

# 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 the county in which I am appointed
  - c. I can accept applications from applicants residing in the neighboring counties in which I am not 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 will 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 paid for services as a volunteer deputy registrar
  - 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 fill 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
  - b. Provide the name and/or address change on the back of his/her voter registration 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?**
- Applications may be personally delivered by the volunteer deputy registrar
  - Applications may be mailed by the applicant, if using a standard voter registration application
  - Applications may be mailed by the volunteer deputy registrar
  - Applications may be given from one volunteer deputy voter 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?**
- True
  - False
- 12) \_\_\_\_\_ **Volunteer deputy registrars must deliver completed applications to the county voter registrar. Which of the following statements is incorrect?**
- Applications must be delivered by 5pm on the 10<sup>th</sup> day after you receive them
  - Applications must be delivered by 5pm on the 5<sup>th</sup> day after you receive them
  - 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?**
- Yes
  - No
- 14) \_\_\_\_\_ **Which of the following is not a qualification to register to vote?**
- Applicant is a United States citizen
  - Applicant is a resident of the county
  - Applicant is 17 years old
  - 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 receipt book or applications with a tear off receipt
  - Pens
  - Ballots
  - Your certificate of appointment
- 16) \_\_\_\_\_ **What is the minimum age to become a volunteer deputy registrar?**
- 21
  - 18
  - None, you just have to be a registered voter
  - 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?**
- Reject the application
  - Accept the application but don't mail it to the county voter registrar
  - Accept the application as is
  - 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?**
- True
  - False
- 19) \_\_\_\_\_ **Which of the following actions is not a function of the voter registration application?**
- Request for a replacement voter registration certificate
  - Initial request to be a registered voter
  - Make a name change to an existing voter registration
  - Apply to vote during the early voting period
- 20) \_\_\_\_\_ **When you are terminated as a Volunteer Deputy Registrar, which of the following items are you allowed to keep for your records?**
- Your receipt book
  - Voter registration applications
  - Your certificate of appointment
  - None of the above