

TRAINING FOR TEXAS VOLUNTEER DEPUTY REGISTRARS



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QUALIFICATIONS



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- 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:
 1. totally mentally incapacitated, or
 2. partially mentally incapacitated without the right to vote
 - 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
 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 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 performance-based compensation for volunteer deputy registrars.



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TRAINING



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- A person appointed as a volunteer deputy registrar may not receive another person's registration application until the volunteer deputy registrar has completed training developed by the Secretary of State's office.
- At the time of appointment, the county voter registrar shall provide information to the volunteer deputy registrar about the time and places at which such training is offered.



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LENGTH OF APPOINTMENT



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- 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 **MAY** be terminated by the county voter registrar upon determination by the voter registrar that you failed to adequately review a voter registration application as required by Section 13.039, Texas Election Code.



- Your appointment **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
 - are 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.



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SUPPLIES NEEDED



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- 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.*



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YOUR DUTIES AS A TEXAS VOLUNTEER DEPUTY REGISTRAR



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- 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 form 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 form from any resident of the county who wishes to change or correct information on his/her voter registration certificate (such as name or address).
- May assist any resident of the county in completing a voter registration application, if requested.
- Shall review a completed voter registration application form he or she accepts from any resident of the county.
- Shall issue a receipt to any resident of the county from whom he or she accepts a completed voter registration application form.
- Shall deliver completed voter registration application forms he or she accepts to the county voter registrar who appointed him or her.



- A volunteer deputy registrar **may not**:
 - Determine if the applicant is actually qualified to register to vote;
 - Make the applicant provide his/her gender, social security or driver's license number;
 - Make the applicant provide his/her telephone number; or
 - Keep a copy of the completed voter registration application itself because this document contains information that is confidential by law.



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REVIEWING 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.



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- The voter registration application should include the following:
 - Citizenship question is answered either yes or no;
 - Full name, including any middle, maiden, or former name;
 - Residence address must be a street address or a description of the location of the residence;
 - Valid mailing address, if mail can't be delivered to the residence address;
 - Date of birth, including month, day, and year;
 - Be sure the applicant has read the statements that he/she is signing regarding qualifications to register; and
 - Signature of applicant and date of signing; If an agent is registering for an applicant, be sure the agent provides his/her relationship to the applicant.



Texas Voter Registration Application

For Official Use Only

Prescribed by the Office of the Secretary of State VR17.09E.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 or the Secretary of State's Office toll free at 1-800-252-VOTE(8683), TDD 1-800-735-2989, www.sos.state.tx.us.

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) First Name Middle Name (if any) Former Name (if any)
Smith Jane Doe

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 This Way Lane City: Here State: TEXAS
Zip Code: 77777

4 Mailing Address: Street Address and Apartment Number. (If mail cannot be delivered to your residence address.)
City: State: Zip Code:

5 Date of Birth: (mm/dd/yyyy) 6 Gender (Optional) 7 Telephone Number (Optional) (Include Area Code)
12/12/1912 Male Female () -

8 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
01234567 XXX-XX- I have not been issued a Texas Driver's License/Personal Identification Number or Social Security Number.

9 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 Jane Smith Date 10/01/11
Signature of Applicant or Agent and Relationship to Applicant or Printed Name of Applicant if Signed by Witness and Date.

REQUIRED

OPTIONAL

MUST BE SIGNED AND DATED

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ACCEPTING APPLICATIONS

- You may help a person fill out the registration form if he/she cannot read or has a physical disability.
- If an applicant cannot sign his/her name on the form, 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 or her spouse, parent or child. That person must sign the application as "agent" and state the relationship to the applicant on the registration form. The "agent" must have the permission of the applicant to do this.



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RECEIPTS

- On receipt of a completed registration application, the volunteer deputy registrar shall prepare a receipt in duplicate.
- The volunteer deputy registrar shall sign the receipt and give the original to the applicant.
- The duplicate receipt must be delivered to the county voter registrar along with the application. You may wish to keep a copy or stub for your records.



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DELIVERY OF APPLICATIONS

- You must deliver completed registration applications and receipts in person to the county voter registrar 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.



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- **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.



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



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VOTER REGISTRATION

(INFORMATION THAT APPLICANTS MAY WISH TO KNOW)



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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;
 - 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
 - be a resident of the county where registering



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WHEN A VOTER'S 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.



WHEN A VOTER MOVES

- 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 Texas.Gov.
- If the voter moves to another county, they must re-register in the new county of residence.



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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.



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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.



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UPCOMING ELECTIONS



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- 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!**



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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

