# 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