

**TRAINING  
SPECIFIC FOR  
NACOGDOCHES  
COUNTY  
VOLUNTEER  
DEPUTY  
REGISTRARS**



# COUNTY SPECIFIC PROCEDURES

## Nacogdoches County Volunteer Deputy Registrars

**Areas/Cities in Nacogdoches County are Appleby, Central Heights, Chireno, Cushing, Douglass, Etoile, Garrison, Martinsville, Nacogdoches, Sacul, and Woden.**

**Do not** register people to vote with **Non-Nacogdoches County residential addresses**. The applicant **MUST** provide a physical residential address **within Nacogdoches County**. We need to know where the applicant actually lives in order to assign a precinct. A P.O. Box is not a residential address.

The applicant may give **ANY** address for his or her **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. If the **Mailing Address** is the same as the **Residential Address**, the **Mailing Address** may be left blank.

***ALWAYS ASK IF THEIR ADDRESS IS AN APARTMENT AND IF SO, GET AN APARTMENT #.***

### **Registering SFA Students**

SFA Students need to register to vote in Nacogdoches County with a Nacogdoches County address if they want to be able to vote in Nacogdoches County on Election Day. If an SFA Student is from another County and does not want to register to vote in Nacogdoches County, then he or she needs to request an application to vote by mail from his or her home County.

**It is highly recommended to have applicants put phone numbers in case there are any issues with their application. Their phone numbers are not given out or entered in any systems. We will only call if there is a question regarding their application.**

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

For SFA Students who live on or near campus in dorms or in other SFA properties, please have them list their residential addresses in the following way:

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

Most SFA Students who live on campus have P.O. Box addresses at SFA. Please have SFA students provide their P.O. Box addresses or home addresses on the **Mailing Address** section of the Voter Registration Applications so we will be able to mail their Voter Certificates.

An SFA student may not list a P.O. Box address on the **Residential Address** section of the Voter Registration Application. An SFA Student who lives on campus needs to provide the name of the dorm he

or she lives in on the **Residential Address** section of the Voter Registration Application. An SFA Student's P.O. Box address or home address should only be provided on the **Mailing Address** section of the Voter Registration Application.

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

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

For example, if an SFA student lives in Whisper Oaks Apartments in Nacogdoches, an apartment complex not owned by SFA, they would list their address in the following way:

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

Please make sure that any applicants who live in apartments provide their apartment numbers, whether they are SFA students or not. **Double check for apartment numbers**, it is okay to ask if they live in an apartment. Without an apartment number U.S.P.S will not deliver their Voter Registration Cards and they will be returned to our office as undeliverable.

# Sample Voter Registration Application

**Texas Voter Registration Application** Prescribed by the Office of the Secretary of State 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](http://www.sos.state.tx.us), and for additional election information visit [www.votetexas.gov](http://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** No. 05123

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

**1 THESE QUESTIONS MUST BE COMPLETED BEFORE PROCEEDING (Check one)**

New Application       Change of Address, Name, or Other Information       Request for a Replacement Card

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** Last Name Include Suffix if any (Jr, Sr, III) Smith      First Name Mary      Middle Name (if any) Sue      Former Name (if any) Williams

**3** Residence Address: Street Address and Apartment Number. If none, describe where you live. (Do not include P.O. Box, Rural Rt. or Business Address) 123 Pearl St., Apt #103      City Nacogdoches      TEXAS  
 County Nacogdoches      Zip Code 75961

**4** Mailing Address: Street Address and Apartment Number. (If mail cannot be delivered to your residence address.) P.O. Box 80      City Nacogdoches      State TEXAS  
 Zip Code 75963

**5** City and County of Former Residence in Texas  
Henderson      Rusk County

**6** Date of Birth: (mm/dd/yyyy) 12/31/1980      **7** Gender (Optional)  Male  Female      **8** Telephone Number (Optional) Include Area Code (936) 462-1000

**9** Texas Driver's License No. or Texas Personal I.D. No. (Issued by the Department of Public Safety) 01023456      If no Texas Driver's License or Personal Identification, give last 4 digits of your Social Security Number XXX-XX-6789

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 one year in jail, a fine up to \$4,000, 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.

Mary S. Smith      Date: 3/26/2024  
 Signature of Applicant or Agent and Relationship to Applicant or Printed Name of Applicant if Signed by Witness and Date.

**FOR VOLUNTEER DEPUTY REGISTRAR USE ONLY**

Deputy Number 1001      Signature of Volunteer Deputy Registrar Vicki L. Wood      Application must be delivered to Voter Registrar no later than 5 days after receipt      Date 3/26/2024

**REGISTRATION RECEIPT**

Name of Applicant/Applicant's Agent (if applicable) <u>Mary Sue Smith</u>	Receipt No.: <b>05123</b>
Name of Volunteer Deputy Registrar <u>Vicki L. Wood</u>	Deputy No.: <u>1001</u>
Signature of Volunteer Deputy Registrar <u>Vicki L. Wood</u>	Date: <u>3/26/2024</u>

You should receive your Voter Registration Certificate within 30 days. Please keep this receipt until you receive your Voter Registration Certificate from the voter registrar.

# UPCOMING ELECTIONS

For upcoming elections and deadlines to register to vote, please visit [www.nacvotes.com](http://www.nacvotes.com).

For general voting information, please visit [www.votetexas.org](http://www.votetexas.org).

**Elections Office  
Nacogdoches County  
203 W Main St Ste 113  
(936) 560-7825**

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



**Texas Voter Registration Application**

Prescribed by the Office of the Secretary of State 10/17

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

**1 THESE QUESTIONS MUST BE COMPLETED BEFORE PROCEEDING (Check one)**

- New Application       Change of Address, Name, or Other Information       Request for a Replacement Card

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

<b>2</b>	Last Name Include Suffix if any (Jr, Sr, III)	First Name	Middle Name (If any)	Former Name (if any)
<b>3</b>	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
			County	Zip Code
<b>4</b>	Mailing Address: Street Address and Apartment Number. (If mail cannot be delivered to your residence address.)		City	State
				Zip Code

**5 City and County of Former Residence in Texas**

<b>6</b>	Date of Birth: (mm/dd/yyyy)	<b>7</b>	Gender (Optional)	<b>8</b>	Telephone Number (Optional) Include Area Code
	<input type="text"/>		<input type="checkbox"/> Male <input type="checkbox"/> Female		( <input type="text"/> ) <input type="text"/> - <input type="text"/> <input type="text"/>

<b>9</b>	Texas Driver's License No. or Texas Personal I.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
	<input type="text"/>	XXX-XX- <input type="text"/>

I have not been issued a Texas Driver's License/Personal Identification Number or Social Security Number.

**10 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 Applicant or Agent and Relationship to Applicant or Printed Name of Applicant if Signed by Witness and Date.

FOR VOLUNTEER DEPUTY REGISTRAR USE ONLY	
Deputy Number	_____
Signature of Volunteer Deputy Registrar	_____
	Date

**REGISTRATION RECEIPT**

Name of Applicant/Applicant's Agent (if applicable)	Receipt No.:
Name of Volunteer Deputy Registrar	Deputy No.:
Signature of Volunteer Deputy Registrar	Date:

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