



Texas Secretary of State
ELECTIONS DIVISION



Volunteer Deputy Registrars and High Schools Deputy Registrars

43rd Annual
Election Law Seminar
for County Election Officials
August 11-13, 2025



Agenda

VDRs

- VDR Basics
- Table Sharing

New VDR Resources

- VDR Guide
- VDR Training Presentation
- VDR One-Pagers/Quick Reference
- VDR Voter Registration Drive Tips

New HSDR Resources

- HSDR Guide
- HSDR Training Presentation
- HSDR Texas Election Code & Texas Administrative Code
- HS Voter Registration Poster

Map It Out

- Incorporating What You've Learned



Who Are Volunteer Deputy Registrars?

- Volunteer Deputy Registrars (VDRs) are volunteers who are appointed by voter registrars in each county under Chapter 13 to help register residents of the county to vote.
- Chapter 13 sets forth the qualifications, appointment procedures, requirements, and the role of VDRs





Eligibility Requirements for VDRs

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:
 - Totally mentally incapacitated; or
 - Partially mentally incapacitated without the right to vote;
- Never have been convicted of failing to deliver a voter registration application to a voter registrar;
- Not have been finally convicted of a felony, or, if convicted, must have:
 - Fully discharged the sentence, including any term of incarceration, parole, or supervision, or completed a period of probation ordered by any court; or
 - 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. [Sec. 13.031]



Who Trains Volunteer Deputy Registrars?

- The Secretary of State is required to adopt training standards and to develop and provide materials to the counties for training.
- Each county is responsible for providing training directly to VDRs.
- In-person training is not required.
- Counties can include an exam as a part of the county's training if they wish. If a county chooses to require an exam, they must use the SOS exam, or get SOS approval to use their own. [Secs. 13.047, 13.048]





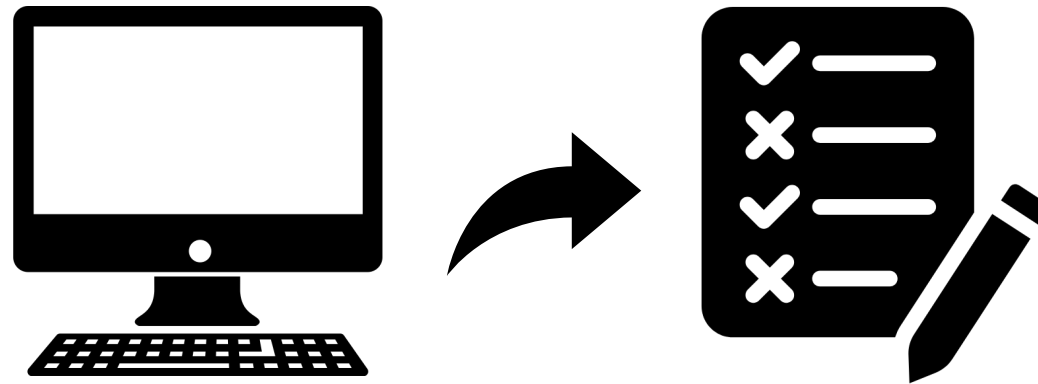
In-Person Training

- The voter registrar of each county must establish a schedule of times and places where in-person training for volunteer deputy registrars will be offered. We recommend regular training sessions.
- Voter registrars **must** offer a minimum of one training class per month.
- The county may conduct the in-person training by live online video meetings but should confirm the attendee's presence during the entire training (i.e., require cameras on).
- Individuals who complete in-person training are not required to take and pass any examination prior to receiving their appointment.



Optional Online Training

- Instead of holding in-person training sessions, a county may adopt a procedure that allows a person to review the SOS online VDR training.
- After completing the online training, they **must** appear in person in the voter registrar's office to take an examination. Passing requires 90% (18 of 20) correct.
 - The exam and answer key are available on the DocShare, not on the SOS website.





How Often Must You Offer VDR Training?

- Voter registrars **must** offer training at least once a month
- The voter registrar of each county must establish a schedule of times and places where in-person training for volunteer deputy registrars will be offered

BEST PRACTICE: The SOS strongly recommends that you offer more than one training per month and that you offer some trainings outside of business hours

See Election Advisory No. 2023-07: Volunteer Deputy Registrars for more information



Table Share

Prompt:

- How does your county offer Volunteer Deputy Registrar training and how often is it held? How does it compare to other counties sitting around you?



**Work together with people
at your table and the table
directly behind you**

Ensure that everyone has a
turn to share their thoughts,
ideas, or perspective

Timer

05:00



What Did You Learn?

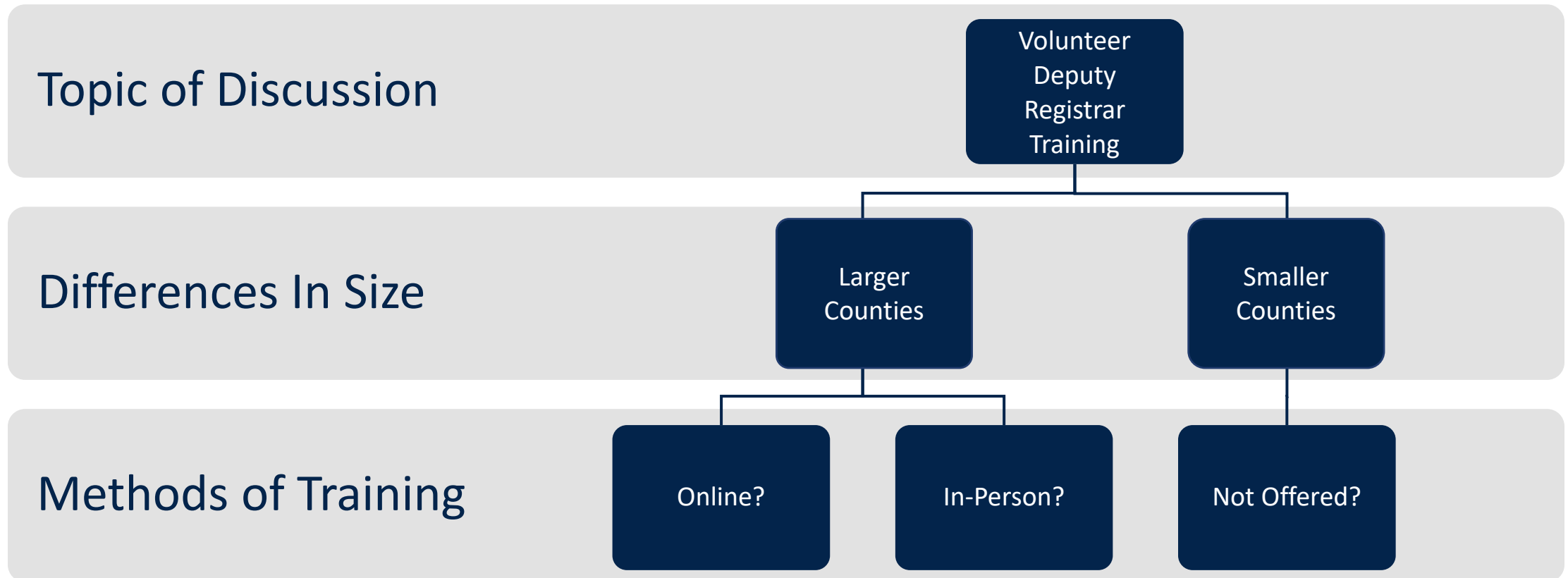




Table Share

Prompt:

- What are two things that your VDR training does well and what is one area that could be improved?



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directly behind you**

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05:00



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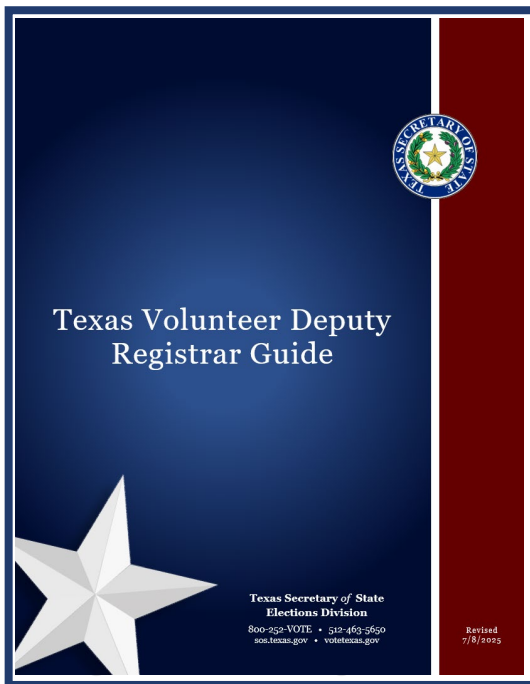


Volunteer Deputy Registrar Resources



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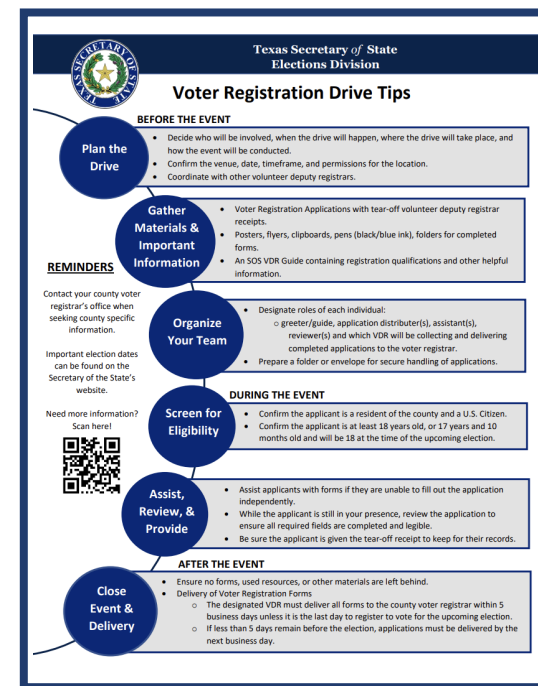
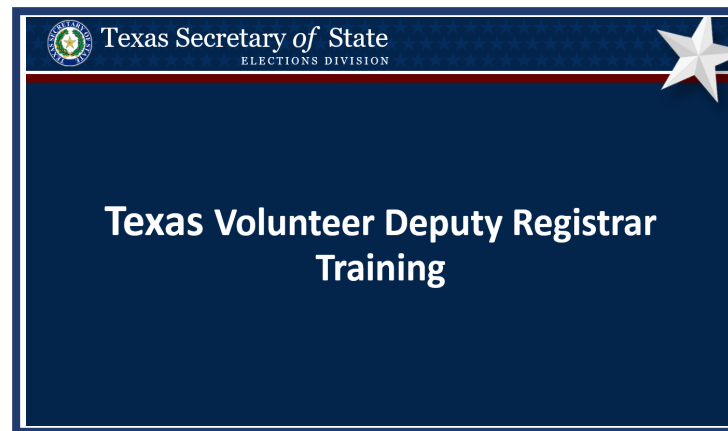
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VOLUNTEER DEPUTY REGISTRAR QUICK REFERENCE GUIDE

This guide is designed to help VDRs carry out their responsibilities with confidence and accuracy. Find highlights of key duties, important deadlines, and helpful reminders for successfully registering voters below:

Required Materials	need. If your Voter Registrar does not have enough applications to provide to you, you may print blank applications from the SOS website.
☐ Certificate of Appointment	
☐ Voter Registration Applications	
☐ Blue or black ink pen	
☐ Receipt Book or VR Cards with tear-away receipt	
☐ A VDR guide	
Distributing	Delivery You must deliver completed registration applications and receipts in person to the voter registrar no later than 5 p.m. of the 5th day after the date you receive them.
VDRs can distribute a Voter Registration Application to anyone who requests one, however they can only accept the application if the applicant lives in the county where the VDR has been appointed and meets all eligibility requirements.	Registration and Deadlines The applicant can vote as soon as the 30th day after submitting the application. Registration automatically renews every even-numbered year unless the voter moves to another address, is convicted of a felony, determined by a final judgment to be totally mentally incapacitated or partially mentally incapacitated without the right to vote. Texas law requires eligible voters to register by the 30th day before Election Day.
Accepting	Most Common Mistakes Failing to answer a required question in Section 1 Incorrect or outdated address Not providing information in Section 9 No signature or wrong date provided
An acceptable applicant is one 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, or period of probation, or must have been pardoned or otherwise released from the resulting disability to vote; 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.	Reminders Volunteer Deputy Registrars are allowed to: - Educate the public about the importance of participation in voter registration and increase accessibility by making registration accessible to everyone. Volunteer Deputy Registrars are not allowed to: - Accept compensation or charge a fee for registration, alter or prefill applications, withhold or discard applications, influence voter choice, or determine if a person is eligible to register to vote.
Assisting	Resources Visit sos.texas.gov to find your voter registrar's contact information. Visit votetexas.gov to find other voter registration or election information. Call 800-252-VOTE (8683) or 512-463-5650
VDRs can help applicants complete their applications by: - Assisting when they are having trouble completing or understanding the application; - Answering questions regarding voter registration eligibility, deadlines and required information; or - Filling out the application if the applicant cannot read or has a physical disability.	
How to Request Voter Registration Applications	
Get in contact with your local Voter Registrar's Office to request the amount of Voter Registration Cards you	





Volunteer Deputy Registrar Guide



Texas Secretary of State
Elections Division

800-252-VOTE • 512-463-5650
sos.texas.gov • votetexas.gov

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INTRODUCTION

The Elections Division of the Office of the Secretary of State has prepared this guide for Volunteer Deputy Registrars. This serves as a guide with the essential information, tips, and resources needed to confidently and accurately assist with voter registration.

Volunteer Deputy Registrars (VDRs) are individuals who generously give their time and effort to eligible Texans with the opportunity to register to vote. As trained and certified volunteers, they ensure the registration process is accurate, assessible, and compliant with the law. VDRs are often the first point of contact for new voters, offering guidance and support with a friendly, nonpartisan approach.

A VDR's work empowers communities, boosts voting engagement, and helps every voice have the chance to be heard. Becoming a VDR is a meaningful way to make a difference – one voter at a time.

References in this guide are made to the appropriate sections in the Texas Election Code, unless otherwise indicated.

Visit sos.texas.gov, as well as votetexas.gov, for additional election information.

The Office of the Secretary of State does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services.



QUALIFICATIONS

To serve as a volunteer deputy registrar, individuals must meet certain qualifications to ensure they can carry out their responsibilities effectively and in accordance with the law. These requirements help maintain the integrity of the voter registration process and make sure that VDRs are well-equipped to assist citizens accurately and effectively.

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

- Be at least 18 years old;
- Be a United States citizen;
- Be a resident of the State of Texas.

To be appointed a volunteer deputy registrar a person 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;
- Have been convicted of failing to deliver a voter registration application to a voter registrar;
- Have been finally convicted of a felony, or, if convicted, must have:
 - Fully discharged the sentence, including any term of incarceration, parole, or supervision, or completed a period of probation ordered by any court; or
 - Been pardoned or otherwise released from the resulting disability to vote; and
- Have been finally convicted of identity theft under section 32.51 of the Penal Code.

HOW TO BECOME A VOLUNTEER DEPUTY REGISTRAR

Becoming a volunteer deputy registrar is a simple and rewarding process that allows you to play an active role by encouraging voter participation in your community. By completing a few key steps, you can become certified to help register voters in your county.

- Contact the voter registrar in your county. Visit the SOS website to find your voter registrar's contact information.
- The voter registrar will provide you with information on how training will be offered and completed.
- After completing training and passing an 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.



LENGTH OF APPOINTMENT

Period of Appointment

You may be appointed as a volunteer deputy registrar at any time of the year. There is no waiting period after receiving the certificate of appointment issued by the voter registrar. Once appointed, a VDR can immediately start offering their voter registration services.

Expiration of Appointment

All volunteer deputy registrar terms expire on December 31st of every even-numbered year. That means that as of January 1, 2025, all VDRs appointed in 2023 and 2024 must again complete training and an examination, if required, prior to being appointed as a VDR for the 2025-2026 biennium.

Termination

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 for completeness;
- 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.

Upon termination of appointment, 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.

HOW TO BECOME A VDR IN MORE THAN ONE TEXAS COUNTY

If you are a VDR in one county and are interested in becoming a VDR in another county, you must 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. 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.



HOW TO REQUEST VOTER REGISTRATION APPLICATIONS

Request Applications from Your Voter Registrar

VDRs can easily request Voter Registration Applications from their individual counties by contacting their local Voter Registrar's office. A VDR can request an ample amount of applications with an accompanying number of receipts by either phone, email, or in person. Your county voter registrar should provide you with applications containing the county's return address. These applications should only be distributed to applicants residing in your county.

Find your county voter registrar's contact information [here](#).

Print Applications from the SOS Website

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.

Find printable Voter Registration Applications [here](#).

ROLE OF A VOLUNTEER DEPUTY REGISTRAR

Checklist

Before you get started, be sure you have the following:

- A certificate of appointment;
- A sufficient number of voter registration applications;
- Notice and Instructions for Submitting Proof of Citizenship;
- A blue or black ink pen;
- A receipt book (unless the county is using the Voter Registration Application for Use by VDR with the tear-away receipt); and
- This guide.

Distributing Applications

While Distributing Voter Registration Applications

- Offer Equal Access – Registration opportunities should be extended to all eligible citizens of the county, ensuring inclusivity and accessibility.
- Remember Your Goal – As a VDR, it is your purpose to boost voter registration participation in Texas. By providing applications to as many eligible county residents as possible, you will not only aid in the increase of voter registration participation, but in the overall voting turnout of future elections.
- Do Not Pre-Fill Any Information – Let applicants fill out their own forms to avoid errors or possible confusion.
- Stay Nonpartisan – Do not promote any political party or candidate while distributing applications.
- Track Submission Deadlines – Make sure individuals know when their applications must be submitted to be eligible to vote.





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December 31st
of every even-
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Find your county voter registrar's contact information [here](#).

Print Applications from the SOS Website

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.

Find printable Voter Registration Applications [here](#).

- Know Where to Return Forms – Ensure completed applications are submitted to the correct county voter registrar in a timely manner.

While Distributing Voter Registration Applications to College Students

- Remember that college students may have moved counties for school.
- Remind the students they have the option of either registering at the address where they currently reside OR at their hometown address if they do not currently reside there during the school year.
- They can only register at one of these addresses.

Accepting Applications

You may accept a voter registration application from any resident of the county who:

- Is a citizen of the United States (see instructions on citizenship requirements, valid forms of proof of citizenship, method of providing proof of citizenship, and a VDRs duties regarding citizenship);
- 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, or period of probation, or must have been pardoned or otherwise released from the resulting disability to vote; 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.

Reminder: You may also offer voter registration services to individuals who are currently registered voters that wish to update information on their voter registration certificate (such as name or address) by checking the “change” box on the application.

Assisting with 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. If the applicant cannot make a mark, state that fact on the application and print the applicant’s name. Sign and print your name, and provide your residence address as the witness.
- 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 are required to be completed:

- **Section 1:** Applicant must select why they are submitting the application (new application, change of current information, or request for replacement). Applicant must also answer citizenship and age questions;
- **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 cannot 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 number, Texas personal ID number, or last 4 digits of social security number. If the applicant has not 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. 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 RECEIPTS AND DELIVERY OF APPLICATIONS

Completing Registration Receipts

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 of the receipts for your records. **You should not keep copies of the completed voter registration applications because these documents contain information that is confidential by law.**

Delivery of Applications and Receipts

You must deliver completed registration applications and receipts in person to the voter registrar no later than 5:00 p.m. of the 5th day after the date you receive them. **Failure to deliver an application in a timely manner is a criminal offense.**

Note: Section 13.042(c) of the Code states that you must deliver an application submitted 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 to the county voter registrar not later than 5 p.m. of the next regular business day after the date to timely submit a registration application for that election.

REGISTRATION

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 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 receives 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;





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Deliver
completed
applications **IN
PERSON** by 5
pm of the 5th
day after the
VDR receives it





One-Pagers/Reference Guides

VOLUNTEER DEPUTY REGISTRAR QUICK REFERENCE GUIDE

This guide is designed to help VDRs carry out their responsibilities with confidence and accuracy. Find highlights of key duties, important deadlines, and helpful reminders for successfully registering voters below:

Required Materials
☐ Certificate of Appointment
☐ Voter Registration Applications
☐ Blue or black ink pen
☐ Receipt Book or VR Cards with tear-away receipt
☐ A VDR guide
Distributing
VDRs can distribute a Voter Registration Application to anyone who requests one, however they can only accept the application if the applicant lives in the county where the VDR has been appointed and meets all eligibility requirements.
Accepting
An acceptable applicant is one 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, or period of probation, or must have been pardoned or otherwise released from the resulting disability to vote; 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.
Assisting
VDRs can help applicants complete their applications by:
- Assisting when they are having trouble completing or understanding the application; - Answering questions regarding voter registration eligibility, deadlines and required information; or - Filling out the application if the applicant cannot read or has a physical disability.
How to Request Voter Registration Applications
Get in contact with your local Voter Registrar's Office to request the amount of Voter Registration Cards you

need, if your Voter Registrar does not have enough applications to provide to you, you may print blank applications from the SOS website.

Delivery
You must deliver completed registration applications and receipts in person to the voter registrar no later than 5 p.m. of the 5th day after the date you receive them.

Registration and Deadlines
The applicant can vote as soon as the 30th day after submitting the application.
Registration automatically renews every even-numbered year unless the voter moves to another address, is convicted of a felony, determined by a final judgement to be totally mentally incapacitated or partially mentally incapacitated without the right to vote.

Texas law requires eligible voters to register by the 30th day before Election Day.

Most Common Mistakes
Failing to answer a required question in Section 1
Incorrect or outdated address
Not providing information in Section 9
No signature or wrong date provided

Reminders
Volunteer Deputy Registrars are **allowed** to:

- Educate the public about the importance of participation in voter registration and increase accessibility by making registration accessible to everyone.

Volunteer Deputy Registrars are **not allowed** to:

- Accept compensation or charge a fee for registration, alter or prefill applications, withhold or discard applications, influence voter choice, or determine if a person is eligible to register to vote.

Resources
Visit sos.texas.gov to find your voter registrar's contact information.
Visit votetexas.gov to find other voter registration or election information.
Call 800-252-VOTE (8683) or 512-463-5650



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Voter Registration Drive Tips

BEFORE THE EVENT

Plan the Drive

- Decide who will be involved, when the drive will happen, where the drive will take place, and how the event will be conducted.
- Confirm the venue, date, timeframe, and permissions for the location.
- Coordinate with other volunteer deputy registrars.

Gather Materials & Important Information

- Voter Registration Applications with tear-off volunteer deputy registrar receipts.
- Posters, flyers, clipboards, pens (black/blue ink), folders for completed forms.
- An SOS VDR Guide containing registration qualifications and other helpful information.

REMINDERS

Contact your county voter registrar's office when seeking county specific information.

Important election dates can be found on the Secretary of the State's website.

Need more information? Scan here!



Organize Your Team

- Designate roles of each individual:
 - greeter/guide, application distributor(s), assistant(s), reviewer(s) and which VDR will be collecting and delivering completed applications to the voter registrar.
- Prepare a folder or envelope for secure handling of applications.

Screen for Eligibility

- Confirm the applicant is a resident of the county and a U.S. Citizen.
- Confirm the applicant is at least 18 years old, or 17 years and 10 months old and will be 18 at the time of the upcoming election.

Assist, Review, & Provide

- Assist applicants with forms if they are unable to fill out the application independently.
- While the applicant is still in your presence, review the application to ensure all required fields are completed and legible.
- Be sure the applicant is given the tear-off receipt to keep for their records.

Close Event & Delivery

AFTER THE EVENT

- Ensure no forms, used resources, or other materials are left behind.
- Delivery of Voter Registration Forms
 - The designated VDR must deliver all forms to the county voter registrar within 5 business days unless it is the last day to register to vote for the upcoming election.
 - If less than 5 days remain before the election, applications must be delivered by the next business day.



Updated VDR Training Presentation



Overview

Qualifications

Length of Appointment and Termination

Becoming a VDR In Multiple Counties

Supplies Required

Where To Obtain Voter Registration Applications

Roles of a Volunteer Deputy Registrar

Delivery

Registration

Voter Name and Address Changes

Reminders



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High School Deputy Registrar Resources

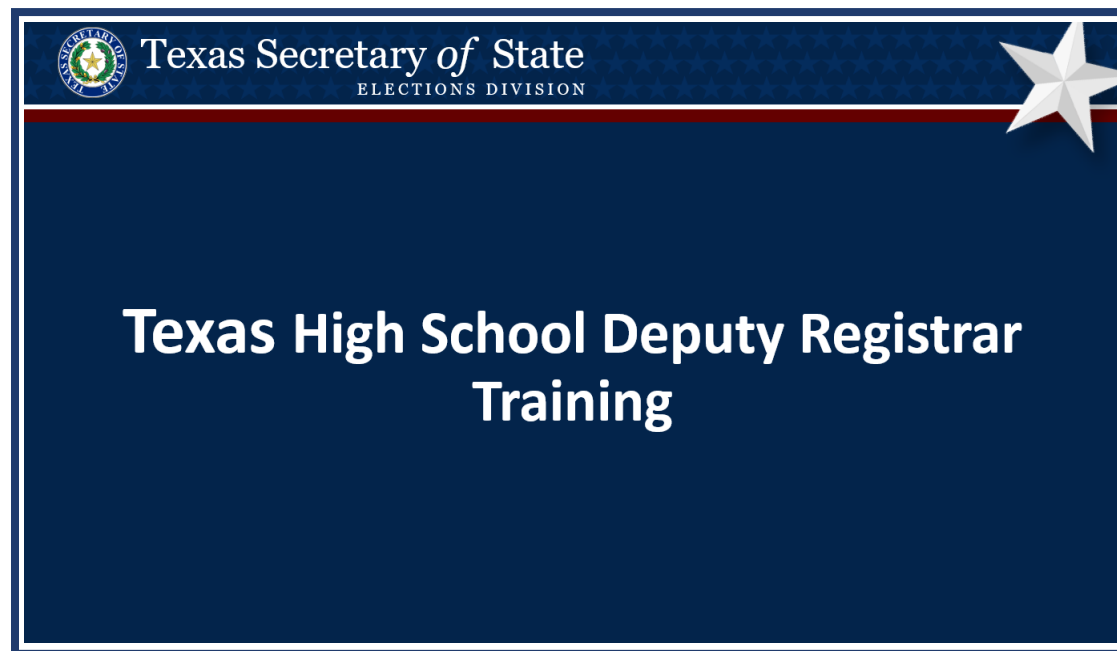
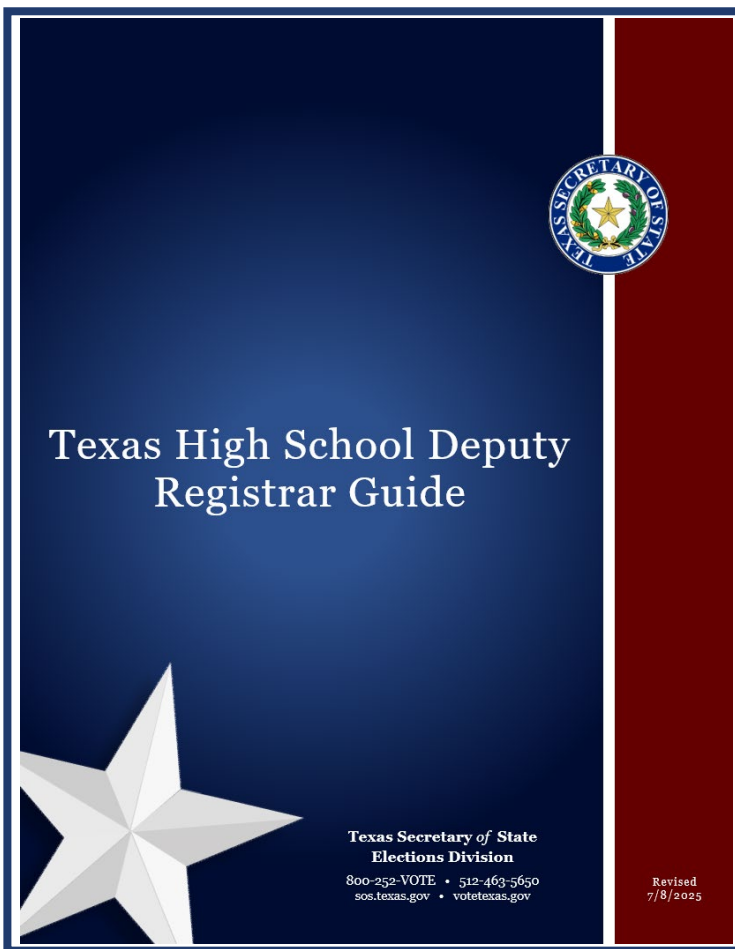


Who are High School Deputy Registrars?

- The Election Code designates high school principals in Texas as deputy registrars.
- This is an automatic designation, and does not require appointment by voter registrars *or* training by voter registrars.
- Our office communicates with high school principals directly and provides them with the required resources.
- At least twice a year, principals are required to provide voter registration applications to eligible students and to collect the completed applications.
- The principals are required to submit completed voter registration applications directly to the voter registrars in the county in which their school is located.
- Note that high school principals can designate someone else at the school to perform these duties at that school. The designation must be in writing. [Sec. 13.046]



HSDR Resources





Additional Resources

REGISTER TO

Vote

Eligibility Requirements

- ✓ Be a United States Citizen
- ✓ Be 18 years old or 17 years and 10 months and must be 18 at the by Election Day
- ✓ Be a resident of Texas
- ✓ Not have been convicted of a felony, or if so, have completed incarceration, parole, supervision, or probation
- ✓ Not have been declared totally or partially mentally incapacitated without the right to vote

WHO CAN REGISTER YOU?

High School Deputy Registrar's Name

WHERE CAN YOU FIND THEM?

Location (Building/Room Number)

NEED MORE INFORMATION? VISIT [VOTETEXAS.GOV](https://www.votetexas.gov)

TEXAS ELECTION CODE RELATING TO HIGH SCHOOL DEPUTY REGISTRARS

Texas Election Code Sec. 13.046

HIGH SCHOOL DEPUTY REGISTRARS.

(a) Each principal of a public or private high school or the principal's designee shall serve as a deputy registrar for the county in which the school is located.

(b) In this code, "high school deputy registrar" means a deputy registrar serving under this section.

(c) A high school deputy registrar may distribute registration application forms to and receive registration applications submitted to the deputy in person from students and employees of the school only.

(d) At least twice each school year, a high school deputy registrar shall distribute an officially prescribed registration application form to each student who is or will be 18 years of age or older during that year, subject to rules prescribed by the secretary of state.

(e) Each application form distributed under this section must be accompanied by a notice informing the student or employee that the application may be submitted in person or by mail to the voter registrar of the county in which the applicant resides or in person to a high school deputy registrar or volunteer deputy registrar for delivery to the voter registrar of the county in which the applicant resides.

(f) Except as provided by this subsection, Sections 13.039, 13.041, and 13.042 apply to the submission and delivery of registration applications under this section, and for that purpose, "volunteer deputy registrar" in those sections includes a high school deputy registrar. A high school deputy registrar may review an application for completeness out of the applicant's presence. A deputy may deliver a group of applications to the registrar by mail in an envelope or package, and, for the purpose of determining compliance with the delivery deadline, an application delivered by mail is considered to be delivered at the time of its receipt by the registrar.

(g) A high school deputy registrar commits an offense if the deputy fails to comply with Section 13.042. An offense under this subsection is a Class C misdemeanor unless the deputy's failure to comply is intentional, in which case the offense is a Class A misdemeanor.

(h) The secretary of state shall prescribe any additional procedures necessary to implement this section.

Texas Election Code Sec. 13.039

REVIEW OF APPLICATION.

(a) On receipt of a registration application, a volunteer deputy registrar shall review it for completeness in the applicant's presence.

TEXAS ADMINISTRATIVE CODE RULE §81.7 - DIRECTIVE FOR HIGH SCHOOL DEPUTY REGISTRARS

(a) The directive for high school deputy registrars dated July 31, 1998 is adopted.

Copies are available from the Secretary of State's Elections Division, P.O. Box 12887, Austin, Texas 78711. The Elections Division shall provide a copy of this directive to each high school deputy registrar in the state.

(b) Summary and Purpose.

In accordance with the provisions of Texas Election Code Annotated, §31.003, §13.046, and the National Voter Registration Act, this directive updates the March 15, 1995 directive and sets forth requirements for public and private high school principals to act as deputy voter registrars in registering high school students and employees of the high school.

(c) Definitions.

- (1) High School Principal. The administrator of a public or private high school.
- (2) Designated Representative. Any person employed at a public or private high school as an administrative staff member or teacher who is designated by the principal to act in lieu of the principal as a deputy voter registrar for the high school. The principal shall provide a designated representative with a form or card that identifies the designated representative as a high school deputy registrar.
- (3) High School Student. Any individual enrolled full-time or part-time at a public or private high school as a student who is engaged in the study of standard curricula offered by the high school.
- (4) Employee. A person who works for wages or a salary at a public or private high school.
- (5) Final Month. The final month of each semester is the last 30 day period within the semester.

(d) Duties of High School Deputy Voter Registrar

(1) Obtaining Voter Registration Applications and Materials from School Board Administrator or Secretary of State. A high school principal or designated representative acting as a deputy voter registrar shall procure from the school board administrator or Secretary of State a sufficient supply of voter registration applications and notice forms. It is essential that high school deputy voter registrars contact the Secretary of State for registration applications and not the county voter registrar; the voter registrar's applications are not coded for use by high school deputy registrars.

(2) Distributing Voter Registration Applications and Materials to Eligible Students and Employees. A high school deputy registrar shall distribute voter registration applications during the final month of each semester to high school students who are or will be 18 years of age or older during that semester. Applications may also be distributed at any time during the school year to students and employees of the high school who request them. The application form must be accompanied by a notice which informs the high school student or employee that he or she may:



High School Deputy Registrar Guide



Texas Secretary of State
Elections Division

800-252-VOTE • 512-463-5650
sos.texas.gov • votetexas.gov

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INTRODUCTION

The Elections Division of the Office of the Secretary of State has prepared this guide for High School Deputy Registrars. This serves as a guide with the essential information, tips, and resources needed to confidently and accurately assist with voter registration.

High School Deputy Registrars play a vital role in promoting engagement among young individuals by helping eligible students register to vote before they graduate. They ensure students are informed about their voting rights and are prepared to participate in elections as soon as they reach voting age. By bringing voter registration directly into schools, these registrars help greatly in increasing youth voter activity.

References in this guide are made to the appropriate sections in the Texas Election Code, unless otherwise indicated.

Visit sos.texas.gov, as well as VoteTexas.gov, for additional election information.

The Office of the Secretary of State does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services.



GENERAL RESPONSIBILITIES OF A HIGH SCHOOL DEPUTY REGISTRAR

High School Deputy Registrars aid in making voter registration accessible and informative and help prepare students to become active participants in elections.

- High school deputy voter registrars should obtain [voter registration applications](#) and materials from their school board administrator or the Secretary of State.
- During the final month of each semester, high school deputy registrars are required to distribute voter registration applications along with a [notice \(PDF\)](#) informing students how to return their completed voter registration application. The Secretary of State encourages all schools to establish a practice of providing all eligible students voter registration applications upon turning 18 years of age. However, they may also distribute voter registration applications throughout the school year.
- Upon request by the applicant, the high school deputy registrar may provide assistance to a student or employee filling out the application form.
- Upon receipt of an application, the high school deputy registrar should review the voter registration application for completeness and may return it to the applicant for completion, if needed.

WHO CAN PERFORM THESE DUTIES

A high school principal may designate one individual in writing to serve as the high school deputy voter registrar, acting on the principal's behalf to register eligible voters. No specific form is mandated for this written designation; an email or interoffice memorandum is acceptable. The designated person can use this document to identify them as the authorized deputy registrar.

You have the right to remove this individual from the position at any time by providing them with written notification (which can also be an email or interoffice memorandum) clearly stating the basis for removal. Should the designated person be removed or leave their school, they are required to return all voter registration materials to you, the high school principal. Following such a removal, you will resume the responsibilities of high school deputy registrar until a new designation is made.

WHERE TO GET VOTER REGISTRATION APPLICATIONS

Primary Source

Specially-coded voter registration applications for use by public and private high schools may be obtained from the Secretary of State's office free of charge.

- To order these applications, please use the [High School Voter Registration Application Order Form](#).
- Forms are available in both English and Spanish.

Secondary Source

- Contact your county election office for Voter Registration Applications or refer applicants to the Secretary of State's website to print their own applications. Find your county's election office contact information [here](#).
- Write on the completed applications "H.S. 18" before delivering them in order to aid in tracking.
- You must also provide the following two notices to applicants along with their application.
 - Notice to High School Students or Employees Registering to Vote; and
 - Notice and Instructions for Submitting Proof of Citizenship.
- These applications have the same delivery deadline of 5 days.

WHEN TO DISTRIBUTE VOTER REGISTRATION APPLICATIONS

The law required that high school principals distribute voter registration applications to eligible students twice a year. This should be done during the final month of each semester to maximize the number of eligible students who have turned 18 since the last distribution. However, there is nothing in the law that prevents you from distributing applications throughout the year.

You may distribute and collect the specially-coded high school voter registration applications for both students and employees of your school.

Other Approaches to Registering Eligible Voters

While there are unlimited ways of introducing voter registration in high schools, it is important to be aware that the delivery of voter registration importance is what makes the biggest impact in involvement.

Passive Methods

- Having Voter Registration Applications available in the school library or front office for seniors to take, complete, and return to the HSDR.
- Set up a table in a common area (like the cafeteria or main hallway) with registration forms, eligibility requirements, and instructions for seniors to take and complete at their convenience.
- Add a link to the Secretary of State's website to the school website or student portals.
- Dedicate a space for a bulletin board that includes registration information, deadlines and eligibility information.

Active Methods

Presentations in Government and Economic classes.

- Host school-wide events for seniors during lunch, assemblies, or information nights where students can registrar with help from voter registrars.
- Include voter registration in graduation preparations.
- Use morning announcements, posters, and school newsletters to share information and encourage registration.



ROLE OF A HIGH SCHOOL DEPUTY REGISTRAR

Who is Eligible to Register to Vote?

- Students who are citizens of the United States;
- Students who are at least 17 years and 10 months old to register, and must be 18 years of age by Election Day;
- Students that have 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, or period of probation, or must have been pardoned or otherwise released from the resulting disability to vote; and
- Students that 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.
- Employees of your high school can also register.

Assisting with 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. If the applicant cannot make a mark, state that fact on the application and print the applicant's name. Sign and print your name, and provide your residence address as the witness.
- 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

High school deputy registrars must review the application for completeness, however it is not required to review the application in the applicant's presence. The following sections of the voter registration application are required to be completed:

- **Section 1:** Applicant must select why they are submitting the application (new application, change of current information, or request for replacement). Applicant must also answer citizenship and age questions;
- **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 cannot 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 number, Texas personal ID number, or last 4 digits of social security number. If the applicant has not 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. 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.

Notice to Provide High School Students or Employees When Registering to Vote

Each application form must be accompanied by a notice regarding their voter registration delivery.

Notice to High School Students or Employees Registering to Vote

This notice informs the applicant how to submit their voter registration application. The application may be submitted in person or by mail to the voter registrar of the county in which the applicant resides or in person to a high school deputy registrar or a volunteer deputy registrar for delivery to the voter registrar of the county in which the applicant resides.

Delivery of Completed Applications

- All completed applications should be delivered to the [county voter registrar](#) by mail or in person as soon as possible after they are received, but no later than 5:00 p.m. on the fifth day after they are received.
- If an application is completed 4 days before the last day to register for the upcoming election, you must deliver the application to the voter registrar by 5:00 p.m. the next business day.
- If an application is completed on the last day to register to be able to vote in the upcoming election, it must be delivered to the voter registrar by 5:00 p.m. the next day.
- Applications delivered by mail are considered to be delivered upon receipt by the county voter registrar.

Note: Section 13.042(c) of the Code states that you must deliver an application submitted 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 to the county voter registrar not later than 5 p.m. of the next regular business day after the date to timely submit a registration application for that election.

REGISTRATION

When is the Registration Effective?

Tell the applicant that they can vote as soon as the 30th day after submitting the application. This 30-day period starts when the high school 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 receives 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;



Texas Secretary of State

ELECTIONS DIVISION



Delivery of Completed Applications

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- If an application is completed on the last day to register to be able to vote in the upcoming election, it must be delivered to the voter registrar by 5:00 p.m. the next day.
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Deliver
completed
applications
BY MAIL or
IN-PERSON by 5
pm of the 5th
day after the
HSDR receives it



New HSDR Training Presentation



Main Points

-  Required Responsibilities
-  Who Is Responsible For These Duties
-  Where To Get Applications
-  When To Distribute Voter Registration Applications
-  Who Is Eligible
-  Delivery Of Applications



Additional Information and Reminders



Other Approaches to Registering Eligible Voters

Passive Methods

- Having Voter Registration Applications available in the school library or front office for seniors to be able to take, complete, and return to the HSDR.
- Set up a table in a common area (like the cafeteria or main hallway) with registration forms, eligibility requirements, and instructions for seniors to take and complete at their convivence.
- Add a link to the Secretary of State's website to the school website or student portals.
- Dedicate a space for a bulletin board that includes registration information, deadlines and eligibility information.

Active Methods

- Presentations in Government and Economic classes.
- Host school-wide events for seniors during lunch, assemblies, or information nights where students can registrar with help from voter registrars.
- Include voter registration in graduation preparations.
- Use morning announcements, posters, and school newsletters to share information and encourage registration.

What truly matters isn't the specific method used for voter registration, but how effectively its importance is communicated. Students need to be taught why voter registration is significant and the full impact that it has.



Notice to High School Students or Employees Registering to Vote

- Each application form must be accompanied by a notice informing the applicant that the application may be submitted in person or by mail to the voter registrar of the county in which the applicant resides or in person to a high school deputy registrar or volunteer deputy registrar for delivery to the voter registrar of the county in which the applicant resides.

NOTICE TO HIGH SCHOOL STUDENTS OR EMPLOYEES REGISTERING TO VOTE

Students and school employees who are 17 years and 10 months of age or older may register to vote by filling out and delivering the attached voter registration application card (or printing out the card filled out at the attached link, where relevant). You may deliver your registration application card in one of the following three ways:

1. You may deliver the application card in person to the voter registrar in your county. The voter registrar in your county is _____ and is located at _____.

Your registration to vote will become effective on the 30th day after you submit the application to the voter registrar or on the date you become 18 years of age, whichever is later.

OR

2. You may mail the application card to the voter registrar in your county. You must complete the registrar's mailing address on the application card. No stamp is necessary.¹ Your registration to vote will become effective on the 30th day after you place the application in the mail or on the date you become 18 years of age, whichever is later. The postmark date is presumed to be the date you placed the application in the mail.

OR

3. You may deliver the application card in person to your high school principal or the principal's designee, or a volunteer deputy registrar. He or she will then deliver your application card to the voter registrar in your county. Your registration to vote will become effective on the 30th day after the principal or principal's designee receives your application, or on the date you become 18 years of age, whichever is later.

¹You will receive a voter registration certificate by mail. This certificate will show the effective date of your registration to vote.



HSDR Legal Resources

BENEFITS:

- ✓ Easy Access to Important Information
- ✓ Legal Awareness
- ✓ Customizable for Notes and Highlights

TEXAS ELECTION CODE RELATING TO HIGH SCHOOL DEPUTY REGISTRARS

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- (a) Each principal of a public or private high school or the principal's designee shall serve as a deputy registrar for the county in which the school is located.
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- (d) At least twice each school year, a high school deputy registrar shall distribute an officially prescribed registration application form to each student who is or will be 18 years of age or older during that year, subject to rules prescribed by the secretary of state.
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- (a) On receipt of a registration application, a volunteer deputy registrar shall review it for completeness in the applicant's presence.



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Texas Secretary of State

ELECTIONS DIVISION



REGISTER TO

Vote

Eligibility Requirements

- ✓ Be a United States Citizen
- ✓ Be 18 years old or 17 years and 10 months and must be 18 at the by Election Day
- ✓ Be a resident of Texas
- ✓ Not have been convicted of a felony, or if so, have completed incarceration, parole, supervision, or probation
- ✓ Not have been declared totally or partially mentally incapacitated without the right to vote

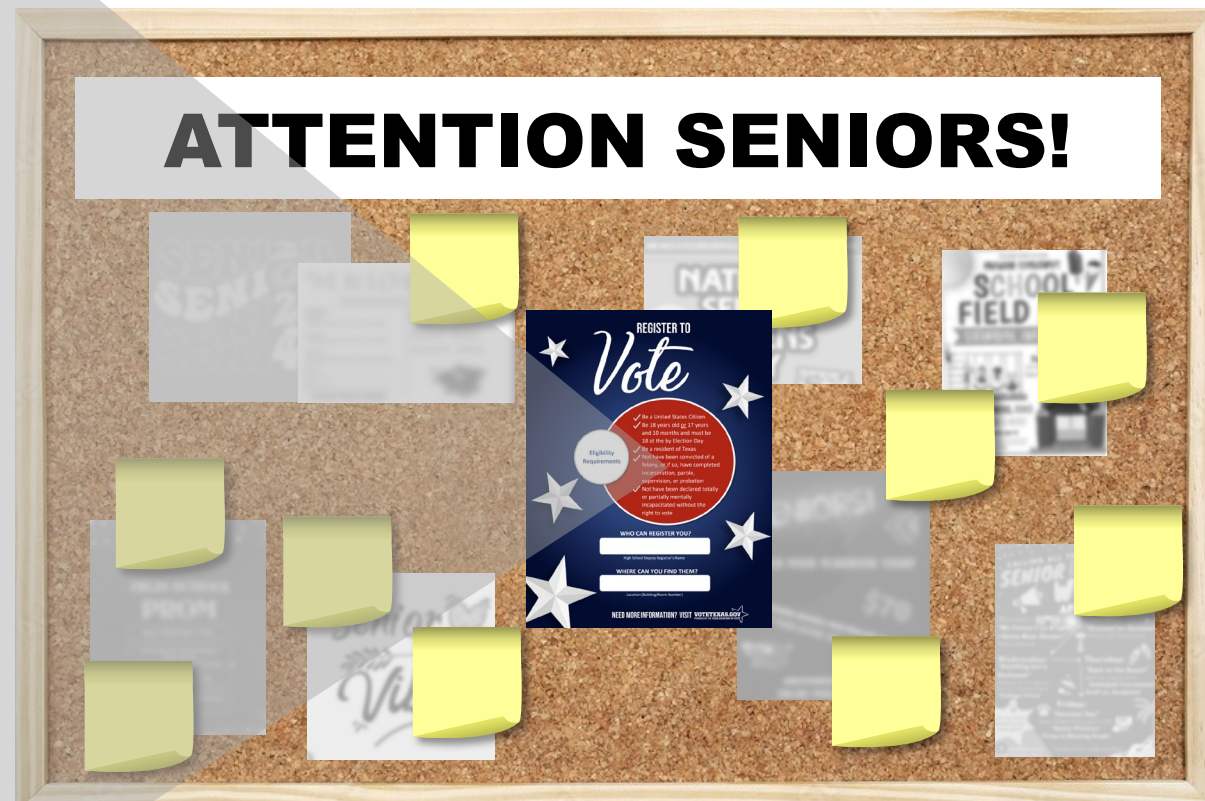
WHO CAN REGISTER YOU?

High School Deputy Registrar's Name

WHERE CAN YOU FIND THEM?

Location (Building/Room Number)

NEED MORE INFORMATION? VISIT [VOTETEXAS.GOV](https://www.votetexas.gov)
POWERED BY THE TEXAS SECRETARY OF STATE





Mapping it Out

Prompt:

- How do you plan to incorporate two new things or materials that you have learned about today to improve your process or training?

TIP: Start with the goal and work backwards. What are the steps needed to achieve this goal?

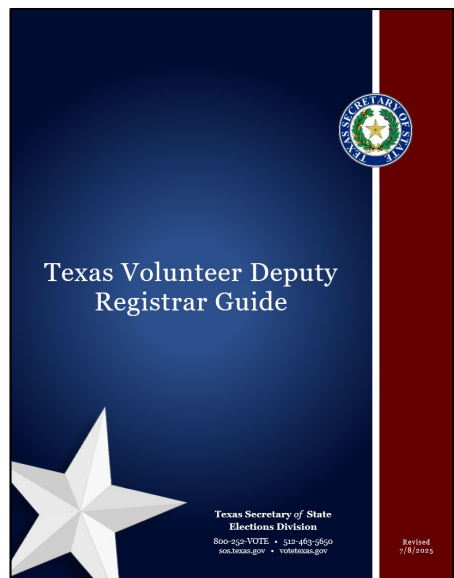


Work together with people
at your table and the table
directly behind you

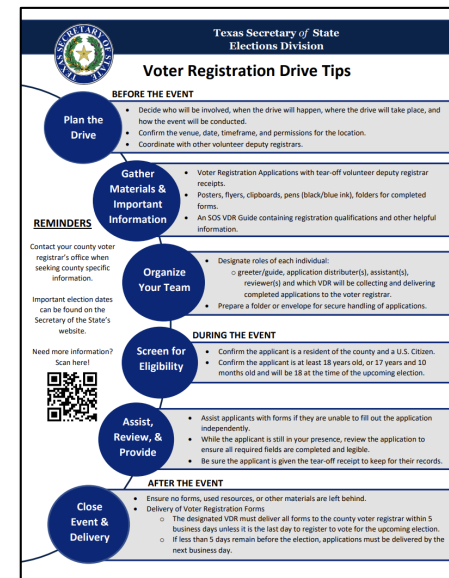
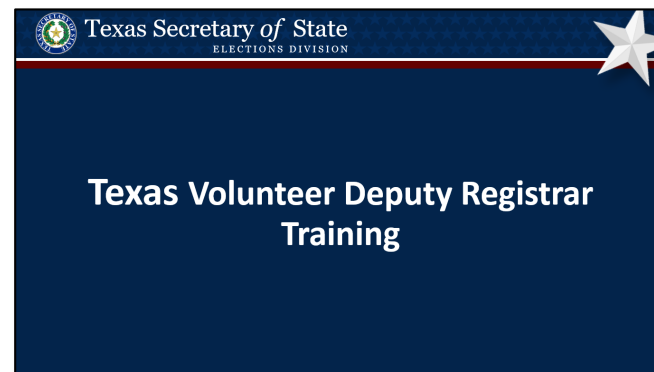




Where To Find VDR Resources



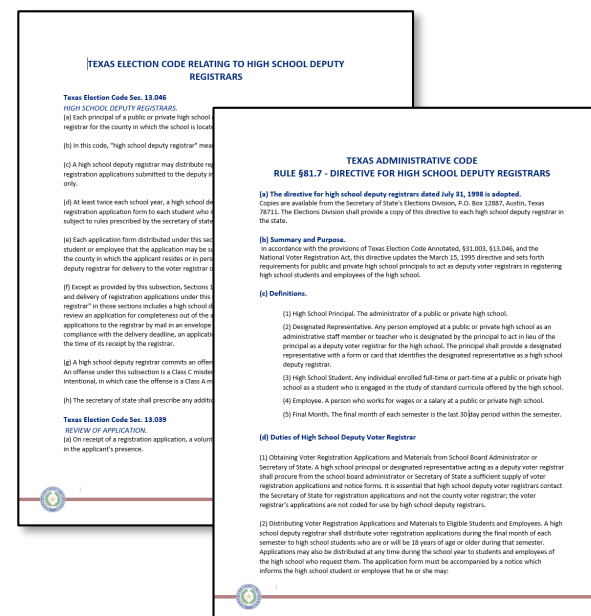
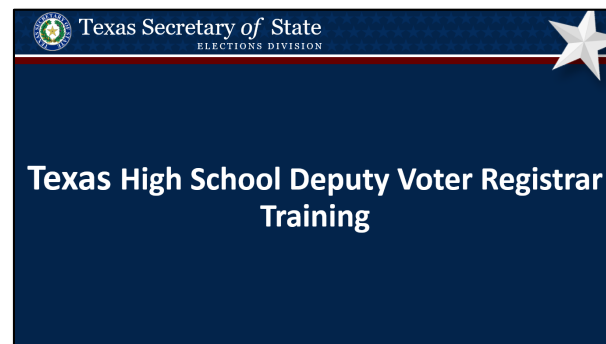
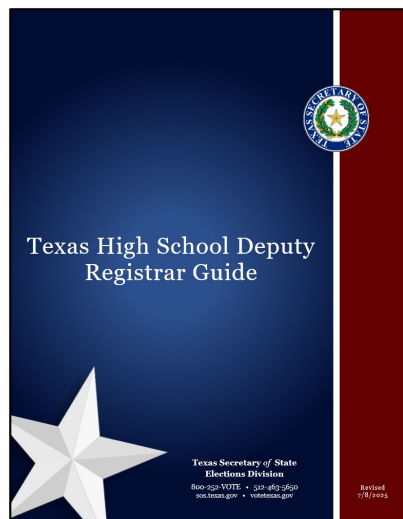
VOLUNTEER DEPUTY REGISTRAR QUICK REFERENCE GUIDE	
This guide is designed to help VDRs carry out their responsibilities with confidence and accuracy. Find highlights of key dates, important deadlines, and helpful reminders for successfully registering voters below.	
Required Materials ☐ Certificate of Appointment ☐ Voter Registration Applications ☐ Blue or black ink pen ☐ Receipt Book or VR Cards with tear-away receipt ☐ A VDR Guide	Timeline You must deliver completed registration applications and receipts in person to the voter registrar no later than 5 p.m. of the 5th day after the date you receive them.
Distributing VDRs can distribute a Voter Registration Application to anyone who requests one, however they can only accept the application if the applicant lives in the county where the VDR has been appointed and meets all eligibility requirements.	Registration and Deadlines The applicant can vote as soon as the 30th day after submitting the application. Registration automatically renews every even-numbered year unless the voter moves to another address, is convicted of a felony, determined by a final judgement to be totally mentally incapacitated or partially mentally incapacitated without the right to vote. Texas law requires eligible voters to register by the 30th day before Election Day.
Accepting An acceptable applicant is one 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, or period of probation, or must have been pardoned or otherwise released from the resulting disability to voter 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.	Most Common Mistakes Failing to answer a required question in Section 1 incorrect or outdated address Not providing information in Section 9 No signature or wrong date provided
Assisting VDRs can help applicants complete their applications by: - Assisting when they are having trouble completing or understanding the application; - Answering questions regarding voter registration eligibility, deadlines and required information; or - Filling out the application if the applicant cannot read or has a physical disability.	Reminders Volunteer Deputy Registrars are allowed to: - Educate the public about the importance of participation in voter registration and increase accessibility by making registration accessible to everyone. Volunteer Deputy Registrars are not allowed to: - Accept compensation or charge a fee for registration, alter or prefill applications, withhold or discard applications, influence voter choice, or determine if a person is eligible to register to vote.
How to Request Voter Registration Applications Get in contact with your local Voter Registrar's Office to request the amount of Voter Registration Cards you	Resources Visit sos.texas.gov to find your voter registrar's contact information. Visit votetexas.gov to find other voter registration or election information. Call 800-252-VOTE (8683) or 512-463-5650



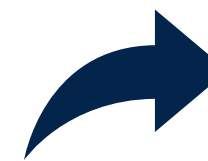
Scan the QR code to find our updated resources, or visit sos.texas.gov/elections/laws/volunteer-deputy-registrars.shtml



Where To Find HSDR Resources



Scan the QR code to find our updated resources, or visit
sos.texas.gov/elections/laws/high-school-deputy-voter-registrars.shtml





Available Support



WEBINARS



TRAINING



RESOURCES

elections@sos.texas.gov

800-252-VOTE • 512-463-5650

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