Voter Registration Event Check off List

- Make a plan – the plan should include **Who**, **How**, **When**, and **Where**.

- Acquire all authorization permits by:
  - Calling the location **where** you are interested in holding the drive;
  - Coordinating a date; and

- Decide **when** you will register voters.
  - On an ongoing basis, as part of a registration drive, and/or on a single registration day.

- Decide **who** will be responsible for returning completed registration forms in a timely manner.

- Get any supplies you may need
  - Green and White Voter Registration Applications
  - Pens, Posters, and any other supplies for off-site registration.
  - Call us to see what resources we have available for you.

- Review our rules on **how** to register voters and keep this guide close by in case you have any questions. Be sure to know the:
  - Registration deadlines
  - Eligibility requirements (e.g. Ex-offenders)
  - Where to return the applications
    - (1520 Round Table Dr. Dallas, Tx 75247)
  - Required information on the application like the citizenship checkboxes, date of birth, license number or last four digits of SS#, and the signature.

- Create a voter registration display for your registration event.
  - Register to Vote Poster – with registration qualifications
  - Put out signs and factsheets like the registration deadlines and information on upcoming elections.
  - Educate voters when possible, by distributing Early Voting and Election Day information, Photo ID FAQ’s, Vote By Mail FAQ’s, and other helpful information.
  - Make your registration area stand out.

- Promote your registration activities.

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 Dallas County Elections Department 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 4:30 p.m. of the next regular business day.

**DELIVERY OF APPLICATIONS**
Do NOT mail completed registration applications you have collected. You must deliver completed registration applications IN PERSON to the voter registrar no later than 4:30 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**