You may distribute and accept a voter registration application from any resident of the county who:

- is a citizen of the United States;
- is at least 17 years and 10 months old to register, and must be 18 years of age by Election Day;
- has not been finally convicted of a felony, or if a felon, must have completed all of the punishment, including any term of incarceration, parole, supervision, period of probation, or must have received a pardon; and
- must not have been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote.

You may also distribute and accept applications from current registered voters who wish to change or correct information on their voter registration certificate (such as name or address) by checking the õchangeö box on the application.

Your county voter registrar should provide you with applications containing the county return address. If your county voter registrar does not have enough applications to provide to you, you may print blank applications for volunteer deputy registrars from the Secretary of States website. These applications should only be distributed to applicants residing in the county. Should you receive generic applications containing the secretary of states return address, you can distribute to anyone residing in any county; however, you can only accept applications from those registering within the county in which you were appointed.

Assisting Applications

- You may help a person fill out the application if he/she cannot read, or has a physical disability.
- If an applicant cannot sign his/her name on the application, the applicant may make a mark on the signature line. Print the name of the applicant beside the mark. Sign your name and address as the witness and state the reason the applicant is unable to sign.
- You may allow another registered voter (or anyone who has submitted a registration application) to fill out and sign an application for his/her spouse, parent or child. That person must sign the application as "agent" and state the relationship to the applicant on the application. The "agent" must have the permission of the applicant to do this.

Reviewing the Applications

While the applicant is still in your presence, you must review the application for completeness. The following sections of the voter registration application must be completed:

- Section 1: Applicant must select why they are submitting the application (new application, change to current information or request for replacement). Applicant must also answer citizenship and age question;
- Section 2: Full name, including any middle, maiden, or former name;
- Section 3: Residence address must be a street address or a description of the location of the residence;
- Section 4: Valid mailing address, if mail can't be delivered to the residence address;
- Section 5: City and County of Former Residence in Texas;
- Section 6: Date of birth, including month, day, and year;
- Section 9: Texas Driverøs License No., Texas Personal I.D. No. or last 4 digits of social security number. If the applicant hasnøt been issued any of these items, he or she must check the box in this section affirming this statement; and
- Section 10: Signature of applicant and date of signing. Be sure the applicant has read the statements that he/she is signing regarding qualifications to register and if an agent is registering for an applicant, be sure the agent provides his/her relationship to the applicant.

You CANNOT:

- determine if the applicant is actually qualified to register to vote or
- make the applicant provide his/her gender or telephone number.

Registration Receipt

For each completed voter registration application, fill out a receipt in duplicate and give each applicant the original receipt. The duplicate receipts must be delivered to the voter registrar along with the applications. You may wish to keep copies or stubs for your records. You should not keep copies of the completed voter registration applications because these documents contain information that is confidential by law.

Delivery of Applications and Receipts

You must deliver completed registration applications and receipts in person to the voter registrar no later than 5 p.m. on the 5th day after the date you receive them. FAILURE TO DELIVER AN APPLICATION IN A TIMELY MANNER IS A CRIMINAL OFFENSE.

SPECIAL NOTE: To be eligible to vote, a person must be registered 30 days before Election Day. When you receive a completed application after the 34th day and before the 29th day before the date of any election in the county, you must deliver the application to the county voter registrar no later than 5 p.m. of the 29th day before Election Day. If the 29th day falls on a Saturday or Sunday or on a legal state or national holiday, the deadline for delivering the applications is extended to 5 p.m. of the next regular business day.

When is the Registration Effective?

- Tell the applicant that he/she can vote as soon as the 30th day after submitting the application. This 30-day waiting period starts when the volunteer deputy registrar receives the application form.
- If the applicant is under the age of 18, the registration will become effective on the 30th day after the voter registrar gets the application or on the applicant's 18th birthday, whichever comes later.

How long is the Registration Effective?

Tell the applicant that the registration will be automatically renewed every even-numbered year unless:

- the voter moves to another address; or
- the voter receives a final felony conviction and has not completed the sentence, probation or parole or been otherwise pardoned or released from the resulting disability to vote. Note: õdeferred adjudicationö does not constitute a õfinal felony conviction.ö

Address Changes

If the voter moves within the county, he/she must update the address on the registration by:

- making the change on the back of the voter registration certificate and mailing it to the county voter registrar;
- submitting a new application to the voter registrar and check the box for "change"; or
- writing a letter to the voter registrar explaining the change of address.

If the voter moves to another county, he/she must register to vote in the new county of residence.

Name Changes

Voters can make necessary name changes by:

- providing the name change on the back of his/her voter registration certificate and mailing it to the county voter registrar;
- submitting a new application to the voter registrar and check the box for "change"; or
- writing a letter to the voter registrar explaining the name change.

Frequently ASked Questions

Q: I have been designated a deputy registrar from County X. I will be at an event that will have attendees from County X along with County Y and County Z. May I register people from County Y and County Z?

A: No. Volunteer deputy registrar status is conferred on a county-by-county basis. To accept applications for Y or Z counties, you would have to become a volunteer deputy registrar for those counties. You could certainly give applications to the attendees from County Y and County Z and direct them to mail the application to the appropriate county voter registrar office. Under Section 13.044 of the Code, a person commits a Class C misdemeanor by acting as a volunteer deputy registrar when he or she does not have an effective appointment as a deputy registrar.

Q: May I photocopy a completed application before turning it in to the county voter registrar?

A: No. Section 13.004(c-1) of the Code requires the county voter registrar to ensure that certain information, such as the telephone number, on a registration application is redacted from photocopies of voter registration applications from her office. In our opinion, this means that a photocopy of an application must come directly from the county voter registrar¢s office, so that he or she may ensure the required information has been blacked out or otherwise obscured. With that said, we believe that a volunteer deputy registrar may photocopy the receipt. You may also copy the relevant information from the application in writing just as you would be able to do if you went to the registrar¢s office and pulled a copy of the original application.

Q: I am a candidate and/or working for a campaign. May I serve as a volunteer deputy registrar?

A: Yes. There is no prohibition against a candidate or a campaign worker serving as a deputy registrar, as long as they otherwise meet the õQualificationsö described above and have been officially appointed as a volunteer deputy registrar. Similarly, there is no prohibition against a volunteer deputy registrar registering voters at a campaign rally or event. While working a rally or public event, a volunteer deputy registrar must offer registration to anyone who requests it.

Q: Is there any way for me to become a statewide volunteer deputy registrar?

A: No. Volunteer deputy registrar appointments are made on a county-by-county basis. Section 13.032 of the Code provides that a county may not refuse to appoint a resident of the county as a volunteer deputy registrar. A voter registrar may not refuse to appoint a volunteer deputy registrar on the basis of sex, race, color, creed, or national origin or ancestry.

Q: Is there a minimum age to become a volunteer deputy registrar?

A: Yes. A person must be at least 18 years of age to become a volunteer deputy registrar.

Q: I just want to hand out blank voter registration application forms and encourage people to register to vote. Can I do that without being appointed as a volunteer deputy registrar?

A: Yes. Anyone can hand out blank application forms to voters for the voters to fill out and mail in themselves. If this is all you want to do, you do not have to be a volunteer deputy registrar. Also, if you are already a volunteer deputy registrar in one county, you can hand out blank forms in other counties where you are not a volunteer deputy. It is the voterøs handing the application back to you to review and to deliver to the registrar that triggers the requirement to be an authorized volunteer deputy registrar.

Q: What if someone says he or she is already registered?

A: You may wish to advise the person that the new application form will be treated as an update if the old registration is in the same county and the voter is providing new information. If the person moved to a new county, he or she will need to register to vote in the new county.

Q: As a volunteer deputy registrar, may I appoint others to assist me in registering voters?

A: No. Each volunteer deputy registrar must be appointed directly by the county voter registrar or that registrar deputy in the voter registrar of soffice.

Q: May a volunteer deputy registrar bundle completed applications and submit them to the voter registrar by mail?

A: No. There are two methods for a volunteer deputy registrar to submit applications to the county voter registrar. First, the applications may be submitted by personal delivery by the volunteer deputy registrar. Second, the volunteer deputy registrar may give his or her applications to another volunteer deputy registrar for personal delivery to the county voter registrar.

Q: I failed to submit the applications to the county voter registrar within the allotted period. What should I do now?

A: Submit them to the county voter registrar as soon as possible. Under the law, the voter registration is not impacted by your late delivery to the voter registrar. However, you should deliver them as soon as possible. Further delay will create problems in getting the lists ready in time for early voting and election day. The registration process cannot be completed until you deliver the application. The registration is still effective and the voter still receives the effective date of submission to you.

Q: How long do I have to keep my receipt books?

A: It is not addressed in the Code, but we would suggest that you should retain the receipt books for 22 months following the election closest to the effective date of the applications. Please communicate with your county voter registrar, who may have their own timeline of retaining the receipt books.

Q: What if I was appointed but still have not gone through the training?

A: Until you have completed the training, you may not receive any person voter registration application.

For more information, contact the Secretary of State's office or the Voter Registrar (who may be the County Clerk, Elections Administrator, or Tax Assessor-Collector) in your county.

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SECRETARY OF STATE

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TRAINING FOR TEXAS VOLUNTEER DEPUTY REGISTRARS



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BEFORE GETTING STARTED



 A person may not receive another person's registration application until satisfactorily completing training developed or approved by the Secretary of State and is appointed a volunteer deputy registrar.



 At the time of appointment, the county voter registrar will advise the volunteer deputy registrar of any county-specific procedures for processing voter applications and that the only requirements for voter registration are those prescribed by state law or by the Secretary of State.



QUALIFICATIONS



A Volunteer Deputy Registrar must:

- be 18 years of age or older
- be a United States Citizen
- not have been determined by a final judgment of a court exercising probate jurisdiction to be:
 - totally mentally incapacitated, or
 - partially mentally incapacitated without the right to vote
- never have been convicted of failing to deliver a voter registration application to a voter registrar
- not have been finally convicted of a felony, or, if convicted, must have
 - fully discharged the sentence, including any term of incarceration, parole, or supervision, or
 - been pardoned or otherwise released from the resulting disability to vote



- not have been finally convicted of identity theft under Section 32.51 of the Texas Penal Code
- be a Texas resident

NOTE: A county voter registrar may not reappoint a person whose appointment as a volunteer deputy registrar is terminated either for a final conviction under (1) Section 13.043, Texas Election Code, relating to delivery of completed registration applications or (2) Section 13.008, Texas Election Code, relating to performancebased compensation for volunteer deputy registrars.



LENGTH OF APPOINTMENT



 A person who meets the qualifications may be appointed a volunteer deputy registrar at any time.

 All appointments expire on December 31st of every even-numbered year.



Your appointment as a volunteer deputy registrar MAY be terminated by the appointing authority if it is determined that you:

- failed to properly review a voter registration application;
- intentionally destroyed or physically altered a registration application; or
- engaged in any other activity that conflicts with your responsibilities as a volunteer deputy registrar.



Your appointment as a volunteer deputy registrar WILL be terminated by the county voter registrar if you are:

- finally convicted of an offense under the law relating to performance-based compensation for voter registration, Section 13.008, Texas Election Code; or
- finally convicted of an offense under the law relating to a failure to deliver a completed voter registration application to the county voter registrar, Section 13.043, Texas Election Code.



ROLE OF A VOLUNTEER DEPUTY REGISTRAR



SUPPLIES NEEDED



- Certificate of Appointment*
- Texas Volunteer Deputy Registrar Guide and any other handbook provided by your appointing authority*
- Voter Registration Applications*
- Receipt Book*
- Pens

*All election materials issued to a volunteer deputy registrar, including the Certificate of Appointment, receipt books, receipts, applications and other forms in the volunteer deputy registrar's possession, must be returned or accounted for upon termination of appointment, not later than the second day after the volunteer deputy registrar receives the termination notice.



DISTRIBUTING AND ACCEPTING APPLICATIONS



A volunteer deputy registrar assists the county voter registrar who appointed him or her to encourage voter registration. A volunteer deputy registrar:

- may **distribute** voter registration applications to anyone who requests one.
- may **distribute** and accept a completed voter registration application from any resident of the county who is:
 - a United State citizen;
 - a resident of the county;
 - at least 17 years and 10 months of age;
 - not a convicted felon (unless the person's sentence has been completed, including probation or parole or the person has been pardoned or otherwise released from the resulting disability to vote);
 - not a person determined by a final judgment of a court exercising probate jurisdiction to be (1) totally mentally incapacitated; or (2) partially mentally incapacitated without the right to vote.

may distribute and accept a completed voter registration application from any resident of the county who wishes to change or correct information on his/her voter registration certificate (such as name or address).

Your county voter registrar should provide you with applications containing the county return address. If your county voter registrar does not have enough applications to provide to you, you may print blank applications for volunteer deputy registrars from the Secretary of State's website. These applications should only be distributed to applicants residing in the county. Should you receive generic applications containing the secretary of state's return address, you can distribute to anyone residing in any county; however, you can only accept applications from those registering within the county in which you were appointed.



ASSISTING APPLICANTS



- You may assist any resident of the county in completing a voter registration application, if he/she cannot read, or has a physical disability.
- If an applicant cannot sign his/her name on the application, the applicant may make a mark on the signature line. Print the name of the applicant beside the mark. Sign your name and address as the witness and state the reason the applicant is unable to sign.
- You may allow another registered voter (or anyone who has submitted a registration application) to fill out and sign an application for his/her spouse, parent or child. That person must sign the application as "agent" and state the relationship to the applicant on the application. The "agent" must have the permission of the applicant to do this.

REVIEWING THE **APPLICATIONS**



- Each voter registration application should be reviewed in the presence of the applicant.
- If the voter registration application does not contain all the required information, including the required signature, the volunteer deputy registrar shall return the application to the applicant for completion and resubmission.



A voter registration application you accept from any resident of the county should include the following:

- Section 1: Applicant must select why they are submitting the application (new application, change to current information or request for replacement). Applicant must also answer citizenship and age question;
- Section 2: Full name, including any middle, maiden, or former name;
- <u>Section 3</u>: Residence address must be a street address or a description of the location of the residence;
- Section 4: Valid mailing address, if mail can't be delivered to the residence address;
- <u>Section 5</u>: City and County of Former Residence in Texas;
- Section 6: Date of birth, including month, day, and year;
- Section 9: Texas Driver's License No., Texas Personal I.D. No. or last 4 digits of social security number. If the applicant hasn't been issued any of these items, he or she must check the box in this section affirming this statement; and
- <u>Section 10</u>: Signature of applicant and date of signing. Be sure the applicant has read the statements that he/she is signing regarding qualifications to register and if an agent is registering for an applicant, be sure the agent provides his/her relationship to the applicant.

A volunteer deputy registrar **MAY NOT**:

- determine if the applicant is actually qualified to register to vote; or
- make the applicant provide his/her gender or telephone number.



	Texas Voter Registration Application	cation For Official Use Only		
	Presembed by the Office of the Secretary of State VRI7.2011E.13 Please complete sections by printing LEGIBLY. If you have any questions about how to fill out this application,			
	please call your local voter registrar.			
	These Questions Must Be Completed Before Proceeding (Check one) Change of Address, Name. Request for a Replacement Card			
1	New Application Change of Address, Name, Request for a Replacement Card or Other Information			
/	Are you a United States Citizen?	Yes	No	
/	Will you be 18 years of age on or before election day?	Yes	☐ No	
/	If you checked 'No' in response to either of the above, do not complete this form.			
	Are you interested in serving as an election worker?	Yes	No	
/ (2 _ast Name Include Suffix if any (Jr, Sr, III)	(If any)	mer Name (if any)	
	Smith Jane	1	Doe	
REQUIRED	Residence Address: Street Address and Apartment Number. If none, describe where you live. (Do not include P.O. Box, Rural Rt. or Business Address)	City	TEXAS	
	123 This way lane	County	Zip Code	OPTIONAL
	Mailing Address: Street Address and Apartment Number.	There	77777 State	
	If mail cannot be delivered to your residence address.)	Joney .	Zip Code	
			Zip Code	
1110	5 City and County of Former Residence in Texas			
6 Pate of Birth: (mm/dd/yyyy) 7 Sender (Optional) 8 Selephone Number (Optional) notude Area Code				
//	Male Male Female			
Texas Driver's License No. or Texas Personal D. No. (Issued by the Department of Public Safety) If no Texas Driver's License or Personal Identification, give last 4 digits of your Social Security Number				
	61234567 xxx-xx-			
I have not been issued a Texas Driver's License/Personal Identification Number or Social Security Number.				
understand that giving false information to procure a voter registration is perjury, and a crime under state and federal law. Conviction of this crime may result in imprisonment up to 180 days, a fine up to \$2,000, or both. Please read all three statements to affirm before signing.				
I am a resident of this county and a U.S. citizen;				
 I have not been finally convicted of a felony, or if a felon, I have completed all of my punishment including any term of incarceration, parole, supervision, period of probation, or I have been pardoned; and 				
 I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote. 				
	X Jane Smith	Date 07 / 0		
	Signature of Applicant or Agent and Relationship to Applicant or Printed	Name of Applicant if Signed	by Witness and Date.	

MUST BE SIGNED AND DATED

Next Slide

REGISTRATION RECEIPT



For each completed voter registration application you receive, you must:

- prepare a receipt in duplicate
- sign the receipt and give the original to the applicant



You should not keep copies of the completed voter registration applications because these documents contain information that is confidential by law.



DELIVERY OF APPLICATIONS AND RECEIPTS



- You must deliver completed registration applications and receipts in person to the county voter registrar who appointed you no later than 5 p.m. on the 5th day after the date you receive them
- Alternatively, you may deliver completed registration applications and receipts to the county voter registrar through another volunteer deputy registrar appointed by the county voter registrar no later than 5:00 p.m. on the 5th day after the date you receive them.
- You MAY NOT deliver the application and receipts by mail.

NOTE: To be eligible to vote, a person must be registered 30 days before Election Day. When you receive a completed application after the 34th day and before the 29th day before the date of any election in the county, you must deliver the application to the county voter registrar no later than 5 p.m. of the 29th day before Election Day. If the 29th day falls on a Saturday or Sunday or on a legal state or national holiday, the deadline for delivering the applications is extended to 5 p.m. of the next regular business day.

 FAILURE TO DELIVER AN APPLICATION IN A TIMELY MANNER IS A **CRIMINAL OFFENSE**.



VOTER REGISTRATION

(INFORMATION THAT APPLICANTS MAY WISH TO KNOW)



APPLICANT ELIGIBILITY REQUIREMENTS



To be eligible to register to vote a person must:

- be at least 17 years and 10 months of age;
- be a United States citizen;
- be a resident of the county where registering;
- not have been determined by a final judgment of a court exercising probate jurisdiction to be
 - (1) totally mentally incapacitated; or
 - (2) partially mentally incapacitated without the right to vote
- not have been finally convicted of a felony or, if so convicted, must have:
 - (1) fully discharged the person's sentence, including any incarceration, parole, or supervision, or completed a period of probation ordered by any court; or
 - (2) been pardoned or otherwise released from the resulting disability to vote

VOTER NAME CHANGES



If a voter's name changes, his/her voter registration can be updated by:

- making the change on the back of his/her voter registration certificate and mailing it to the county voter registrar;
- submitting a new application form to the voter registrar and checking the box for "change"; or
- writing a letter to the voter registrar explaining the name change.



VOTER ADDRESS CHANGES



If the voter moves within the same county, his/her voter registration can be updated by:

- making the change on the back of the voter registration certificate and mailing it to the county voter registrar;
- submitting a new application form to the voter registrar and checking the box for "change";
- writing a letter to the voter registrar explaining the change of address; or
- submitting a change of name/address online at www.Texas.gov.

If the voter moves to another county, they must reregister in the new county of residence.

EFFECTIVE DATE OF REGISTRATION



- The applicant can vote as soon as the 30th day after submitting the application. This 30-day waiting period starts when the volunteer deputy registrar receives the application form.
- If the applicant is under 18, the registration will become effective on the 30th day after the voter registrar gets the application or on the applicant's 18th birthday, whichever comes later.



PERIOD OF EFFECTIVENESS



Voter registration will be automatically renewed every even-numbered year unless:

- the voter moves to another address; or
- the voter is convicted of a felony and has not completed the sentence, probation or parole or been otherwise pardoned or released from the resulting disability to vote.



UPCOMING ELECTIONS



 Ask your county voter registrar about upcoming elections and deadlines to register to vote.

 For general voting information, please visit www.votetexas.gov.

> Thank you for your service as a Texas Volunteer Deputy Registrar!

Elections Division

P.O. Box 12060

Austin, Texas 78711-2060

512.463.5650 or

1.800.252.VOTE (8683)

Fax 512.475.2811

TTY 7.1.1

www.sos.state.tx.us

www.votetexas.gov

elections@sos.texas.gov



VOLUNTEER DEPUTY REGISTRAR EXAMINATION

Your Name:		County Name:
Date:		Total Incorrect Answers:
_		
	uction	
Reau ea	acii ques	tion carefully and then print the letter of the correct answer next to the question.
		You have been appointed as a volunteer deputy registrar in the county you live in.
1)		From the list below, choose the correct statement.
	a.	I can distribute and accept applications in all 254 counties.
	b.	I can distribute applications to anyone but can only accept applications in any county in which I am appointed.
	C.	I can accept applications from an applicant residing in the neighboring counties in which I am appointed.
	d.	I cannot accept any completed applications.
2)		Who are volunteer deputy registrars appointed by?
	a.	The Secretary of State
	b.	The Governor
	С.	County Voter Registrars
	d.	County Judges
3)		When does a volunteer deputy registrar's term end?
	a.	December 31 of even-numbered years
	b.	August 31 of odd-numbered years
	C.	December 31 of odd-numbered years
	d.	December 31 of every year
4)		Which of the following is reason why your appointment as a volunteer deputy registrar
4)		may be terminated by the appointing authority?
	a.	You intentionally destroyed or physically altered a voter registration application.
	b.	You assisted someone in completing the voter registration application.
	C.	You have been convicted of receiving money for registering voters.
	d.	You failed to register the minimum number of voters set by your appointing authority.
5)		Which of the following is not a duty of a volunteer deputy registrar?
	a.	Review applications for completeness.
	b.	Determine if the applicant is actually qualified to register to vote.
	c.	Deliver applications and receipts to the county voter registrar.
	d.	Assist the applicant in filling out the application, if requested.
()		What is the waiting period for a voter's registration to become effective after submitting
6)		to the volunteer deputy registrar?
	a.	The registration is effective immediately.
	b.	Two weeks.
	C.	45 days.
	d.	30 days.

7)		Which of the following is an incorrect way for a voter to make necessary name and/or address changes to his/her current voter registration?
,,	a.	Write a letter to the voter registrar explaining the name and/or address change.
	b.	Provide the name and/or address change on the back of his/her voter registration
		certificate and mail it to the county voter registrar.
	c.	Let the election workers know of the change while at the polling place
	d.	Submit a new application and check the box for "change"
		Volunteer deputy registrars are allowed to make photocopies of completed voter
8)		registration applications. Is this statement true or false?
	a.	True
	b.	False
		What is the suggested time frame for valunteer density registrary to retain the receipt
9)		What is the suggested time frame for volunteer deputy registrars to retain the receipt books?
٥,	a.	22 months
	b.	36 months
	C.	24 months
	d.	18 months
		Which of the following is not a correct method for submitting completed voter
10)		registration applications to the county voter registrar?
	a.	Applications may be personally delivered by the volunteer deputy registrar.
	b.	Applications may be mailed by the applicant.
	C.	Applications may be mailed by the volunteer deputy registrar.
		Applications may be given from one volunteer deputy registrar to another for personal
	d.	delivery.
		As a volunteer deputy registrar, I am allowed to appoint others to assist me in registering
11)		voters. Is this statement true or false?
	a.	True
	b.	False
		Volunteer deputy registrars must deliver completed applications to the county voter
12)		registrar. Which of the following statements is incorrect?
12)	a.	Applications must be delivered by 5pm on the 10 th day after you receive them.
	b.	Applications must be delivered by 5pm on the 5 th day after you receive them.
	C.	Failure to deliver an application in a timely manner is a criminal offense.
		,
		An applicant needs help filling out the voter registration application and has asked you
13)		for assistance. Is this acceptable?
	a.	Yes
	b.	No
14)		Which of the following is not a qualification to register to vote?
- · /	a.	Applicant is a United States citizen.
	b.	Applicant is a resident of the county.
	C.	Applicant is 17 years old.
	d.	Applicant is a felon and has completed all phases of punishment.
	-	

15)		You should always be prepared when registering people to vote. Which of the following is not on your supply list?
,	a.	A receipt book or applications with a tear off receipt
	b.	Pens
	c.	Ballots
	d.	Your certificate of appointment
16)		What is the minimum age to become a volunteer deputy registrar?
	a.	21
	b.	18
	C.	None, you just have to be a registered voter
	d.	17 years and 10 months
17)		As a volunteer deputy registrar, you must review each application for completeness. You notice an applicant did not provide his/her phone number but completed everything else. What do you do?
,	a.	Reject the application
	b.	Accept the application but don't mail it to the county voter registrar
	с.	Accept the application
	d.	Advise the applicant that the county voter registrar will delay the processing of the
		application without the phone number
18)		If a voter does not move to another address or is not finally convicted of a crime, his/her registration automatically renews every even-numbered year. Is this statement true or false?
-	a.	True
	b.	False
19)		Which of the following actions is not a function of the voter registration application?
	a.	Request for a replacement voter registration certificate
	b.	Initial request to be a registered voter
	c.	Make a name change to an existing voter registration
	d.	Apply to vote during the early voting period
		When your term as a volunteer deputy registrar ends, which of the following items are
20)		you allowed to keep for your records?
	a.	Your receipt book
	b.	Voter registration applications
	c.	Your certificate of appointment
	d.	None of the above

List of Applicants for Voter Registration for Nacogdoches County Do not make copies of this list for Commercial Purposes.

<u>Name</u>	<u>Address</u>	<u>Date</u>	Receipt #
01.			
02.			
03.			
04.			
05.			
06.			
07.			
08.			
09.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			
Received By:			
Received by.	Elections Administrator/Assistant	-	

eceived By:	
_	Elections Administrator/Assistant
Date: _	
Signature:	
_	Volunteer Deputy Registrar
Address:	
Phone:	

For Official Use Only

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Signature of Volunteer Deputy Registrar

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- You must not be finally convicted of a felony, or if you are a felon, you must have completed all of your punishment, including any term of incarceration, parole, supervision, period of probation, or you must have received a pardon.

incapacitated w	rithout the right to vote.			mentany incapacitated or partially mentany		
THESE QUI	_	MPLETED BEFORE PROCE Change of Address, Name, or Othe	_	placment Card		
Are you a United	d States Citizen? Yes	☐ No Will you be 18 years	of age on or before election day?	s No		
		ked 'No' in response to eith	er of the above, do not complete	e this form.		
		Are you interested in serving as an	election worker? Yes No			
2 Last Name In	nclude Suffix if any (Jr, Sr, III)	First Name	Middle Name(If any)	Former Name (if any)		
	ddress: Street Address and A (Do not include P.O. Box, Rural Rt. o	partment Number. If none, describe or Business Address)	City	TEXAS Zip Code		
4 Mailing Addr	ress: Street Address and Apart	ment Number. (If mail cannot be	City	State		
delivered to you	ur residence address.)			Zip Code		
5 City and Cou	unty of Former Residence	in Texas				
6 Date of Birth	: (mm/dd/yyyy)	7 Gender (Opt	ional) 8 Telephone Number (Opti	onal) Include Area Code		
		Male				
	Texas Driver's License No. or Texas Personal I.D. No. (Issued by the Department of Public Safety) I have not been issued a Texas Driver's License/Personal Identification Number or Social Security Number.					
 I understand that giving false information to procure a voter registration is perjury, and a crime under state and federal law. Conviction of this crime may result in imprisonment up to 180 days, a fine up to \$2,000, or both. Please read all three statements to affirm before signing. I am a resident of this county and a U.S. citizen; I have not been finally convicted of a felony, or if a felon, I have completed all of my punishment including any term of incarceration, parole, supervision, period of probation, or I have been pardoned; and I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote. 						
X				Date:		
Signature of App	olicant or Agent and Relationshi	p to Applicant or Printed Name of Appl	licant if Signed by Witness and Date.			
		FOR VOLUNTEER DEPL	UTY REGISTRAR USE ONLY			
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		Male				
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		Are you interested in serving as an	election worker? Yes No			
2 Last Name In	nclude Suffix if any (Jr, Sr, III)	First Name	Middle Name(If any)	Former Name (if any)		
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incapacitated w	rithout the right to vote.			mentany incapacitated or partially mentany		
THESE QUI	_	MPLETED BEFORE PROCE Change of Address, Name, or Othe		placment Card		
Are you a United	d States Citizen? Yes	☐ No Will you be 18 years	of age on or before election day?	s No		
		ked 'No' in response to eith	er of the above, do not complete	e this form.		
		Are you interested in serving as an	election worker? Yes No			
2 Last Name In	nclude Suffix if any (Jr, Sr, III)	First Name	Middle Name(If any)	Former Name (if any)		
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		ked 'No' in response to eith	er of the above, do not complete	e this form.	
		Are you interested in serving as an	election worker? Yes No		
2 Last Name In	nclude Suffix if any (Jr, Sr, III)	First Name	Middle Name(If any)	Former Name (if any)	
	ddress: Street Address and A (Do not include P.O. Box, Rural Rt. o	partment Number. If none, describe or Business Address)	City	TEXAS Zip Code	
4 Mailing Addr	ress: Street Address and Apart	ment Number. (If mail cannot be	City	State	
delivered to you	ur residence address.)			Zip Code	
5 City and Cou	unty of Former Residence	in Texas			
6 Date of Birth	: (mm/dd/yyyy)	7 Gender (Opt	ional) 8 Telephone Number (Opti	onal) Include Area Code	
	Male				
	(Issued by the Department of Public Safety) With the Department of Public Safety)				
I understand that giving false information to procure a voter registration is perjury, and a crime under state and federal law. Conviction of this crime may result in imprisonment up to 180 days, a fine up to \$2,000, or both. Please read all three statements to affirm before signing. I am a resident of this county and a U.S. citizen; I have not been finally convicted of a felony, or if a felon, I have completed all of my punishment including any term of incarceration, parole, supervision, period of probation, or I have been pardoned; and I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote.					
X	V			Date:	
Signature of App	olicant or Agent and Relationshi	p to Applicant or Printed Name of Appl	licant if Signed by Witness and Date.		
		FOR VOLUNTEER DEPL	UTY REGISTRAR USE ONLY		
Deputy Number		Application must be delive	ered to Voter Registrar no later than <u>5 days</u> after	receipt	
	Signature of Volunteer Deputy	Registrar	Date		
		REGISTRA	TION RECEIPT		
Name of Applicant/Ap	oplicant's Agent (if applicable)			Receipt No.:	
Name of Volunteer De	eputy Registrar			Deputy No.:	

For Official Use Only

Please complete sections by printing LEGIBLY. If you have any questions about how to fill out this application, please call your local voter registrar.

Please visit the Texas Secretary of State website, www.sos.state.tx.us, and for additional election information visit www.votetexas.gov. Este formulario está disponible en español. Favor de llamar a su registrador de votantes local para conseguir una versión en español.

Qualifications

- You must register to vote in the county in which you reside.
- You must be a citizen of the United States.

Signature of Volunteer Deputy Registrar

- You must be at least 17 years and 10 months old to register, and you must be 18 years of age by Election Day.
- You must not be finally convicted of a felony, or if you are a felon, you must have completed all of your punishment, including any term of incarceration, parole, supervision, period of probation, or you must have received a pardon.

incapacitated w	rithout the right to vote.			mentany incapacitated or partially mentany	
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