



Texas Secretary of State
ELECTIONS DIVISION



Voter Registration Fundamentals

44th Annual
Election Law Seminar
for County Election Officials

August 10–12, 2026



Agenda

Voter Registration Basics

- Eligibility
- Obtaining and Submitting Applications
- Reviewing Applications
- List Maintenance
- Table Sharing

Volunteer Deputy Registrars

- VDR Basics
- VDR Resources

High School Deputy Registrars

- HSDR Basics
- HSDR Resources

NVRA Agencies

- State Agency Basics
- New State Agency Resources
- Table Sharing



Eligibility Requirements

To be eligible to register to vote in Texas, a person must:

- Be a United States citizen;
- Be at least 17 years and 10 months old on the date the application is submitted, and be 18 years old on Election Day;
- Be a resident of the county where the person is submitting the application;
- Not have been finally convicted of a felony.
 - If a person has a felony conviction, they can regain their right to vote when the person's sentence is fully discharged, including any term of incarceration, parole or supervision or completed a period of probation, or if the person has been pardoned or released from the resulting disability to vote.
- 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.



Where to Obtain VR Applications

Paper applications available from county voter registrars, libraries, other governmental agencies, or completed and printed from **VOTETEXAS.GOV**
POWERED BY THE TEXAS SECRETARY OF STATE

Via Department of Public Safety when applying for a drivers license

Via Federal Post Card Applications for overseas and military voters

National Mail Voter Registration Form

Updates can be made at Texas.gov or via **VOTETEXAS.GOV**
POWERED BY THE TEXAS SECRETARY OF STATE





Designated Voter Registrars

County Officials

- Tax Assessor-Collector
- County Clerk
- Election Administrator

Volunteer Deputy Registrars

High School Deputy Registrars

State Agencies



Delivery and Submission Dates of Applications to County Officials

Personal Delivery to Voter Registrar

- **Submission Date:** Delivery date to voter registrar

By Mail

- **Submission Date:** Postmark date, or applicant's written date, or date received

By Fax: Original application must be received within **four business days**

- **Submission Date:** Date fax was received **IF** original received by fourth business day
- If original is not received, use the received date of the original application

Email: Not a valid form of submission



Delivery and Submission Dates of Applications to Other Officials

State Agencies

- Date the application was submitted to the agency employee

High School Deputy Registrar

- Date the application was submitted to the High School Deputy Registrar

Volunteer Deputy Registrar

- Date the application was submitted to the VDR



Effective Date of Registration

The registration becomes effective on the 30th day after the date the application is submitted to the voter registrar, or on the date the applicant becomes 18, whichever is later.

- A registration is effective for early voting if it will be effective on election day
- Voter registrations do not expire and are effective until cancelled
 - The voter registration deadline for the November 3, 2026 election is **Monday, October 5, 2026**



Other VR Forms Used to Register or Update VR Records

Provisional Ballot Affidavit

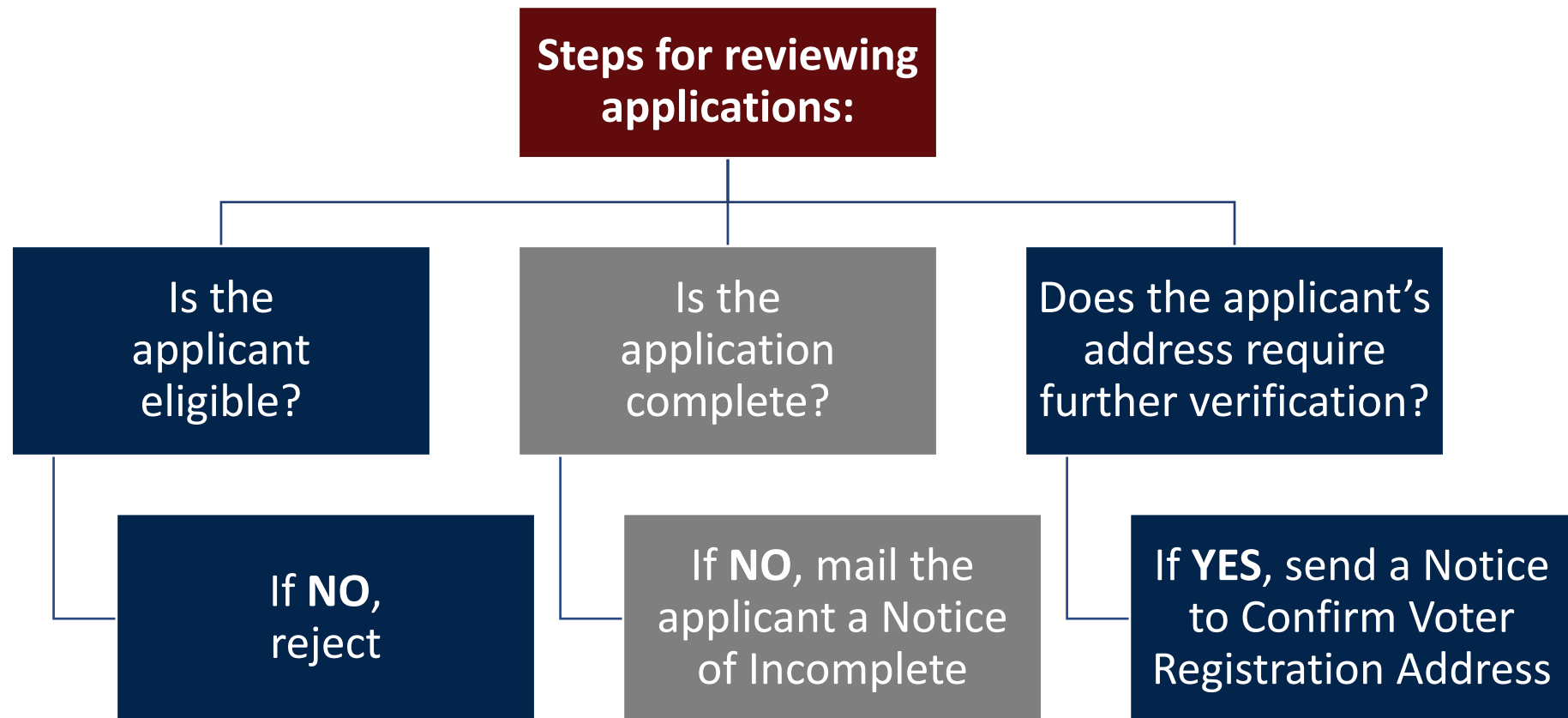
Limited Ballot

Statement of Residence

Voter Registration Address Confirmation



Reviewing Applications





Notices and Forms

- **Section 21: Voter Registration in the Election Forms Index**
 - [Notice of Rejection of Application](#) (Form 21-28)
 - [Notice of Incomplete](#) (Form 21-27)
 - [Notice to Confirm Voter Registration Address](#) (Form 21-2)
 - Also include a response form: [Form 21-3](#) or [Form 21-4](#)
 - [Notice to Confirm Voter Registration Address by Providing Documentation](#) (Form 21-5)

Prescribed by Secretary of State
Sections 15.051, 15.052, 15.053, 15.054, Texas Election Code
21-5 (9/2025)

Notice to Confirm Voter Registration Address by Providing Documentation

If you are receiving this notice, the residence address on your voter registration application has been identified as a commercial post office box or similar location that does not correspond to a residence. The purpose of this notice is to confirm that the address you provided to the voter registrar is indeed a residential address.

You must provide proof that the address where you registered to vote is your residence. Proof of residence must be provided by submitting a photocopy of the first document you possess on the list below that corresponds to your residence address. You must also complete and sign the information contained on the reverse of this form. **If your residence has no address**, you must submit a concise description of the location of your residence to the voter registrar in the Residence Address box provided on the reverse. By signing the completed form on the reverse, you swear or affirm that this is a concise description of your residence and that your residence has no address.

Please include all of the required information and place the completed form, including the photocopy of the proof of residence, in the included postage-paid envelope that will be sent to the voter registrar. This information must be provided within 30 days. If you fail to submit a written, signed response confirming your current residence on or before the 30th day after the date this confirmation is mailed, you will be required to submit a Statement of Residence before you are accepted for voting in an election. If you do not respond at all to this notice, your registration will be canceled if you have not confirmed your address either by completing the response form or confirming your address when voting before November 30 following the second general election for state and county officers that occurs after the date the confirmation notice is mailed.

Certain voters are exempt from providing proof of residence. See below for additional information. For questions about this form or the requirements to submit documentation, please contact your county voter registrar.

What Documents Can I Submit to Prove that My Address is a Residential Address?

1. A driver's license issued to the voter by the Department of Public Safety that has not expired or, if the voter has notified the department of a change of address under Section 521.054, Transportation Code, an affidavit from the voter stating the new address contained in the notification;
NOTE: If you hold a commercial driver's license under Subchapter C, Chapter 522, Transportation Code, use another document from this list.
2. A personal identification card issued to the voter by the Department of Public Safety that has not expired or, if the voter has notified the department of a change of address under Section 521.054, Transportation Code, an affidavit from the voter stating the new address contained in the notification;
3. A license to carry a concealed handgun issued to the voter by the Department of Public Safety that has not expired or, if the voter has notified the department of a change of address under Section 411.181, Government Code, an affidavit from the voter stating the new address contained in the notification;
4. An appraisal district document showing the address that the voter claims as a homestead in this state;
5. A utility bill addressed to the voter's residence address; OR
6. An official tax document or Texas Department of Motor Vehicles document showing the registration address of a vehicle the voter owns.

Voters that are Exempt from the Requirement to Provide a Photocopy of Proof of Residence

The following individuals are exempt from providing proof of residence with this notice. If you are exempt, please check the space next to the reason you are exempt from providing proof of residence with this notice and return to the voter registrar. You MUST meet one of the criteria listed below to be considered exempt from the requirement.

1. ☐ I am a member of the armed forces of the United States or the spouse or dependent of a member.
2. ☐ I am enrolled as a full-time student who lives on campus at an institution of higher education.
3. ☐ I am a voter whose address is confidential under Subchapter C, Chapter 56, Code of Criminal Procedure.
4. ☐ I am a federal judge, state judge, or spouse of a federal or state judge whose driver's license includes the street address of a courthouse under Section 521.121, Transportation Code.
5. ☐ I am a peace officer whose driver's license omits my actual residence address under Section 521.1211, Transportation Code.

☒ Signature of applicant or signature of agent and relationship to applicant or printed name of applicant (if signed by witness)

Date (mm/dd/yyyy)



List Maintenance of VR Records

Voter registrar's duties include: regularly review your voter registration list and compare other state data with your own list, investigate and send notices to voters when required to verify status of voter

Secretary of State's duties include: maintain the TEAM system, assign VUIDs to each voter, work with VRs to maintain accurate lists, monitor list maintenance of voter registrars



List Maintenance of VR Records

- List maintenance is an important tool for election integrity
- Texas law only allows eligible voters to participate in Texas elections, and the list maintenance process is the primary tool for ensuring that the official list of registered voters only contains eligible voters
- Timely completion of list maintenance activities is important to ensuring that elections are successful and challenge-free



List Maintenance of VR Records: Categories to Review

Deceased Voters

Felony Convictions

Mental Incapacity

Citizenship

Cancellation by Voter

Residency Issues



List Maintenance: NVRA Moratorium

- Under the National Voter Registration Act of 1993, the only permissible voter removal programs that counties may undertake during the **90 days** before a federal election until after the election, and any subsequent runoff election, are to remove:
 - Voter who voluntarily cancel their voter registration,
 - Voters who are deceased,
 - Voters who are finally convicted of a felony; or
 - Voters who are adjudicated mentally incapacitated without the right to vote
- The NVRA Moratorium for the November 3, 2026 election began on **August 5, 2026**
 - Counties are now within the 90-day list maintenance moratorium period for the November 3, 2026 election



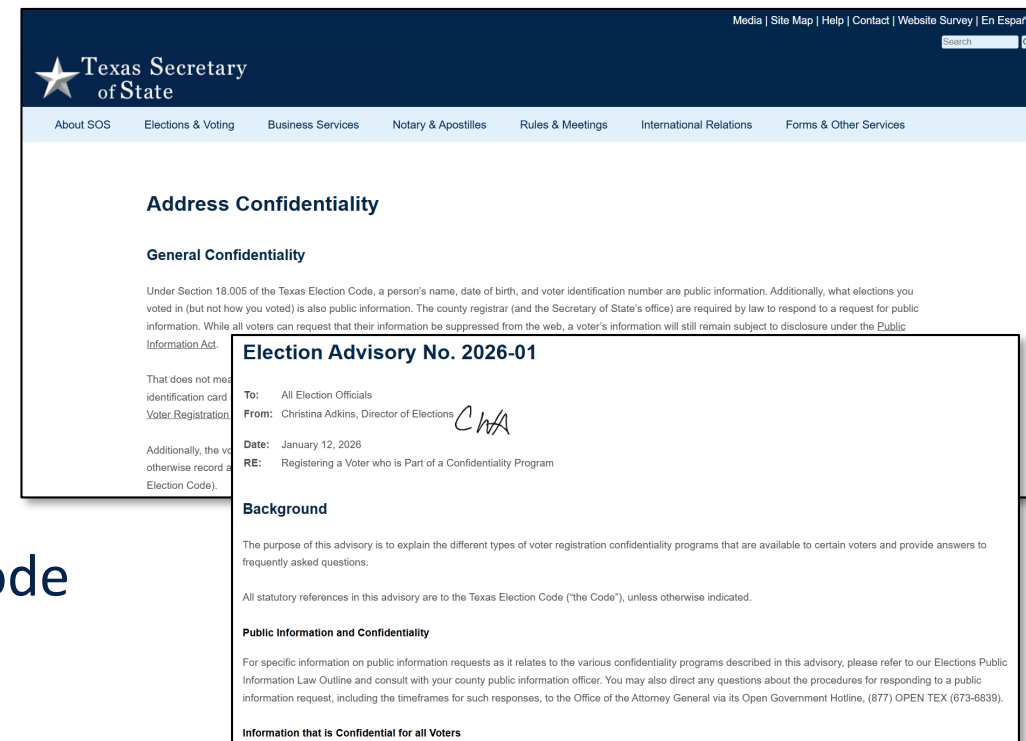
Cancellation and Reinstatement

If a voter is cancelled, but the voter registrar determines that a voter's registration was cancelled in error or that an individual remains eligible despite a prior cancellation, the voter registrar must reinstate the registration **immediately**



Confidentiality for Voter Registration

- **Information that is confidential for all voters and does not constitute public information:** Social Security Number, Texas Driver's License Number, a number of a personal identification card issued by the Department of Public Safety, and a Voter Source Code
- **Date of Birth:** Confidential for all voters, unless the request is for a list of voters with voter information under Chapter 18 of the Election Code
- **Confidentiality Programs:**
 - [SOS Election Advisory 2026-01](#)
 - [Address Confidentiality](#) webpage in the Voter Registration section





Suspense List

- The voter registrar must maintain a Suspense List containing the names of the following individuals:
 - Voters who failed to respond to a Notice to Confirm Voter Registration Address;
 - Voters whose renewal voter registration certificate was returned to the voter registrar as undeliverable; and
 - Individuals excused or disqualified from jury service because they are not a resident of the county, individuals who stated on their juror summons that they no longer reside in the county, or individuals whose jury summons was returned to the district clerk as undeliverable
- An individual on the Suspense List remains a registered voter with the same rights as any other voter until their status is updated or they are removed after two federal election cycles



Table Share

Prompt:

- Which office is in charge of voter registration in your county?
- What is the biggest challenge that you encounter with voter registration?
- How do the other counties sitting around you handle this issue?



**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 perspectives





Texas Secretary of State
ELECTIONS DIVISION



Volunteer Deputy Registrars



Who Are VDRs?

- 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
 - 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.



How VDRs Are Appointed

- To be appointed as a volunteer deputy registrar, each applicant must complete training and apply directly with the voter registrar of the county where they want to be appointed.
- The voter registrar will issue a certificate of appointment, provide information on county specific procedures, and provide the new VDR with voter registration applications and all other necessary materials.
- VDRs may be appointed at any time of the year. Once appointed, a VDR can immediately start offering voter registration services.



Training VDRs

- 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.
- Voter registrars **must** offer training at least once a month.





Texas Secretary of State
ELECTIONS DIVISION

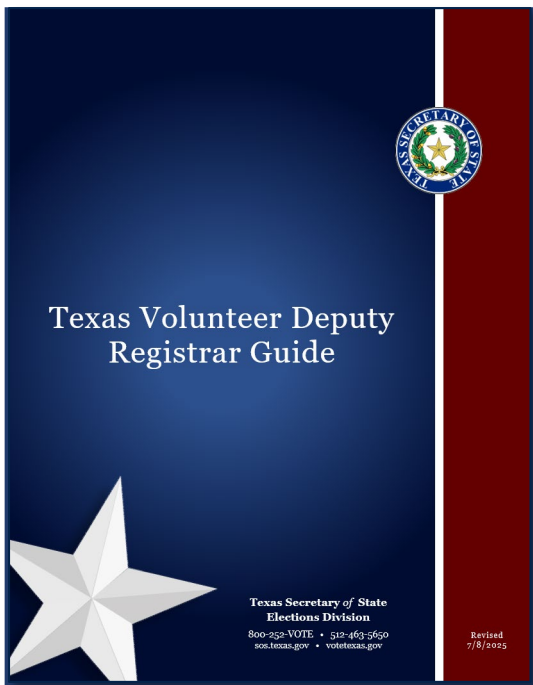


Volunteer Deputy Registrar Resources

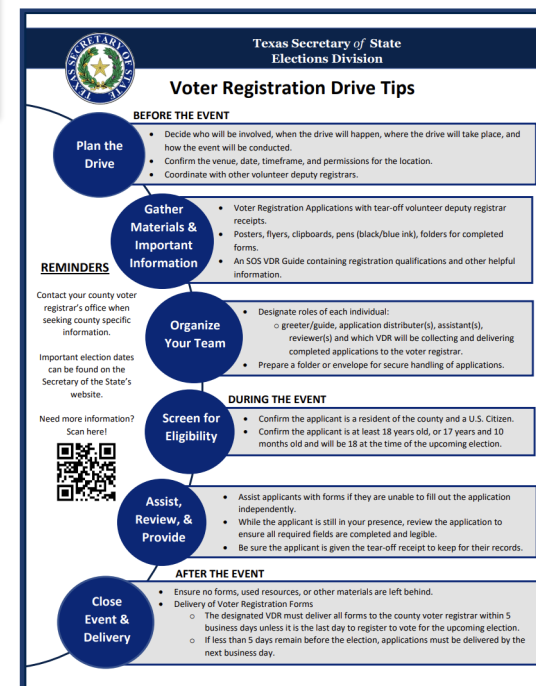
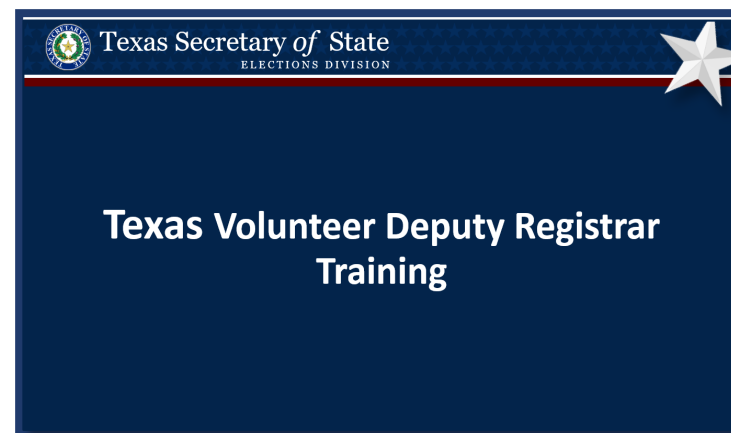


Texas Secretary of State

ELECTIONS DIVISION



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	
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	





Volunteer Deputy Registrar Guide

TABLE OF CONTENTS

Introduction	iv
Qualifications	1
To be appointed a volunteer deputy registrar, a person must:	1
To be appointed a volunteer deputy registrar a person must not:	1
How to Become a Volunteer Deputy Registrar	1
Length of Appointment	2
Period of Appointment	2
Expiration of Appointment	2
Termination	2
How to Become a VDR In More Than One Texas County	2
How to Request Voter Registration Applications	3
Request Applications from Your Voter Registrar	3
Print Applications from the SOS Website	3
Role of a Volunteer Deputy Registrar	3
Checklist	3
Distributing Applications	3
Accepting Applications	4
Assisting with Applications	4
Reviewing the Applications	4
Registration Receipts and Delivery of Applications	5
Completing Registration Receipts	5
Delivery of Applications and Receipts	5
Registration	5
When is the Registration Effective?	5
How Long is the Registration Effective?	5
Deadline for Voter Registration	6
Changing Voter Registration Information	6
Address Changes	6
Name Changes	6



Voter Registration Application Tips	7
Two Portions Per Voter Registration Application	7
Use Ink	7
Print Legibly	7
Do Not Use Abbreviations	7
No White-Out or Cross-Outs	7
Most Common Mistakes	7
Reminders	8





Volunteer Deputy Registrar 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



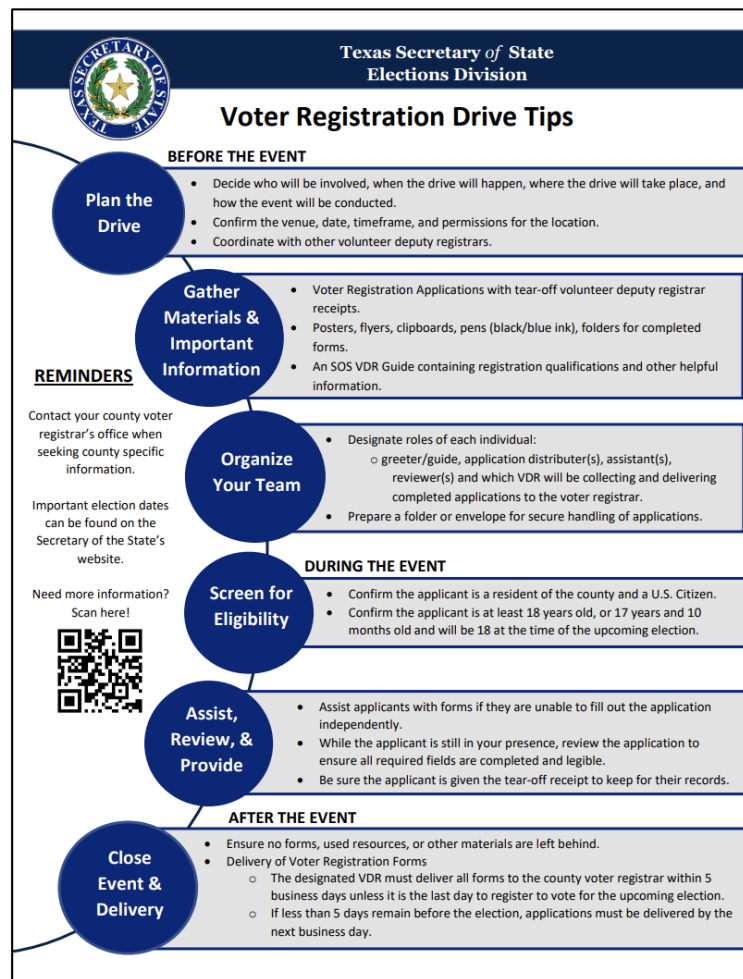
One-Pagers/Reference Guides

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 ever 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





Texas Secretary of State
ELECTIONS DIVISION



High School Deputy Registrars



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.
- High school principals can designate someone else at the school to perform these duties at that school. The designation must be in writing.



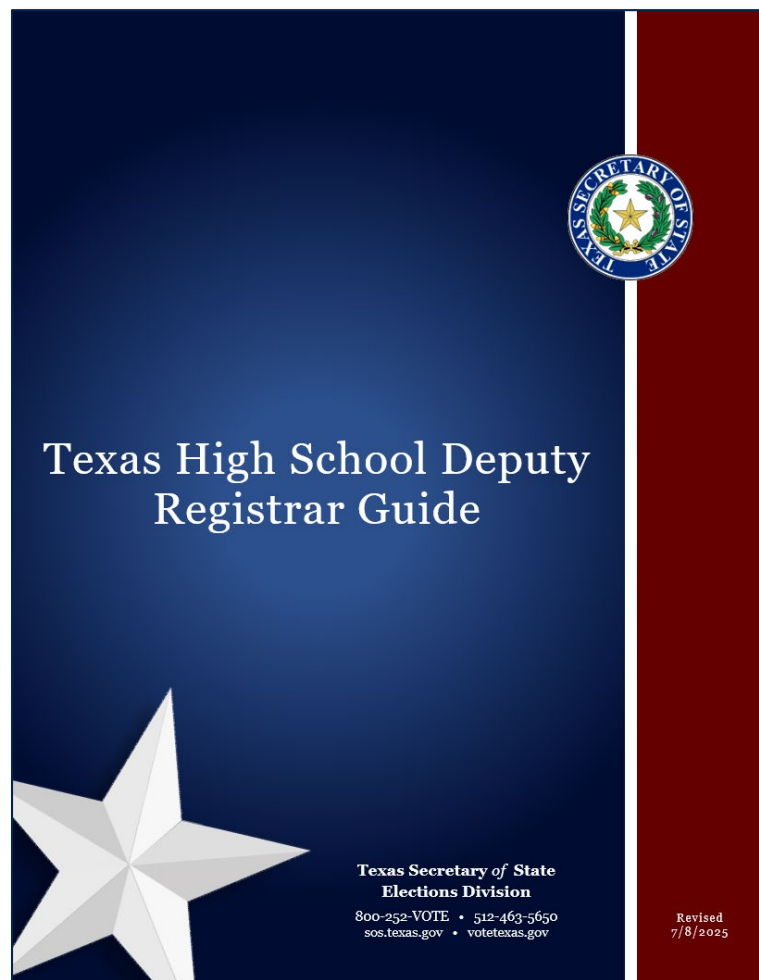
Texas Secretary of State
ELECTIONS DIVISION



High School Deputy Registrar Resources



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:



HSDR Guide and Training Presentation

TABLE OF CONTENTS

<i>Introduction</i>	iii
<i>General Responsibilities of a High School Deputy Registrar</i>	1
<i>Who Can Perform These Duties</i>	1
<i>Where to Get Voter Registration Applications</i>	1
Primary Source	1
Secondary Source	1
<i>When to Distribute Voter Registration Applications</i>	2
Other Approaches to Registering Eligible Voters	2
<i>Role of a High School Deputy Registrar</i>	2
Who is Eligible to Register to Vote?	2
Assisting with Applications	3
Reviewing the Applications	3
Notice to Provide High School Students or Employees When Registering to Vote	3
Delivery of Completed Applications	4
<i>Registration</i>	4
When is the Registration Effective?	4
How Long is the Registration Effective?	4
Deadline for Voter Registration	4
<i>Voter Registration Application Tips</i>	5
Use Ink	5
Print Legibly	5
Do Not Use Abbreviations	5
No White-Out or Cross-Outs	5
<i>Most Common Voter Registration Mistakes</i>	5
Reminders	6



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

**Texas Secretary of State**
ELECTIONS DIVISION



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 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.

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.

**Texas Secretary of State**
ELECTIONS DIVISION



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.

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



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

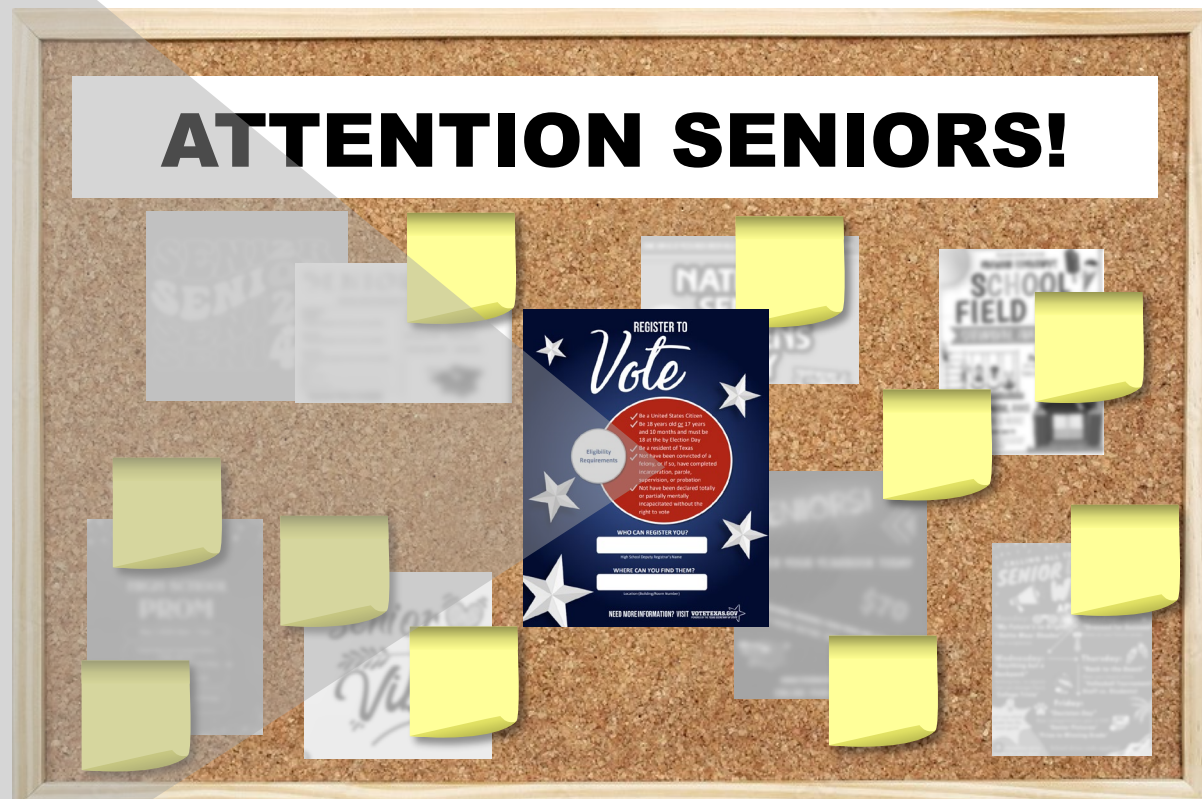
WHO CAN REGISTER YOU?

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





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

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:





Texas Secretary of State

ELECTIONS DIVISION



PUBLIC LAW 103-31—MAY 20, 1993

107 STAT. 77

Public Law 103-31
103d Congress

An Act

To establish national voter registration procedures for Federal elections, and for other purposes.

May 20, 1993
[H.R. 2]

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,

SECTION 1. SHORT TITLE.

This Act may be cited as the "National Voter Registration Act of 1993".

National Voter
Registration Act
of 1993.
Inter-
governmental
relations.
42 USC 1973gg
note.
42 USC 1973gg.

SEC. 2. FINDINGS AND PURPOSES.

(a) FINDINGS.—The Congress finds that—
(1) the right of citizens of the United States to vote is a fundamental right;
(2) it is the duty of the Federal, State, and local governments to promote the exercise of that right; and
(3) discriminatory and unfair registration laws and procedures can have a direct and damaging effect on voter participation in elections for Federal office and disproportionately harm voter participation by various groups, including racial minorities.

(b) PURPOSES.—The purposes of this Act are—
(1) to establish procedures that will increase the number of eligible citizens who register to vote in elections for Federal office;
(2) to make it possible for Federal, State, and local governments to implement this Act in a manner that enhances the participation of eligible citizens as voters in elections for Federal office;

(3) to protect the integrity of the electoral process; and
(4) to ensure that accurate and current voter registration rolls are maintained.

42 USC 1973gg-1.

SEC. 3. DEFINITIONS.

As used in this Act—

(1) the term "election" has the meaning stated in section 301(1) of the Federal Election Campaign Act of 1971 (2 U.S.C. 431(1));
(2) the term "Federal office" has the meaning stated in section 301(3) of the Federal Election Campaign Act of 1971 (2 U.S.C. 431(3));
(3) the term "motor vehicle driver's license" includes any personal identification document issued by a State motor vehicle authority;

National Voter Registration Act: State Agencies



What Are NVRA State Agencies?

- The National Voter Registration Act of 1993 (NVRA) requires states to provide voter registration opportunities through state agencies that provide public assistance and services. The intent is to increase voter registration opportunities, encourage voter participation, and to protect the integrity of the electoral process.
- Texas has designated the following state agencies as voter registration agencies:
 - Health and Human Services Commission (HHSC);
 - Texas Workforce Commission (TWC);
 - Department of Public Safety (DPS);
 - Each public library, including any branch or other service outlet; and
 - Any other agency or program as determined by the Secretary of State that primarily provides public assistance or services to persons with disabilities.



General VR Responsibilities of State Agencies

- Designated voter registration agencies must develop a written implementation plan.
- Voter registration agencies must offer voter registration applications to members of the public who are applying for or renewing agency services.
- If these services are provided at the person's residence, the agency must also provide the opportunity to complete a voter registration application at that time.
- All agencies must provide the same degree of assistance in completing voter registration paperwork as the agency would provide for assistance with agency related documentation.
 - This includes, but is not limited to, bilingual assistance.



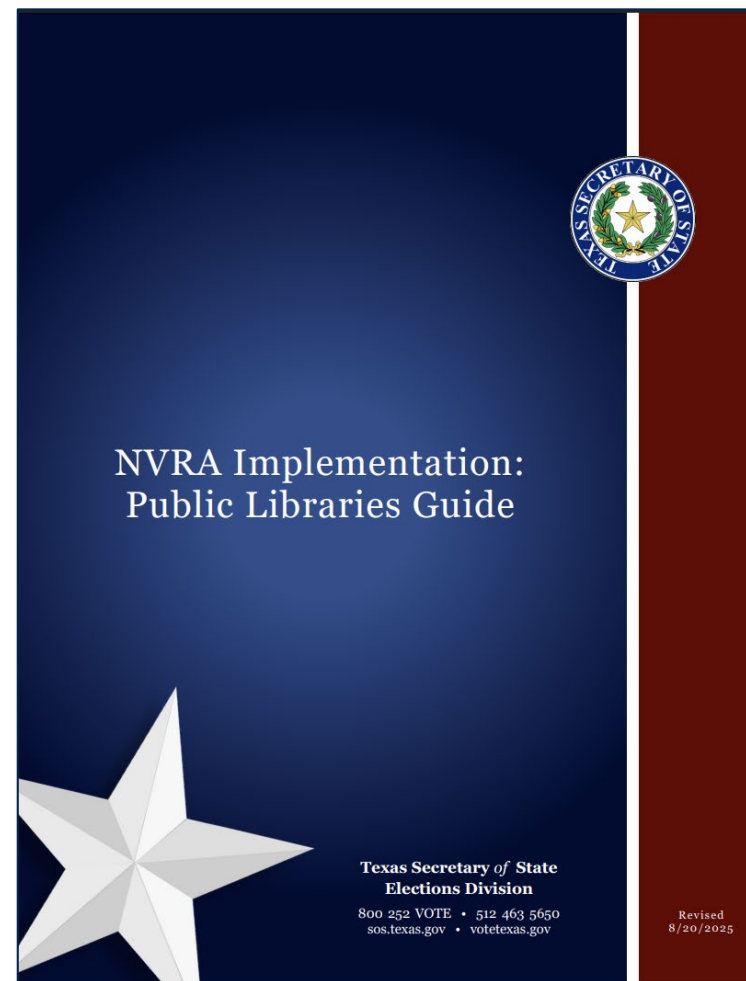
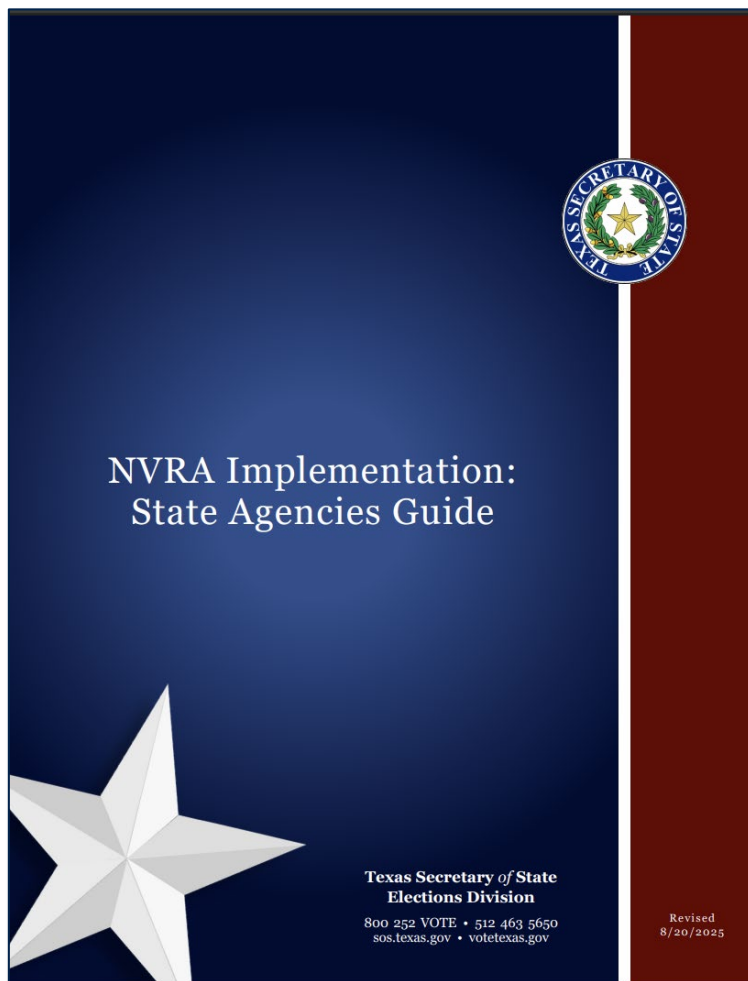
Texas Secretary of State
ELECTIONS DIVISION



National Voter Registration Act: Resources



NVRA Agency Guides





Texas Secretary of State

ELECTIONS DIVISION



Texas Secretary of State
ELECTIONS DIVISION



Implementing the National Voter Registration Act (NVRA): Public Libraries



Texas Secretary of State
ELECTIONS DIVISION



How to Create a Public Library Voter Registration Plan



Texas Secretary of State
ELECTIONS DIVISION



Voter Registration Applications: Public Library Assistance



NVRA Implementation Sample Plan

(Texas State Agency)

National Voter Registration Act (NVRA) Implementation Plan

1. Agency Coordinator(s):
Jane Smith
State Agency
Phone: (123)-456-7890
2. Texas State Agency has been designated by the Secretary of State (SOS) to provide voter registration services through the following agency divisions and/or services:
 - Example Department
3. Basic overview of procedures: *(Include agency voter registration procedures.)*
 - a) Distribution:
When a customer applies for agency services, the Example Department staff member will:
 - follow the SOS prescribed voter registration form with instructions to offer the customer the opportunity to register to vote;
 - provide a voter registration card to the customer and help the customer complete the voter registration card, if requested;
 - deliver the completed application for the customer unless the customer declines assistance with submitting the application and indicates that the customer wishes to submit the completed application themselves to the voter registrar or take the blank application form with them, in which case inform the customer that they can submit it themselves to the voter registrar in the county in which they reside;
 - if the customer wishes to mail the application themselves, then complete and obtain the customer's signature on Example Department Form 1 (declination form);
 - sign and date Example Department Form 1 and retain it for 22 months in an office file apart from the customer's case file; and
 - document in a case note that voter registration services were provided according to Example Department Manual policy.
 - b) Change of Address:
When a customer reports a change of address in person, the Example Department's staff member will:
 - offer the customer the opportunity to register to vote using the new address;
 - provide a Texas Voter Registration Application to the customer and help the customer complete the voter registration card, if requested;
 - deliver the completed application for the customer unless the customer declines assistance with submitting the application and indicates that the customer wishes to submit the completed application themselves to the voter registrar or take the blank

- application form with them, in which case inform the customer that they can submit it themselves to the voter registrar;
- if the customer wishes to mail the application themselves, then complete and obtain the customer's signature on Example Department Form 1;
 - sign and date Example Department Form 1 and retain it for 22 months in an office file apart from the customer's case file; and document in a case note that voter registration services were provided according to Example Department Manual policy.
- c) Mail/Telephone Services:
When a customer reports a change of address by phone, email or other communication, the Example Department's program staff will:
 - offer the customer the opportunity to register to vote using the new address in person;
 - mail the customer a Texas Voter Registration Application and a Texas Voter Registration Application Letter; help the customer complete the voter registration card, if customer accepts assistance; and document in a case note that a Texas Voter Registration Application and Letter were mailed to the customer's new address, and that voter registration services were provided according to Example Department Manual policy.
 4. Training:
The NVRA Coordinator will work with the Example Department's staff to provide NVRA training for all current VR staff. This training will be available to staff no later than September 1, 2025. Staff will be required to complete the training no later than December 1, 2025. This training will be a required training for all new Example Department staff thereafter who will be assisting in this process.
 5. Date of Implementation:
Example Department staff will implement voter registration services on December 15, 2025.
 6. Hours/Locations of Service:
Offices providing voter registration services are open from 8:00 a.m. to 5:00 p.m. Monday through Friday. Locations include:
 - ED Region - Region 1, Texas State Agency
 - City - Austin
 - Address- 123 Texas Street, Austin, TX, 78701
 7. Agency Contact Information:
For questions about voter registration, please contact Texas State Agency at 123-456-7890 or TexasStateAgency@texas.gov.



NVRA Implementation Plan Online Submission

Please find the NVRA Implementation Plan attached to this submission. To comply with all requirements, this plan includes:

- Agency Coordinators
- Agency Divisions and/or Services
- Basic Overview of Procedures
- Distribution
- Change of Address
- Mail/Telephone Services
- Training
- Date of Implementation
- Hours/Locations of Service
- Agency Contact Information

If additional documentation, clarification, or revisions are required, please let us know and we will respond promptly.

State Agency Name:

State Agency Voter Registration Coordinator:

Implementation Plan:

[Choose File](#) No file chosen

Submit

Please find the NVRA Implementation Plan attached to this submission. To comply with all requirements, this plan includes:

- Agency Coordinators
- Agency Divisions and/or Services
- Basic Overview of Procedures
- Distribution
- Change of Address
- Mail/Telephone Services
- Training
- Date of Implementation
- Hours/Locations of Service
- Agency Contact Information

If additional documentation, clarification, or revisions are required, please let us know and we will respond promptly.

Public Library Name:

Library Voter Registration Coordinator:

Implementation Plan:

[Choose File](#) No file chosen

Submit



NVRA Voter Registration Flyers



★ REGISTER TO VOTE ★

During open office hours, you may:

-  Obtain a voter registration application or update your voter registration information.
-  Receive assistance in completing your voter registration application from this office's staff.
-  Have your voter registration application reviewed for completeness and submitted to your county voter registrar.

Visit your NVRA Site Coordinator today!

Name/Title:	
Office Location:	
Office Hours:	



POWERED BY THE TEXAS SECRETARY OF STATE

Texas Secretary of State
Elections Division
800-252-VOTE • 512-463-5650
sos.texas.gov

REGISTER TO VOTE

NEED MORE INFORMATION?
SCAN HERE



Your library is more than just books!

Are you unsure of your registration status? Or looking for upcoming election information? Scan the QR code!

It's fast, free, and easy.

Ask a librarian how you can register today!



Are You Eligible?

You must:

- ✓ Be a United States Citizen
- ✓ Be at least 17 years old and 10 months during application submission and will be 18 on Election Day
- ✓ Be a resident of the county where you submit the application
- ✓ Not have been finally convicted of a felony, or if so, have completed full punishment, including any term of incarceration, parole, supervision, or probation, or have been pardoned
- ✓ Not have been determined by a final judgement of a court exercising probate jurisdiction to be totally or partially mentally incapacitated without the right to vote



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 Our Resources



**Volunteer
Deputy
Registrar
Resources**

**High School
Deputy Registrar
Resources**



**NVRA State
Agencies
Resources**

**NVRA
Public Library
Resources**





Available Support



WEBINARS



TRAINING



RESOURCES

elections@sos.texas.gov

800-252-VOTE • 512-463-5650

sos.texas.gov