



DALLAS COUNTY ELECTIONS DEPARTMENT

VOLUNTEER DEPUTY REGISTRAR GUIDE

ELECTIONS OFFICE HOURS AND LOCATION:

MONDAY - FRIDAY 8:00 AM - 4:30 PM
2377 N. STEMMONS FWY., #820 - DALLAS, TEXAS 75207
PH: 214-819-6300

TONI PIPPINS-POOLE, CERA, CCPA
ELECTIONS ADMINISTRATOR



FOR FURTHER INFORMATION OR ASSISTANCE:

(214) 819-6389 Voter Registration
(214) 637-7937 Automated System
(214) 819-6301 Facsimile

www.dallascountyvotes.org

FOLLOW US ON YOUR
FAVORITE SOCIAL MEDIA





Dear Volunteer Deputy Registrar,

Thank you for assisting the Dallas County Elections Department in registering our eligible citizens to vote. Your valuable assistance is greatly appreciated, last year Volunteer Deputy Registrars brought in over 5000 voter registration applications. This would not be possible without the commitment of our VDR's. By continuing to work together we can achieve more voter participation and involvement, educating them one at a time.

The acceptance of the duties as a VDR places you in a position of trust and responsibility to the citizens you will register to vote. Becoming a Volunteer Deputy is easy, but it is an important position that should be taken seriously.

In this guide you will find important information such as:

- Qualifications and How to Become a Volunteer Deputy Registrar
- Length of Appointment of your certification
- Your Role as a Volunteer Deputy Registrar
- How to handle Distributing and Accepting Voter Registration Applications
- Assisting applicants and Reviewing the Applications;
- When and how long is registration effective
- How to handle address and name changes
- How to become involved in the Election process by working at the Election Polls
- Frequently asked questions
- Reference Material

Become familiar with this guide and carry it with you while you perform your duties. If in the course of your service, a question should arise which you are unable to answer, please contact the Dallas County Elections Department at;

Thank you,
Toni Pippins- Poole, CERA, CCPA
Elections Administrator
2377 N. Stemmons Frwy #820
Dallas, TX 75207
Phone- 214-819-6300
Email- dallascountyvotes@dallascounty.org
Website- www.dallascountyvotes.org



"Unity is strength...
when there is
teamwork and collaboration,
wonderful things
can be achieved."
- Mattie J.T. Stepanek

Qualifications

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

- be at least 18 years old;
- be a United States citizen;
 1. not have been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated, or
 2. partially mentally incapacitated without the right to vote;
- never been convicted of failing to deliver a voter application to a voter registrar;
- not 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 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

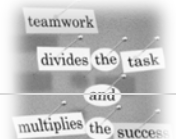
1. Enclosed is list of training classes and schedule of classes that will take place in our office.
2. Dallas County Elections Department will provide you with details and tools that will assist you in becoming a productive Volunteer Deputy Registrar.
3. Upon satisfactorily completing of training Dallas County Elections Department will appoint you as a volunteer deputy registrar and advise you of any county-specific procedures for processing voter registration applications.
4. Dallas County Elections will issue you a Certificate of appointment and a Certificate ID card that you must carry with you when registering individuals to vote.
5. You will be supplied with voter registration applications with a tear off perforated receipt.(Additional applications may be picked up at our office as needed.)

Length of Appointment/Termination

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 Dallas County Elections Department 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 Dallas County Elections Deputy Registrar 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
- you are finally convicted of identity theft

Your Role as a Volunteer Deputy Registrar

Checklist; before you get started be sure you have the following:

- ✓ A certificate of appointment. ID Certificate Card
- ✓ Plenty of voter registration applications
- ✓ Pens
- ✓ **Green Voter Registration Applications with perforated receipt stubs for Dallas County**
- ✓ VDR Guide Book- (this book)
- ✓ Other Voting Information such as brochures and flyers that serve as educational tools for voters of the upcoming elections.

Distributing and Accepting Applications

You may distribute and accept a voter registration application from any resident of Dallas 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 “change” box on the application.

Dallas County will provide you with applications containing our return address. Another option you have is you may print blank applications for volunteer deputy registrars from our website at www.dallascountyvotes.org or the Secretary of State’s website at www.sos.state.tx.us These applications should only be mailed back by the 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 which you were appointed. In Dallas County you should only receive and accept the Green VDR applications supplied to you by our office.

**“I CAN DO THINGS YOU CANNOT, YOU CAN DO THINGS I CANNOT;
TOGETHER WE CAN DO GREAT THINGS”. MOTHER TERESA**

Assisting Applicants when filling out the Voter Registration 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



Voter Registration Application
Approved by the Office of the Secretary of State VR17.2011E.13

Please complete sections by printing LEGIBLY. If you have questions, please call your local voter registrar.

1 These Questions Must Be Completed Before Proceeding

Check one

New Application Change of Address, Name, or Other Information

Are you a United States Citizen?

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 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
- **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
- make the applicant provide his/her gender or telephone number.

Registration Receipt

For each completed voter registration application, fill out perforated receipts completely and thoroughly, give applicant one and you keep one for your records, and then deliver Voter Registration Application to the Dallas County Elections Office. **You should not keep copies of the completed voter registration applications or share information from them, because these documents contain information that is confidential by law.**

"TALENT WINS GAMES, BUT TEAMWORK AND INTELLIGENCE WINS CHAMPIONSHIPS". MICHAEL JORDAN

There are two types of voter registration applications:

- Standard Application (White in Color):** This application must be filled out and mailed back by the applicant. If you are not deputized, you may only pass out the white application for the voter to return at their convenience. **Again, the application must be mailed; it cannot be brought into the voter registration office by hand,** because it is necessary that there is a postal cancellation (postmark). There is a deadline to register to vote 30 days before every Election Day, in order to be eligible to vote in that election. The postmark on the back of the application determines which cards were received by the cutoff date.

Please see the examples below of English and Spanish standard voter registration applications.

<p>Texas Voter Registration Application <small>For Official Use Only</small></p> <p><small>Prescribed by the Office of the Secretary of State VRS17.2011E.13</small></p> <p>Please complete sections by printing LEGIBLY. If you have any questions about how to fill out this application, please call your local voter registrar.</p> <p>1 These Questions Must Be Completed Before Proceeding</p> <p>Check one <input type="checkbox"/> New Application <input type="checkbox"/> Change of Address, Name, or Other Information <input type="checkbox"/> Request for a Replacement Card</p> <p>Are you a United States Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Will you be 18 years of age on or before election day? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If you checked 'No' in response to either of the above, do not complete this form.</p> <p>Are you interested in serving as an election worker? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2 Last Name (include suffix if any) (Jr, Sr, III) First Name Middle Name (if any) City</p> <p>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) City County</p> <p>4 Mailing Address: Street Address and Apartment Number. (If mail cannot be delivered to your residence address.) City</p> <p>5 Date of Birth: (mm/dd/yyyy) 6 Gender (Optional) 7 Telephone (include area)</p> <p><input type="checkbox"/> Male <input type="checkbox"/> Female () () () () () ()</p> <p>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 give last 4 digits of your Social Security Number. XXX-XX-XXXX</p> <p><input type="checkbox"/> I have not been issued a Texas Driver's License/Personal Identification Number.</p> <p>9 I understand that giving false information to procure a voter registration is perjury under state and federal law. Conviction of this crime may result in imprisonment up to \$2,000, or both. Please read all these statements to affirm before signing.</p> <ul style="list-style-type: none"> 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 term of incarceration, parole, supervision, period of probation, or I have been granted my civil rights; I have not been determined by a final judgment of a court exercising probate jurisdiction to be mentally incapacitated or partially mentally incapacitated without the right to vote. <p><input checked="" type="checkbox"/> Signature of Applicant or Agent and Relationship to Applicant or Printed Name of Applicant if Agent Date</p>	<p><small>Emploja por los Texas / Utiliza para los Texas</small></p> <p>BUSINESS REPLY MAIL <small>FIRST-CLASS MAIL PERMIT NO. 4511 AUSTIN TX</small> POSTAGE WILL BE PAID BY ADDRESSEE</p> <p>DALLAS COUNTY REGISTRAR OF VOTERS 2377 N STEMMONS FWY STE 820 DALLAS TX 75207-9903</p> <p><small>Debita por los Texas y sella antes de enviar</small></p> <p>Requisitos</p> <ul style="list-style-type: none"> Hay que registrarse para votar en el condado donde reside. Hay que ser ciudadano de los Estados Unidos. Hay que tener por lo menos 17 años con 10 meses de edad o más para registrarse, y hay que tener 18 años de edad para el Día de Elecciones. Hay que no haber sido condenado por un delito grave, o en caso de ser delincuente, haber purgado la pena por completo, incluyendo cualquier plazo de encarcelamiento, libertad condicional, supervisión, periodo de prueba, o haber obtenido un indulto. Hay que no haber sido declarado total ni parcialmente, como mentalmente discapacitado sin derecho al voto, por fallo final de un juzgado de sucesiones. <p>Rellenar la solicitud</p> <ul style="list-style-type: none"> Revisar la solicitud detenidamente, rellenarla, firmarla, escribir la fecha y enviarla por correo al registrador de votantes de su condado o llevarla en persona a la oficina del Registrador de Votantes. <p>Todo votante que se inscriba para votar en Texas deberá proporcionar un número de licencia de conducir de Texas o un número de identificación personal emitido por el Departamento de Seguridad Pública de Texas. Si no tiene tal número, basta con proporcionar las últimas cuatro cifras de su número de seguro social. Si no tiene un número de seguro social, deberá declarar que no lo tiene.</p> <p>Su registro de votantes entra en vigor 30 días después que se reciba o cuando usted cumpla los 18 años, cual ocurra más tarde. Su registro deberá ser válido en o antes del día de elecciones de cierta elección para poder votar en tal elección.</p> <p>Si se muda a otro condado, hay que volver a registrarse en el condado de su nueva residencia.</p> <p>Por favor visite la página Web de la Secretaría del Estado de Texas, www.sos.state.tx.us, y para información adicional sobre elecciones visite www.votexas.org.</p> <p>This application is available in English. Please contact your local voter registrar to receive a copy in English.</p>	<p>Solicitud de registro electoral en Texas <small>Exclusivo para uso oficial</small></p> <p><small>Por orden de la Secretaría de Estado VRS17.2011E.13</small></p> <p>Favor de llenar cada sección con letra de molde LEGIBLE. Si tiene preguntas sobre cómo rellenar este formulario, por favor comuníquese con su registrador de votantes local.</p> <p>1 Debe contestar estas preguntas antes de proseguir</p> <p>Marque un recuadro <input type="checkbox"/> Nueva solicitud <input type="checkbox"/> Cambio de domicilio, nombre y/o otra información <input type="checkbox"/> Reemplazo de tarjeta</p> <p>¿Es usted ciudadano de los Estados Unidos? <input type="checkbox"/> Sí <input type="checkbox"/> No</p> <p>¿Tendrá 18 años cumplidos antes o el día de la elección? <input type="checkbox"/> Sí <input type="checkbox"/> No</p> <p>Si marcó 'No' como respuesta a cualquiera de las preguntas anteriores no llene esta solicitud.</p> <p>¿Participa como trabajador electoral? <input type="checkbox"/> Sí <input type="checkbox"/> No</p> <p>Apellido al hoy Primer nombre Segundo nombre (si aplica) Nombre anterior (si aplica)</p> <p>Dirección: Número y calle, y número de apartamento o domicilio, describe dónde vive (no incluye parcelas o dirección del trabajo) Ciudad Condado TEXAS Código postal</p> <p>Número y calle, y número de apartamento o lugar al correo en su domicilio residencial Ciudad Estado Código postal</p> <p>Fecha de nacimiento: (mm/dd/aaaa) 6 Sexo (Opcional) 7 Teléfono (Opcional) (incluya código de área)</p> <p><input type="checkbox"/> Masculino <input type="checkbox"/> Femenino () () () () () () () () () ()</p> <p>Licencia de Texas o no. de identificación personal. (Emitido por el Departamento de Seguridad Pública de Texas) Si no tiene licencia de conducir de Texas o no. de identificación personal, proporcione los 4 últimos dígitos de su número de Seguro Social XXX-XX-XXXX</p> <p>Licencia de conducir de Texas/Número de Identidad Personal de Texas ni un número de Seguro Social.</p> <p>Información falsa para obtener una tarjeta de registro electoral constituye un delito de los estatutos y federales. Cometer este delito puede resultar en privación de la libertad por un periodo de hasta \$2,000 o ambos castigos. Por favor lea cada una de las tres declaraciones de este condado y ciudadano de los Estados Unidos:</p> <ul style="list-style-type: none"> He sido declarado por un delito grave, o en caso de ser delincuente, he purgado mi pena por todo cualquier plazo de encarcelamiento, libertad condicional, supervisión, periodo me otorgó un indulto; y He sido declarado, total o parcialmente, como discapacitado mental sin derecho al voto, por el fallo final de un juzgado de sucesiones. <p>Fecha / /</p> <p><small>Podador) y relación de esto con el solicitante, o nombre en letra del molde del solicitante si la firma en la de un trabajo, y fecha.</small></p>
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Volunteer Deputy Registrars Voter Registration Applications (Green);


- Deputy Application (Green in Color):** An example for this use of card is a voter registration drive where the deputy will be present to assist the applicant fill out the green application. If the applicant does not have time to fill out the green application, please provide them a white application to mail in. The green application can only be returned to the voter registrar's office by hand, and only by a deputy registrar. **These applications cannot be mailed in.** The card must be returned in person to the voter registration office within five (5) calendar days of being signed by the voter. Just as the 30-day cutoff date applies to the white applications, this rule also applies to the green applications. Despite the fact that you have five (5) calendar days to return the card to our office under normal circumstances, if there is an applicable 30-day cutoff deadline in effect, then the card must be returned to us by the cutoff date.
- The only exception to this rule is if you are registering voters after our normal office hours of 8:00 a.m. to 4:30 p.m. on the day of the cutoff. You have until 5:00 p.m. the next business day after the cutoff to bring in the green applications.
- At the bottom of the green applications, you will find a perforated stub. This stub must be filled out by the deputy, torn off the rest of the application, and returned to the applicant. The stub acts as a receipt for the applicant to present to the election judge during voting to prove that they registered before the cutoff date. The judge will then give the applicant a provisional ballot to fill out with the stub information included. This is very important in helping to determine whether the provisional ballot will count as a valid vote or not.

Please see the examples below Dallas County VDR - Applications are front and back and English and Spanish.

Receipt for Applicant

RECEIPT STUB FOR APPLICANT		
Keep this receipt until you receive your voter registration from the voter registrar by mail.		
Name of Applicant/Applicant's Agent (if applicable)		
Street Address	City	Zip
Signature of Dallas County Deputy Registrar	VDR I.D.#	Date
Applicant Copy		

Back of Receipt for Applicant

	DALLAS COUNTY ELECTIONS DEPARTMENT ELECTION QUESTIONS PLEASE CALL 214-637-7937 OR VISIT OUR WEBSITE AT WWW.DALLASCOUNTYVOTES.ORG IF VOTER CARD NOT RECEIVED WITHIN 30 DAYS PLEASE CALL 214-819-6389	
	DEPARTAMENTO DE LAS ELECCIONES DEL CONDADO DE DALLAS PREGUNTAS SOBRE LAS ELECCIONES LLAME AS 214-637-7937 VISITE NUESTRO SITIO DE WEB A WWW.DALLASCOUNTYVOTES.ORG SI LA TARJETA DEL VOTANTE NO ES RECIBIDA DENTRO DE 30 DIAS POR FAVOR LLAME AL 214-819-6389	

Receipt for Deputy Registrar

RECEIPT STUB FOR VOLUNTEER DEPUTY REGISTRAR		
Keep this receipt for your records.		
Name of Applicant/Applicant's Agent (if applicable)		
Street Address	City	Zip
Signature of Dallas County Deputy Registrar	VDR I.D.#	Date
Volunteer Deputy Registrar Copy		

Texas Voter Registration Application			
For Official Use Only			
<small> Provided by the Office of the Secretary of State, P.O. Box 120447, Austin, TX 78712-0447 Please complete sections by printing LEGIBLY. If you have any questions about how to fill out this application, please call your local voter registrar. </small>			
1 These Questions Must Be Completed Before Proceeding Check one <input type="checkbox"/> New Application <input type="checkbox"/> Change of Address, Name, or Other Information <input type="checkbox"/> Request for a Replacement Card			
Are you a United States Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No Will you be 18 years of age on or before election day? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No			
2 Last Name (Include Suffix if any) (A, B, C, III) <input type="text"/>	First Name <input type="text"/>	Middle Name (if any) <input type="text"/>	Former Name (if any) <input type="text"/>
3 Residence Address: (Street Address and Apartment Number, if none, describe where you live. Do not include P.O. Box, Rural R., or Business Address.)		City <input type="text"/>	TEXAS County <input type="text"/>
4 Mailing Address: (Street Address and Apartment Number, if mail cannot be delivered to your residence address.)		City <input type="text"/>	State <input type="text"/>
5 Date of Birth: (mm/dd/yyyy) <input type="text"/>		6 Gender (Optional) <input type="checkbox"/> Male <input type="checkbox"/> Female	7 Telephone Number (Optional) Include Area Code <input type="text"/>
8 Texas Driver's License No. or Texas Personal ID 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"/>			
<input type="checkbox"/> 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 globe 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.			
<input checked="" type="checkbox"/> Signature of Applicant or Agent and Relationship to Applicant or Printed Name of Applicant if Signed by Witness and Date.		Date / /	
Signature of Dallas County Deputy Registrar		VDR I.D.# Date	

Delivery of Applications and Receipts

There are two ways that you can deliver the applications to our office. First, completed voter registration applications may be submitted by personal delivery by the volunteer deputy registrar within 5 days to DCED during our regular operating hours. Second, the volunteer deputy registrar may give his or her applications to another volunteer deputy registrar for personal delivery to the county voter registrar.

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 5:00p.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 5:00 p.m. of the next regular business day.*

When is the Registration Effective?

You may 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?

Generally a voters registration will be automatically renewed every even-numbered year unless:

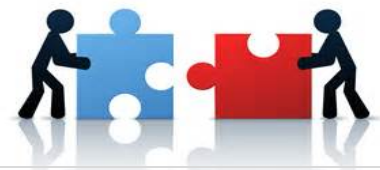
- the voter moves to another address; or
- the voter receives a final felony conviction and has not completed the sentence, probation or parole or been otherwise pardoned or released from the resulting disability to vote. Note: "deferred adjudication" does not constitute a "final felony conviction."

Address Changes and Name 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.
- 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.

Everything comes together at the end..



FREQUENTLY ASKED QUESTIONS



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's 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 "Qualifications" 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 voter's 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's deputy in the voter registrar's office.

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's 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 receipts?

A: It is not addressed in the Code, but we would suggest that you should retain the receipts for 22 months following the election closest to the effective date of the applications.

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's voter registration application.

Any questions regarding Volunteer Deputy Registrar program contact;

Dallas County Elections Department
Toni Pippins- Poole- CERA, CCPA
Elections Administrator
2377 N. Stemmons Freeway #820
Dallas, Texas 75207
214-819-6300
www.dallascountyvotes.org

SECRETARY OF STATE
Elections Division
P.O. Box 12060
Austin, Texas 78711-2060
512.463.5650 or 1.800.252.VOTE (:
Fax 512.475.2811, TTY 7.1.1
www.votetexas.gov



REFERENCE MATERIAL

“TEAMWORK IS VITAL ONE CANNOT MAKE HARMONY ALONE IT TAKES THE HELP OF OTHERS TO MAKE BEAUTIFUL MUSIC. KAITLYN SLEYSER

EARLY VOTING BY PERSONAL APPEARANCE

Any qualified voter is eligible for early voting by personal appearance. Early Voting in person begins 12 days prior to an election and ends at the close of 4th day prior to an election. Other elections early voting begins 17 days before Election Day and ends 4 days prior election day.

REQUESTING TO VOTE EARLY BY MAIL:

A person may vote early by mail, if he/she is a qualified, registered voter and falls into one of the categories below:

- **ABSENCE FROM COUNTY OF RESIDENCE:** Voter expects to be absent from the county of the voter's residence on Election Day and during the regular hours of early voting at polling location. If a voters early voting application is submitted within 11days prior to the Election. An out of county address is needed to mail a ballot out of county. You are required to give what date that you will be out of county and date you can begin to receive mail at the address given. Section #8 on BBMA- must be thoroughly filled out.
- **DISABILITY:** A qualified voter is eligible for early voting by mail if the voter has a sickness or physical condition that prevents the voter from appearing at the polling place during Early Voting or on Election Day without the likelihood of needing personal assistance or of injuring the voter's health.
- **CONFINED IN JAIL:** A qualified voter is eligible for early voting by mail if, at the time the voter's early voting ballot application is submitted, the voter is confined in jail and:
 - (A) Serving a misdemeanor sentence for a term that ends on or after election day;
 - (B) Pending trial after denial of bail;
 - (C) Without bail pending an appeal of a felony conviction; or
 - (D) Pending trial or appeal on a bail able offense, for which release on bail before Election Day is unlikely.

A voter confined in jail who is eligible for early voting is not entitled to vote by personal appearance unless the authority in charge of the jail, in the authority's discretion, permits the voter to do so.

- **AGE:** A qualified voter is eligible for early voting by mail if the voter is 65 years of age or older on Election Day.

A person may request a ballot by mail beginning January 1st, of each year up to the 11th day prior to that election. A separate application is required for each election if voter has not requested an Annual Application. You may request an application for ballot by mail In Person, by Phone, by Mail, By Fax, by common Contract Carrier or by Email, or by simply calling our main number, (214)819-6300.

WHOM TO CONTACT FOR EARLY VOTING BALLOT BY MAIL:

FOR DALLAS COUNTY:
EARLY VOTING CLERK
ELECTIONS DEPARTMENT
2377 N. STEMMONS FWY., SUITE 820
DALLAS, TEXAS 75207-2706
OFFICE (214-819-6359)
FAX (214-819-6303)

Email- evapplications@dallascounty.org



Working at the Election Polls

Are you interested in getting more involved in the Electoral process? *Polling Places are in need of Smiling Faces.*

The Dallas County Elections Department is always looking for responsible, trust worthy individuals interested in working at the election polls. When you become poll worker you will gain valuable knowledge such as;

- Learn the Election Process so you can share with your family and friends. Acquiring personal growth and insight knowledge of one of our most sacred rights.
- Fun Day - Meet many people and personalities assisting them in a positive voting experience.
- You get a chance to give back by being involved in your community.
- You make a difference while you get paid \$.

Becoming a Dallas County Elections Poll Worker is easy. Simply fill out the questionnaire and return it to us. A department representative will make contact with you and explain what to do next.

Positions available are:

- Early Voting Clerks
- Election Day Clerks
- Election Day Bilingual Clerks
- Election Day Student Worker Clerks

They are responsible for:

- Assist Election Judge on all duties at the election polls
- Qualifying the voter; Assist voters with the election equipment; assist in opening and closing the election polls;
- Available to work on election Day from 6am-7pm

We are also in need of:

- Election Day Technicians - Their duties include:
 - Responding to calls and requests from judges at precincts regarding procedures and Election Day processes.
 - Delivering materials and supplies to precincts when requested as needed.

Sign Up Today!

Questioner is included in your packages; if you are interested you may submit it in person or at a later date by email or fax. Email to; Election.worker@dallascounty.org Fax; 214-819-6318



*You are the missing piece to
the puzzle...*

Volunteering for the Elections Department;

Dallas County Elections Department coordinates voter registration drives in the community. We are also invited to participate in various events such as, community fairs, job fairs, college events and other events throughout Dallas County. Though, we try to schedule our staff to these events, it is impossible to make it to all of them. It is another way to assist our community by educating them in our electoral process and distribute important information regarding Elections that are coming up. During these events you can participate and will gain valuable knowledge that will assist you throughout your volunteer deputy registrar career. You will learn firsthand the needs of our community and what interest they have in the electoral process.

If you are interested, please let us know by emailing your details to; esmeralda.l.garcia@dallascounty.org or call 214-819-6346..





THANK YOU FOR YOUR SERVICE AS
A DALLAS COUNTY ELECTIONS
VOLUNTEER DEPUTY REGISTRAR

Coming together is a
BEGINNING
Keeping together is
PROGRESS
Working together is
SUCCESS

Henry Ford

www.dallascountyvotes.org

