

# VOLUNTEER DEPUTY REGISTRAR EXAMINATION

Your Name: \_\_\_\_\_ County Name: \_\_\_\_\_  
Date: \_\_\_\_\_ Total Incorrect Answers: \_\_\_\_\_

## Instructions

Read each question carefully and then print the letter of the correct answer next to the question.

- 1) \_\_\_\_\_ **You have been appointed as a volunteer deputy registrar in the county you live in. From the list below, choose the correct statement.**
- a. I can distribute and accept applications in all 254 counties.
  - b. I can distribute applications to anyone but can only accept applications in any county in which I am appointed.
  - c. I can accept applications from an applicant residing in the neighboring counties in which I am appointed.
  - d. I cannot accept any completed applications.
- 2) \_\_\_\_\_ **Who are volunteer deputy registrars appointed by?**
- a. The Secretary of State
  - b. The Governor
  - c. County Voter Registrars
  - d. County Judges
- 3) \_\_\_\_\_ **When does a volunteer deputy registrar's term end?**
- a. December 31 of even-numbered years
  - b. August 31 of odd-numbered years
  - c. December 31 of odd-numbered years
  - d. December 31 of every year
- 4) \_\_\_\_\_ **Which of the following is reason why your appointment as a volunteer deputy registrar may be terminated by the appointing authority?**
- a. You intentionally destroyed or physically altered a voter registration application.
  - b. You assisted someone in completing the voter registration application.
  - c. You have been convicted of receiving money for registering voters.
  - d. You failed to register the minimum number of voters set by your appointing authority.
- 5) \_\_\_\_\_ **Which of the following is not a duty of a volunteer deputy registrar?**
- a. Review applications for completeness.
  - b. Determine if the applicant is actually qualified to register to vote.
  - c. Deliver applications and receipts to the county voter registrar.
  - d. Assist the applicant in filling out the application, if requested.
- 6) \_\_\_\_\_ **What is the waiting period for a voter's registration to become effective after submitting to the volunteer deputy registrar?**
- a. The registration is effective immediately.
  - b. Two weeks.
  - c. 45 days.
  - d. 30 days.

7) \_\_\_\_\_ **Which of the following is an incorrect way for a voter to make necessary name and/or address changes to his/her current voter registration?**

- a. Write a letter to the voter registrar explaining the name and/or address change. Provide the name and/or address change on the back of his/her voter registration certificate and mail it to the county voter registrar.
- b. certificate and mail it to the county voter registrar.
- c. Let the election workers know of the change while at the polling place
- d. Submit a new application and check the box for "change"

8) \_\_\_\_\_ **Volunteer deputy registrars are allowed to make photocopies of completed voter registration applications. Is this statement true or false?**

- a. True
- b. False

9) \_\_\_\_\_ **What is the suggested time frame for volunteer deputy registrars to retain the receipt books?**

- a. 22 months
- b. 36 months
- c. 24 months
- d. 18 months

10) \_\_\_\_\_ **Which of the following is not a correct method for submitting completed voter registration applications to the county voter registrar?**

- a. Applications may be personally delivered by the volunteer deputy registrar.
- b. Applications may be mailed by the applicant.
- c. Applications may be mailed by the volunteer deputy registrar.
- d. Applications may be given from one volunteer deputy registrar to another for personal delivery.

11) \_\_\_\_\_ **As a volunteer deputy registrar, I am allowed to appoint others to assist me in registering voters. Is this statement true or false?**

- a. True
- b. False

12) \_\_\_\_\_ **Volunteer deputy registrars must deliver completed applications to the county voter registrar. Which of the following statements is incorrect?**

- a. Applications must be delivered by 5pm on the 10<sup>th</sup> day after you receive them.
- b. Applications must be delivered by 5pm on the 5<sup>th</sup> day after you receive them.
- c. Failure to deliver an application in a timely manner is a criminal offense.

13) \_\_\_\_\_ **An applicant needs help filling out the voter registration application and has asked you for assistance. Is this acceptable?**

- a. Yes
- b. No

14) \_\_\_\_\_ **Which of the following is not a qualification to register to vote?**

- a. Applicant is a United States citizen.
- b. Applicant is a resident of the county.
- c. Applicant is 17 years old.
- d. Applicant is a felon and has completed all phases of punishment.

- 15) \_\_\_\_\_ **You should always be prepared when registering people to vote. Which of the following is not on your supply list?**
- a. A receipt book or applications with a tear off receipt
  - b. Pens
  - c. Ballots
  - d. Your certificate of appointment
- 16) \_\_\_\_\_ **What is the minimum age to become a volunteer deputy registrar?**
- a. 21
  - b. 18
  - c. None, you just have to be a registered voter
  - d. 17 years and 10 months
- 17) \_\_\_\_\_ **As a volunteer deputy registrar, you must review each application for completeness. You notice an applicant did not provide his/her phone number but completed everything else. What do you do?**
- a. Reject the application
  - b. Accept the application but don't mail it to the county voter registrar
  - c. Accept the application  
Advise the applicant that the county voter registrar will delay the processing of the application without the phone number
  - d. Advise the applicant that the county voter registrar will delay the processing of the application without the phone number
- 18) \_\_\_\_\_ **If a voter does not move to another address or is not finally convicted of a crime, his/her registration automatically renews every even-numbered year. Is this statement true or false?**
- a. True
  - b. False
- 19) \_\_\_\_\_ **Which of the following actions is not a function of the voter registration application?**
- a. Request for a replacement voter registration certificate
  - b. Initial request to be a registered voter
  - c. Make a name change to an existing voter registration
  - d. Apply to vote during the early voting period
- 20) \_\_\_\_\_ **When your term as a volunteer deputy registrar ends, which of the following items are you allowed to keep for your records?**
- a. Your receipt book
  - b. Voter registration applications
  - c. Your certificate of appointment
  - d. None of the above