STATE OF TEXAS
VOLUNTEER DEPUTY REGISTRAR GUIDE

DALLAS COUNTY ELECTIONS DEPARTMENT

Monday-Friday
8:00 AM – 4:30PM
1520 Round Table Drive
Dallas, TX 75247
469-627-VOTE (8683)

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; many voters would not be able to vote without your assistance. 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:

Elections Administrator
Michael Scarpello
Phone- 214-819-6300
Email- dallascountyvotes@dallascounty.org
Volunteer Deputy Registrars are entrusted with the responsibility of officially registering voters in the State of Texas. They are appointed by county voter registrars and charged with helping increase voter registration in the state.

**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 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.

All election materials issued to a volunteer deputy registrar, including the certificate of appointment, receipt books, receipts, VR applications and other forms in the volunteer deputy registrar’s possession, must be returned or accounted for upon termination of appointment.

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;
- Plenty of Green Volunteer Deputy Registrar Applications with receipt stubs.
- A pen;
- This guide
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 “change” 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 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 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 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 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.

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

[Images of receipt for applicant, receipt for deputy registrar, and back of receipt for applicant]
Delivery of Applications and Receipts

You must deliver completed registration applications and receipts in person to the Dallas County Elections 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.

SPECIAL NOTE: To be eligible to vote, a person must be registered 30 days before Election Day. House Bill 2324 (85th Legislature, RS, 2017), effective September 1, 2017, amended Section 13.042(c) of the Texas Election Code (the “Code”) to provide that when you receive a completed application after the 34th day before the date of an election and on or before the last day for a person to timely submit a registration application for that election as provided by Section 13.143 of the Code, you must deliver the application to the county voter registrar no later than 5 p.m. of the next regular business day after the date to timely submit a registration application for that election as provided by Section 13.143 of the Code.

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: “deferred adjudication” does
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: Must I personally be registered to vote in order to serve as a volunteer deputy registrar?

A: No. Pursuant to Section 13.031(d)(3) of the Code to be eligible for appointment as a volunteer deputy registrar, a person must meet the requirements to be a qualified voter under Section 11.002 of the Code, except that the person is not required to be a registered voter.

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 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: 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. 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.

Q: If I have previously taken the volunteer deputy registrar examination and have received a certificate of appointment in one county, but would like to be appointed as a volunteer deputy registrar in another county, am I required to take the examination again in the new county?

A: No, you are not required to retake the examination in the new county if you previously took the exam and received a certificate of appointment in another county. You should complete and submit a Request for Appointment as a Volunteer Deputy Registrar with the new county. The voter registrar in the new county will appoint you as a volunteer deputy registrar and advise you of any county-specific procedures for completing the duties of a volunteer deputy registrar.
Voter Registration Event Checklist for a Volunteer Deputy Registrar

- Make a PLAN – the Who, How, When and Where
- Who will LEAD your Voter Registration efforts?
- ACQUIRE all Authorization permits by:
  - Call the location you are interested in having the drive at
  - Coordinate a Date
  - Call us if you need assistance
- Decide WHEN you will do voter registration
  - On an ongoing basis
  - As part of a registration drive
  - 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, any other supplies for off-site registration- Call us to see what we have available for you
- Review our REGISTRATION RULES; keep our Hand Book close by in case you have any questions.
  - The registration deadline
  - Eligibility requirements (e.g. Ex-offenders and voting)
  - Where to return the forms- in Dallas County-1520 Round Table Dr – Dallas, Tx 75247 Between 8am and 4:30
- Things to LOOK OUT for: citizenship check boxes, date of birth, license number or last four digits of SS#, and signature.
- Create a voter registration DISPLAY for yourself.
  - Register to Vote Poster – with registration qualifications
  - Put out signs and factsheets like the registration deadlines
  - Educate voters when possible by, distributing Early Voting information, Photo ID FAQ’s, Registering ex-felons FAQ’s,
  - Make your registration area stand out.
- PROMOTE your Registration activities
  - Highlight it in your internal and external communications
  - Use your contacts in Social Media
  - Use your email contacts
  - Your business or personal website
  - Email your event to www.dallascountyvotes.org for promotion on our event calendar.
Remember we are here to assist you!
EARLY VOTING BY PERSONAL APPEARANCE

Generally, early voting in person begins the 17th day before Election Day (if that’s a weekend, early voting starts on Monday) and ends the 4th day before Election Day. (EXCEPTION: Early voting for elections held in May starts the 12th day before Election Day and ends on the 4th day before Election Day.) Vote at any of the participating locations in your political subdivision that’s close to where you live or work.

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 voter's early voting application is submitted within 11 days 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 INQUIRIES

FOR DALLAS COUNTY: EARLY VOTING CLERK ELECTIONS DEPARTMENT
1520 ROUND TABLE DALLAS, TEXAS 75247
OFFICE (214-819-6359)
FAX (214-819-6303)
Email evapplications@dallascounty.org
FELONY CONVICTION AND VOTER REGISTRATION

Once a felon has successfully completed his or her punishment, including any term of incarceration, parole, supervision, period of probation, or has been pardoned, then that person is immediately eligible to register to vote.

What is a final conviction?

The following information will be considered before we challenge an application on the grounds of felony conviction:
1. A conviction on appeal is not considered a final felony conviction.
2. "Deferred adjudication" is not considered a final felony conviction. 
   Article 42.12, Section 5, Texas Code of Criminal Procedure.

Mere prosecution, indictment or other criminal procedures leading up to, but not yet resulting in the final conviction, are not final felony convictions.

REQUIREMENTS TO REGISTER TO VOTE:
• You are a United States citizen;
• You are a resident of the county where you submit the application;
• You are at least 18 years old on Election Day;
• You are not a convicted felon (you may be eligible to vote if you have completed your 
  sentence, probation, and parole);
• You have not been declared by a court exercising probate jurisdiction to be either totally 
  mentally incapacitated or partially mentally incapacitated without the right to vote.

Registering to vote is easy!

Pick up a voter registration application at your library, any government office, or download one from this site www.dallascountyvotes.org; Mail your completed application to the Dallas County Election Department. Upon acceptance, your voter registration will be effective 30 days from registration.

Dallas County Elections Department
1520 Round Table Drive - Dallas, TX 75207 214-819-6300
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, trustworthy 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; 214-819-631
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

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1520 Round Table Drive

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