Texas Volunteer Deputy Registrar Training

Who are Volunteer Deputy Registrars?

- Volunteer Deputy Registrars (VDRs) are individuals who generously give their time and effort to eligible Texans to help them register to vote. These volunteers play a vital role by increasing voter registration participation and ensuring that every eligible citizen has a voice in the electoral process. Their commitment helps build a more engaged and informed community.

What Are the Qualifications?

Qualifications for Becoming a VDR

A Volunteer Deputy Registrar must:

- be 18 years of age or older;
- be a United States citizen; and
- be a Texas resident.

A Volunteer Deputy Registrar must not:

- have been determined 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 convicted of identity theft under Section 32.51 of the Texas Penal Code; or
- have any unresolved felony convictions.

Did you know:

- It is possible for an individual to complete the entire process and become appointed as a VDR in a single day?

- A VDR must meet the requirements to be a qualified voter but is not required to be a registered voter?

- A county voter registrar may not reappoint a past VDR who was terminated due to a final conviction (1) related to delivery of completed registration applications, or (2) relating to performance-based compensation for VDRs?

Are you qualified and interested in becoming a VDR for your county?

Contact your voter registrar for training information.

After completing training and passing an exam, if required, you will be appointed as a VDR.

Your voter registrar will issue you a certificate of appointment and give you a receipt book or voter registration application with a tear off receipt.

Length of Appointment and Termination

Period of Appointment

- There is no designated timeframe for your appointment.
- Once requirements have been completed, you may be appointed by your county voter registrar.
- VDRs can immediately start their duties and begin encouraging and educating eligible residents on how to register to vote.

Expiration of Appointment

- All VDR appointments expire on December 31st of every even-numbered year.
- For example, if a person is appointed as a VDR in May of 2025, and another is appointed in October 2026, both of their appointments will expire on December 31, 2026.

Your appointment MAY be terminated by the voter registrar if it is determined that you have:	Your appointment WILL be terminated by the voter registrar if it is determined that you are:
• failed to properly review a voter registration application; • intentionally destroyed or physically altered a voter registration application; or • engaged in any other activity that conflicts with your responsibilities as a VDR.	• convicted of an offense under the law relating to performance-based compensation for voter registration, Section 13.008, Texas Election Code; or • convicted of an offense under the law relating to a failure to deliver a completed voter registration application to the voter registrar, Section 13.043, Texas Election Code.

Becoming a VDR In Multiple Counties

Interested in Becoming a VDR in a Different County?

To become a VDR in more than one county, you must submit a Request for Appointment as a VDR to each county's voter registrar. The voter registrar will then appoint you as a VDR and advise you of any county-specific procedures.

Anyone who has previously taken the VDR examination and received a certificate of appointment in one county is not required to take the examination again in another county.

Once you have been appointed as a VDR in the new county, you may start offering voter registration opportunities to any eligible resident of that county.

Supplies Required

The supplies you'll need before offering your services as a VDR are:

- Certificate of Appointment
- Texas VDR Guide and any other helpful resources provided by your county voter registrar
- A sufficient number of voter registration applications
- Receipt book or voter registration applications with a tear off receipt
- Blue/black ink pens

NOTE: All election materials issued to a volunteer deputy registrar, including the Certificate of Appointment, receipt books, receipts, applications and other forms in the volunteer deputy registrar's possession, must be returned or accounted for upon termination of appointment, not later than the second day after the volunteer deputy registrar receives the termination notice.

Where to Obtain VDR Voter Registration Applications

Requesting Voter Registration Applications From Your County

- VDRs can easily request voter registration applications from their counties by contacting their local voter registrar's office.
- You can find your specific voter registrar's contact information listed by county on the Secretary of State's website, https://www.sos.state.tx.us/elections/voter/county.shtml
- After finding your county's contact information, you can call, email, or go in-person to request applications.
- Once you receive the voter registration applications, make sure you have received an equal amount of receipts.

Printing Voter Registration 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 VDRs from the Secretary of State's website.
- If you receive generic applications containing the Secretary of State's return address (rather than your county voter registrar's address), you can distribute these to anyone residing in any county; however, you can only accept applications from those residing in the county in which you were appointed.
- To find printable voter registration applications please visit: https://www.sos.state.tx.us/elections/forms/pol-sub/index.shtml#chapter-21

Roles of a Volunteer Deputy Registrar

Roles of a Volunteer Deputy Registrar

VDRs bring voter registration opportunities directly to communities, making it easier for individuals to participate in elections. A VDR's role is not limited to expanding voter access. VDRs also help applicants have a voice which impacts local, state, and national issues.

- **Distribute** voter registration applications to any eligible residents of the county.
- **Accept** all applications from any resident of the county who meets the eligibility requirements.
- **Assist** any applicant if they are not able to complete the application independently.
- **Review** the application for completeness while the applicant is still present to make sure the application is complete.

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 voter turnout of future elections.

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;
- is at least 17 years and 10 months old, **and** will be 18 years of age by Election Day;
- has 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 and;
- 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.

NOTE: Do not attempt to determine if a person is legally allowed to vote. It is the voter registrar's responsibility to determine if the person is or is not eligible.

Assisting Applicants

If someone is having trouble:

- filling out the application, you can assist them in any way necessary to ensure all eligible residents have equal opportunity to register to vote; or
- understanding the application, you can explain what information is needed by the applicant in order for it to be accepted.

If an applicant cannot:

- sign their name on the application, they may make a mark on the signature line. You can then print the name of the applicant beside the mark. Make sure to sign and print your name, and provide your residence address as the witness;
- make a mark, please make note of this on the application and print the applicant's name. Make sure to sign and print your name, and provide your residence address as the witness.

You may allow:

- another registered voter to fill out an application for their spouse, parent or child. That person must sign the application as "agent" and state the relationship to the applicant on the application.
- the agent to sign the applicant's application. That person must sign the application as "agent" and state the relationship to the applicant on the application.

Reviewing

After the application has been completed and the applicant is still present

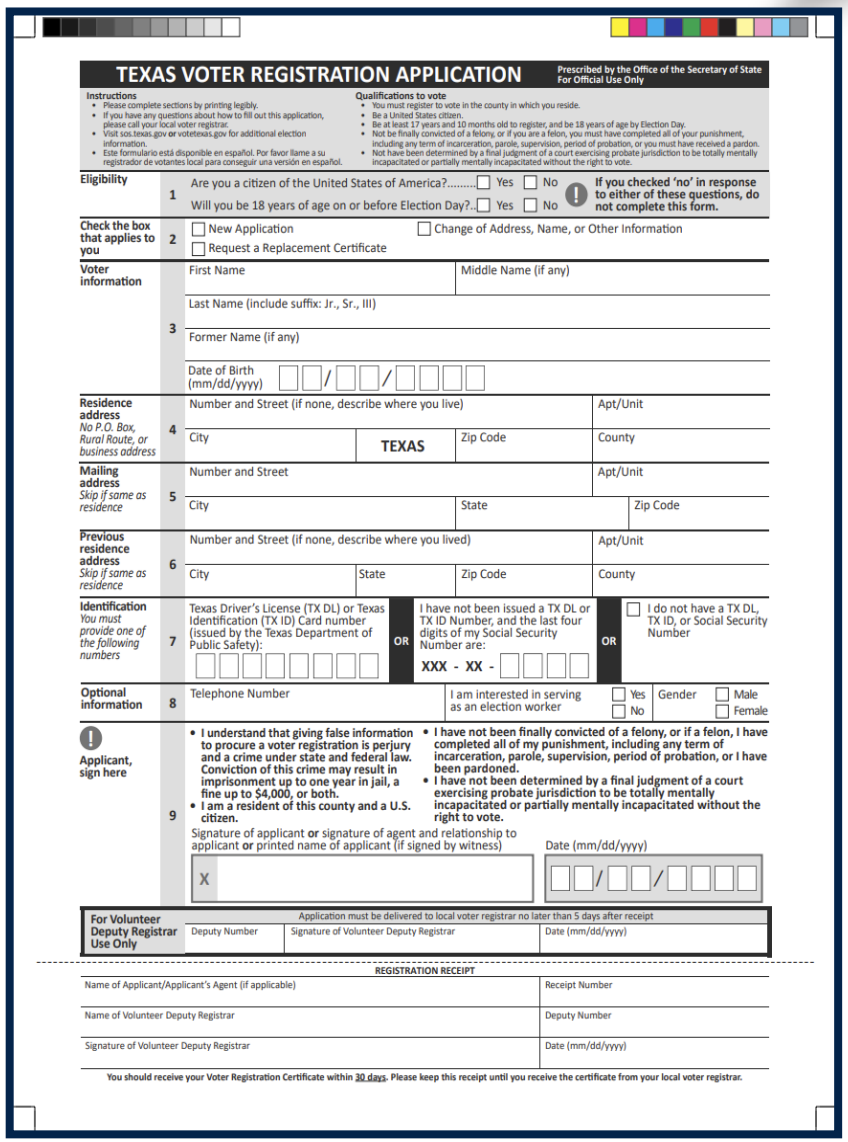
review each section

be sure to confirm all information

correct any errors; and

gather missing information.

NOTE: Some fields are required while others are optional; only the required fields are to be reviewed.



TEXAS VOTER REGISTRATION APPLICATION

Prescribed by the Office of the Secretary of State
For Official Use Only

Instructions
- Please complete sections by printing legibly.
- If you have any questions about how to fill out this application, please call your local voter registrar.
- Visit sos.texas.gov or votetexas.gov for additional election information.
- Este formulario está disponible en español. Por favor llame a su registrador de votantes local para conseguir una versión en español.

Qualifications to vote
- You must register to vote in the county in which you reside.
- Be a United States citizen.
- Be at least 17 years and 10 months old to register, and be 18 years of age by Election Day.
- Not be finally convicted of a felony, or if you are a felon, you must have completed all of your punishment, including any term of incarceration, parole, supervision, period of probation, or you must have received a pardon.
- 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.

Eligibility 1 — Are you a citizen of the United States of America? ☐ Yes ☐ No
Will you be 18 years of age on or before Election Day? ☐ Yes ☐ No
If you checked 'no' in response to either of these questions, do not complete this form.

Check the box that applies to you 2 — ☐ New Application ☐ Change of Address, Name, or Other Information ☐ Request a Replacement Certificate

Voter information 3 — First Name | Middle Name (if any) | Last Name (include suffix: Jr., Sr., III) | Former Name (if any) | Date of Birth (mm/dd/yyyy) ☐☐/☐☐/☐☐☐☐

Residence address *No P.O. Box, Rural Route, or business address* 4 — Number and Street (if none, describe where you live) | Apt/Unit | City | TEXAS | Zip Code | County

Mailing address *Skip if same as residence* 5 — Number and Street | Apt/Unit | City | State | Zip Code

Previous residence address *Skip if same as residence* 6 — Number and Street (if none, describe where you lived) | Apt/Unit | City | State | Zip Code | County

Identification *You must provide one of the following numbers* 7 — Texas Driver's License (TX DL) or Texas Identification (TX ID) Card number (issued by the Texas Department of Public Safety): ☐☐☐☐☐☐☐☐ OR I have not been issued a TX DL or TX ID Number, and the last four digits of my Social Security Number are: XXX - XX - ☐☐☐☐ OR ☐ I do not have a TX DL, TX ID, or Social Security Number

Optional information 8 — Telephone Number | I am interested in serving as an election worker ☐ Yes ☐ No | Gender ☐ Male ☐ Female

Applicant, sign here 9
- **I understand that giving false information to procure a voter registration is perjury and a crime under state and federal law. Conviction of this crime may result in imprisonment up to one year in jail, a fine up to $4,000, or both.**
- **I am a resident of this county and a U.S. citizen.**
- **I have not been finally convicted of a felony, or if a felon, I have completed all of my punishment, including any term of incarceration, parole, supervision, period of probation, or I have been pardoned.**
- **I 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.**

Signature of applicant **or** signature of agent and relationship to applicant **or** printed name of applicant (if signed by witness) X ____ Date (mm/dd/yyyy) ☐☐/☐☐/☐☐☐☐

For Volunteer Deputy Registrar Use Only — Application must be delivered to local voter registrar no later than 5 days after receipt
Deputy Number | Signature of Volunteer Deputy Registrar | Date (mm/dd/yyyy)

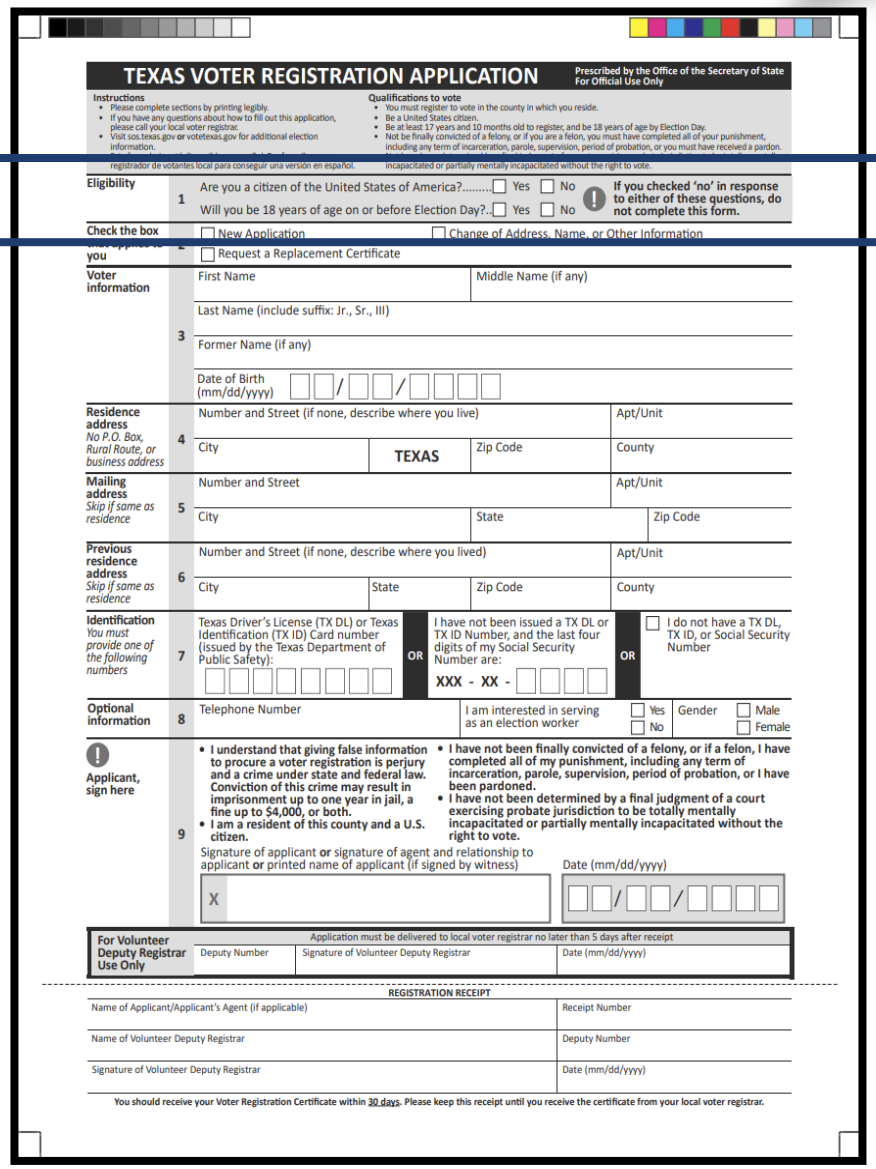
REGISTRATION RECEIPT
Name of Applicant/Applicant's Agent (if applicable) | Receipt Number
Name of Volunteer Deputy Registrar | Deputy Number
Signature of Volunteer Deputy Registrar | Date (mm/dd/yyyy)

You should receive your Voter Registration Certificate within 30 days. Please keep this receipt until you receive the certificate from your local voter registrar.

Reviewing Section 1

These two questions are <u>required</u> to be answered.

If "No" is checked for either of the questions, the rest of the form is not to be completed.



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registrador de votantes local para conseguir una versión en español.

Qualifications to vote
- You must register to vote in the county in which you reside.
- Be a United States citizen.
- Be at least 17 years and 10 months old to register, and be 18 years of age by Election Day.
- Not be finally convicted of a felony, or if you are a felon, you must have completed all of your punishment, including any term of incarceration, parole, supervision, period of probation, or you must have received a pardon.

incapacitated or partially mentally incapacitated without the right to vote.

Eligibility
1 Are you a citizen of the United States of America? ☐ Yes ☐ No
Will you be 18 years of age on or before Election Day? ☐ Yes ☐ No
If you checked 'no' in response to either of these questions, do not complete this form.

Check the box that applies to you
2 ☐ New Application ☐ Change of Address, Name, or Other Information
☐ Request a Replacement Certificate

Voter information
First Name | Middle Name (if any)
3 Last Name (include suffix: Jr., Sr., III)
Former Name (if any)
Date of Birth (mm/dd/yyyy) ☐☐/☐☐/☐☐☐☐

Residence address *No P.O. Box, Rural Route, or business address*
4 Number and Street (if none, describe where you live) | Apt/Unit
City | TEXAS | Zip Code | County

Mailing address *Skip if same as residence*
5 Number and Street | Apt/Unit
City | State | Zip Code

Previous residence address *Skip if same as residence*
6 Number and Street (if none, describe where you lived) | Apt/Unit
City | State | Zip Code | County

Identification *You must provide one of the following numbers*
7 Texas Driver's License (TX DL) or Texas Identification (TX ID) Card number (issued by the Texas Department of Public Safety): ☐☐☐☐☐☐☐☐
OR I have not been issued a TX DL or TX ID Number, and the last four digits of my Social Security Number are: XXX - XX - ☐☐☐☐
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Optional information
8 Telephone Number | I am interested in serving as an election worker ☐ Yes ☐ No | Gender ☐ Male ☐ Female

Applicant, sign here
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- **I understand that giving false information to procure a voter registration is perjury and a crime under state and federal law. Conviction of this crime may result in imprisonment up to one year in jail, a fine up to $4,000, or both.**
- **I am a resident of this county and a U.S. citizen.**
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Signature of applicant **or** signature of agent and relationship to applicant **or** printed name of applicant (if signed by witness) | Date (mm/dd/yyyy)
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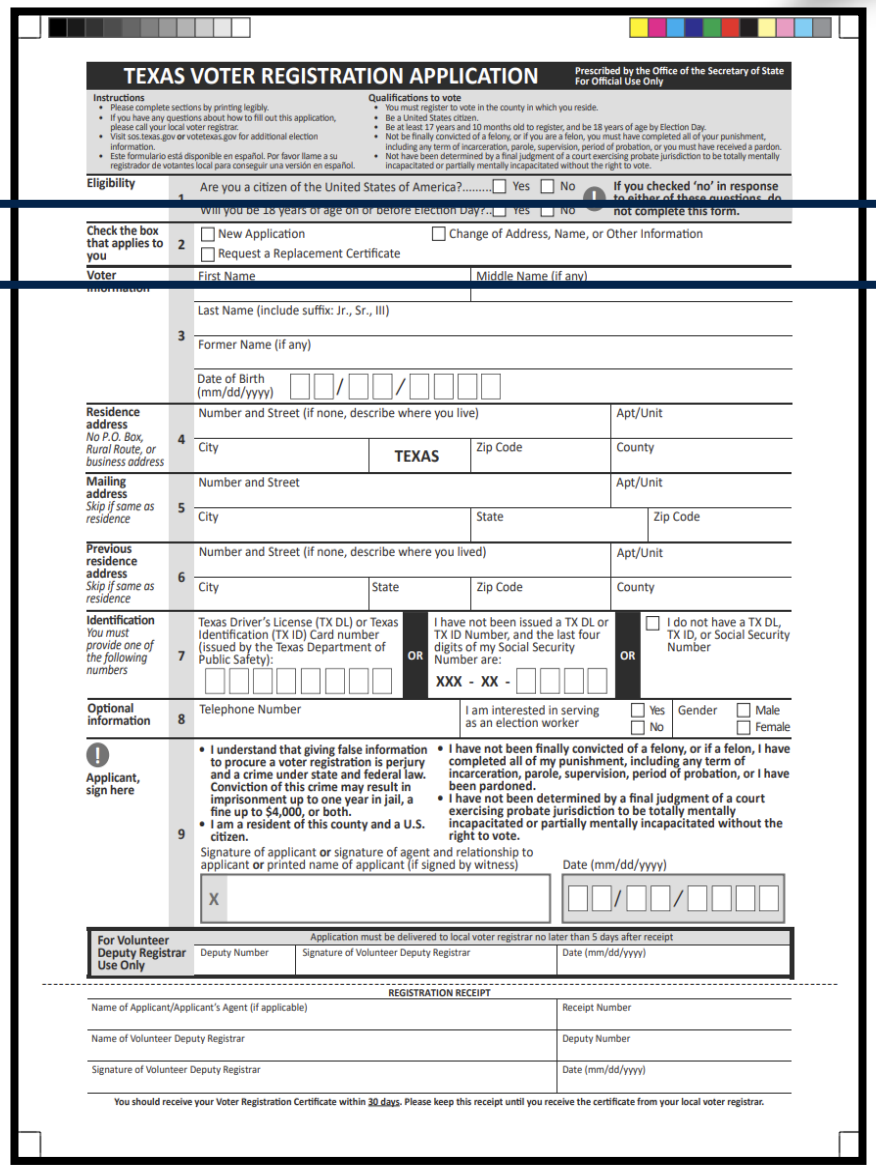
Reviewing Section 2

In this section the applicant is to answer if they are:

- registering to vote for the first time as a new voter
- updating their address, name or other Information
- requesting a replacement voter registration card



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- You must register to vote in the county in which you reside.
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Eligibility
1. Are you a citizen of the United States of America? ☐ Yes ☐ No
   Will you be 18 years of age on or before Election Day? ☐ Yes ☐ No
   If you checked 'no' in response to either of these questions, do not complete this form.

Check the box that applies to you
2. ☐ New Application ☐ Change of Address, Name, or Other Information
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Voter information
3. First Name | Middle Name (if any)
   Last Name (include suffix: Jr., Sr., III)
   Former Name (if any)
   Date of Birth (mm/dd/yyyy) ☐☐/☐☐/☐☐☐☐

Residence address *No P.O. Box, Rural Route, or business address*
4. Number and Street (if none, describe where you live) | Apt/Unit
   City | TEXAS | Zip Code | County

Mailing address *Skip if same as residence*
5. Number and Street | Apt/Unit
   City | State | Zip Code

Previous residence address *Skip if same as residence*
6. Number and Street (if none, describe where you lived) | Apt/Unit
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Identification *You must provide one of the following numbers*
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Optional information
8. Telephone Number | I am interested in serving as an election worker ☐ Yes ☐ No | Gender ☐ Male ☐ Female

Applicant, sign here
9. - **I understand that giving false information to procure a voter registration is perjury and a crime under state and federal law. Conviction of this crime may result in imprisonment up to one year in jail, a fine up to $4,000, or both.**
   - **I am a resident of this county and a U.S. citizen.**
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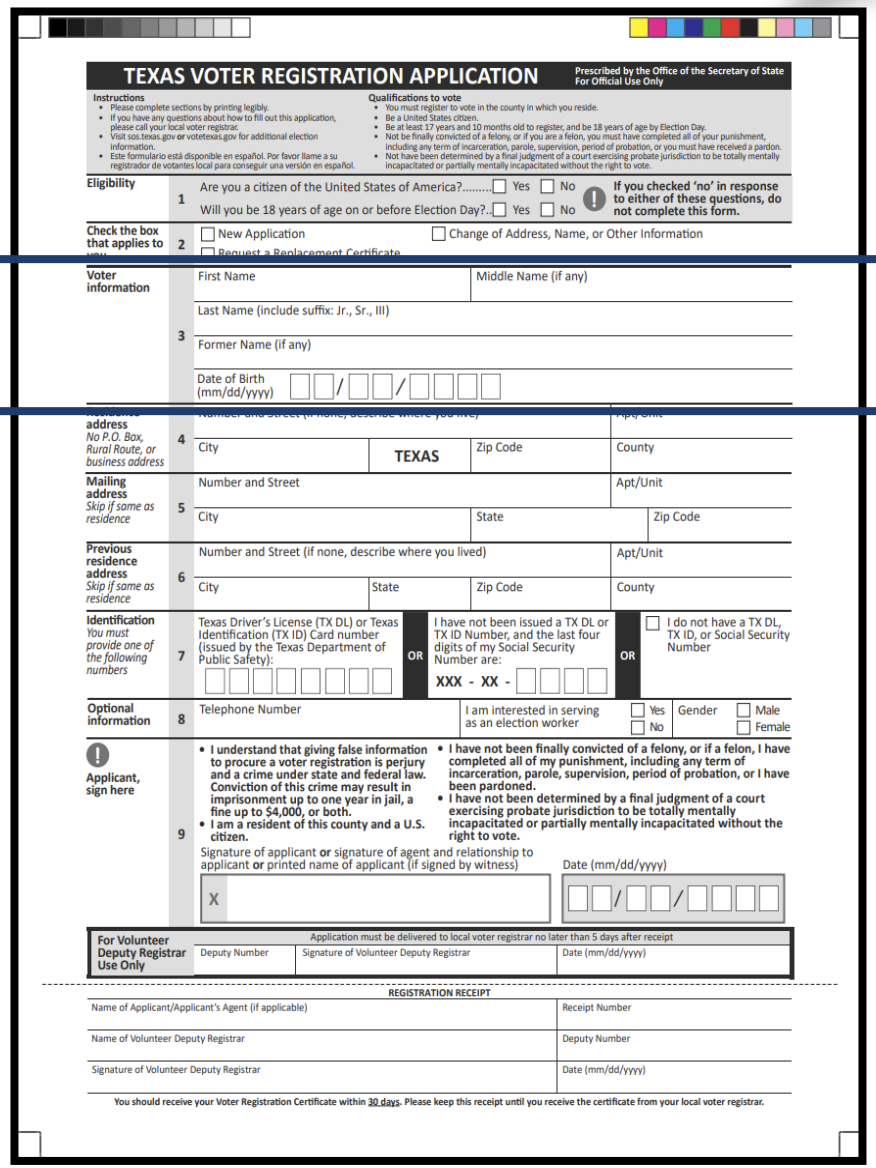
Reviewing Section 3

The applicant must provide their full name, including their middle, maiden, or former name.

The applicant's date of birth must include the month, day, and year they were born.



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Eligibility — 1 — Are you a citizen of the United States of America? ☐ Yes ☐ No
Will you be 18 years of age on or before Election Day? ☐ Yes ☐ No
If you checked 'no' in response to either of these questions, do not complete this form.

Check the box that applies to — 2 — ☐ New Application ☐ Change of Address, Name, or Other Information ☐ Request a Replacement Certificate

Voter information — 3 — First Name | Middle Name (if any)
Last Name (include suffix: Jr., Sr., III)
Former Name (if any)
Date of Birth (mm/dd/yyyy) ☐☐/☐☐/☐☐☐☐

address *No P.O. Box, Rural Route, or business address* — 4 — City | TEXAS | Zip Code | County

Mailing address *Skip if same as residence* — 5 — Number and Street | Apt/Unit
City | State | Zip Code

Previous residence address *Skip if same as residence* — 6 — Number and Street (if none, describe where you lived) | Apt/Unit
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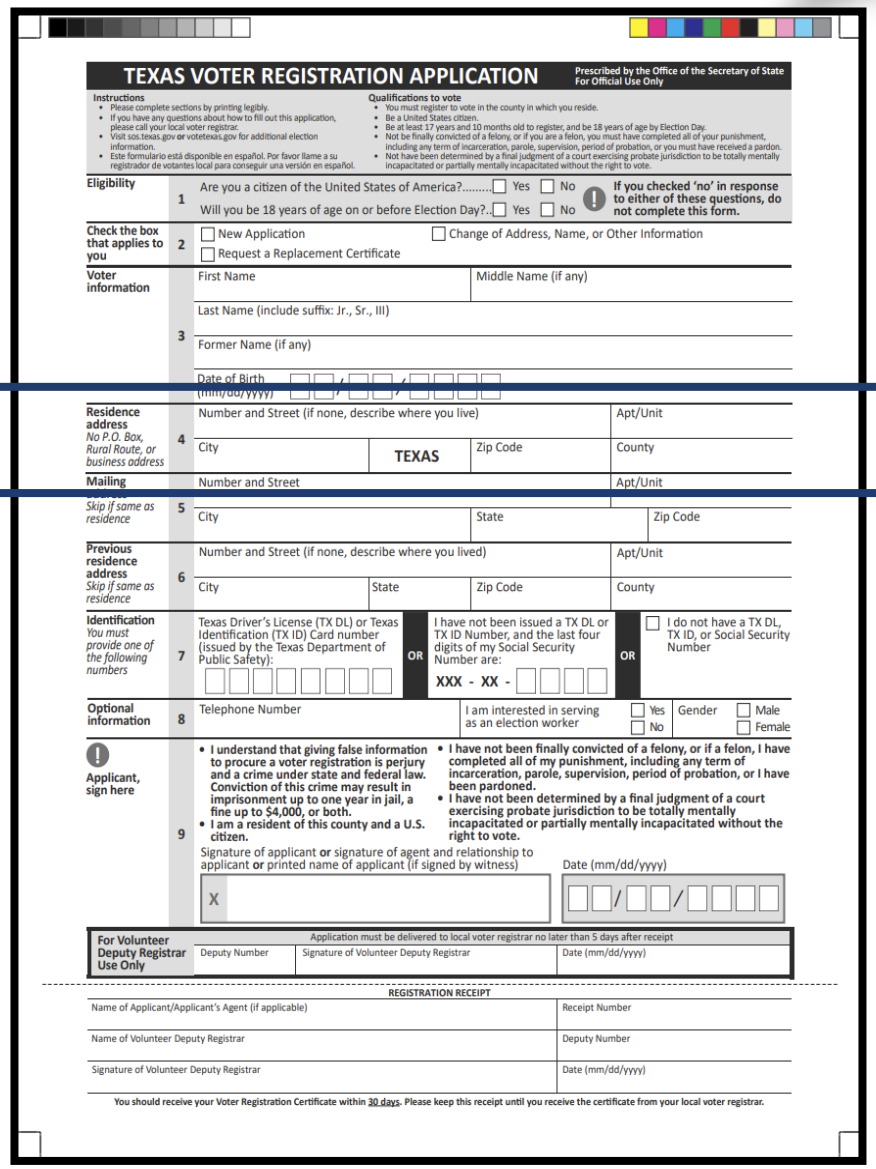
Reviewing Section 4

The address provided must clearly indicate where the applicant resides.

This information is important because it determines the applicant's voting precinct and the races on which they are eligible to vote.

An incorrect residence address will not only cause complications when the voter registrar is processing the application, but it could also result in an incorrect voting precinct or polling location.



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Eligibility — 1 — Are you a citizen of the United States of America? ☐ Yes ☐ No. Will you be 18 years of age on or before Election Day? ☐ Yes ☐ No. **If you checked 'no' in response to either of these questions, do not complete this form.**

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Voter information — 3 — First Name; Middle Name (if any); Last Name (include suffix: Jr., Sr., III); Former Name (if any); Date of Birth (mm/dd/yyyy)

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Mailing *Skip if same as residence* — 5 — Number and Street; Apt/Unit; City; State; Zip Code

Previous residence address *Skip if same as residence* — 6 — Number and Street (if none, describe where you lived); Apt/Unit; City; State; Zip Code; County

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Optional information — 8 — Telephone Number; I am interested in serving as an election worker ☐ Yes ☐ No; Gender ☐ Male ☐ Female

Applicant, sign here — 9
- **I understand that giving false information to procure a voter registration is perjury and a crime under state and federal law. Conviction of this crime may result in imprisonment up to one year in jail, a fine up to $4,000, or both.**
- **I am a resident of this county and a U.S. citizen.**
- **I have not been finally convicted of a felony, or if a felon, I have completed all of my punishment, including any term of incarceration, parole, supervision, period of probation, or I have been pardoned.**
- **I 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.**

Signature of applicant **or** signature of agent and relationship to applicant **or** printed name of applicant (if signed by witness) X ____ Date (mm/dd/yyyy) ☐☐/☐☐/☐☐☐☐

For Volunteer Deputy Registrar Use Only — Application must be delivered to local voter registrar no later than 5 days after receipt. Deputy Number; Signature of Volunteer Deputy Registrar; Date (mm/dd/yyyy)

REGISTRATION RECEIPT

Name of Applicant/Applicant's Agent (if applicable); Receipt Number
Name of Volunteer Deputy Registrar; Deputy Number
Signature of Volunteer Deputy Registrar; Date (mm/dd/yyyy)

You should receive your Voter Registration Certificate within 30 days. Please keep this receipt until you receive the certificate from your local voter registrar.

Reviewing Section 5

Mailing Address

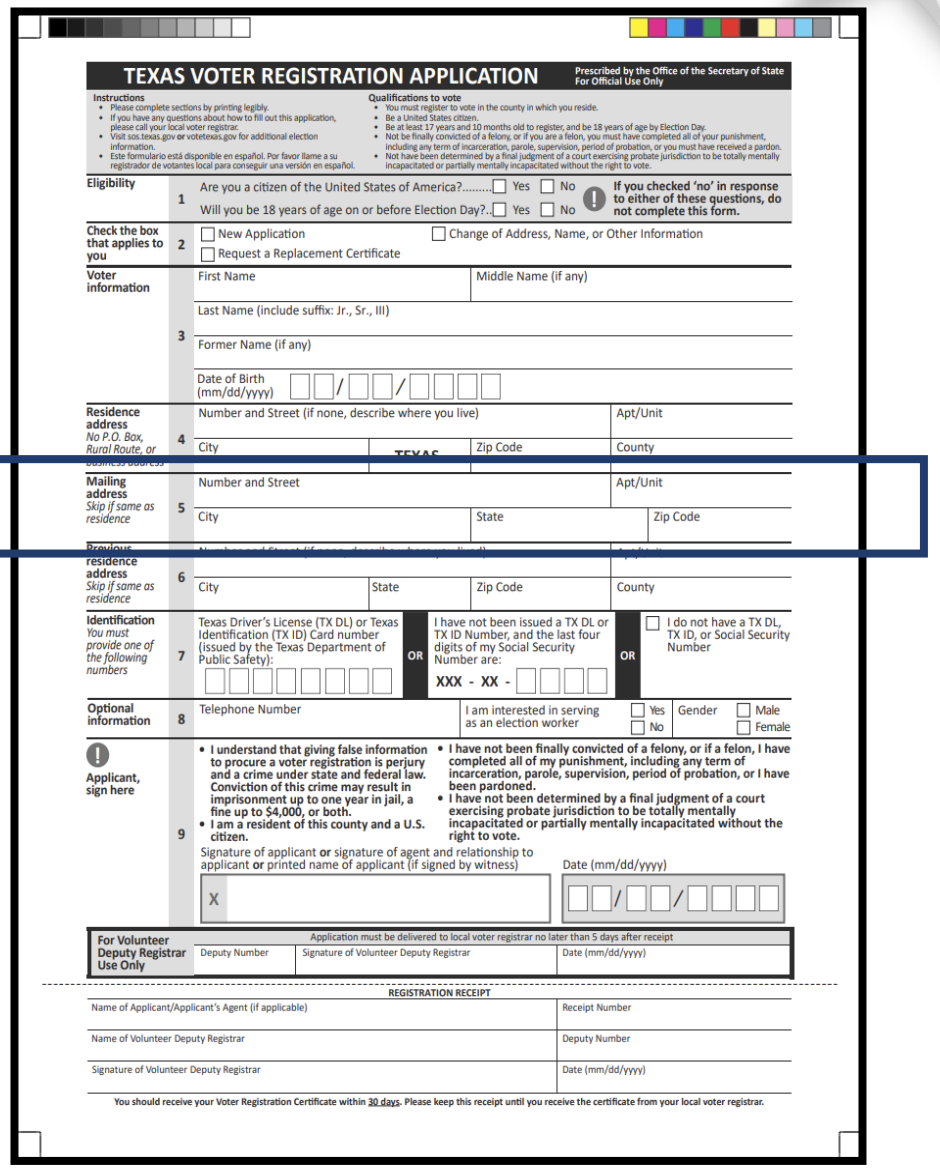
- If the applicant has a different mailing address than their residence address, they should provide that information here.

Identical Residence and Mailing Address

- Applicants whose residence address and mailing address are the same can leave this section blank.

Required for Descriptions

- Those who used a description in Section 4 must complete Section 5.



TEXAS VOTER REGISTRATION APPLICATION — Prescribed by the Office of the Secretary of State. For Official Use Only

Instructions
- Please complete sections by printing legibly.
- If you have any questions about how to fill out this application, please call your local voter registrar.
- Visit sos.texas.gov or votetexas.gov for additional election information.
- Este formulario está disponible en español. Por favor llame a su registrador de votantes local para conseguir una versión en español.

Qualifications to vote
- You must register to vote in the county in which you reside.
- Be a United States citizen.
- Be at least 17 years and 10 months old to register, and be 18 years of age by Election Day.
- Not be finally convicted of a felony, or if you are a felon, you must have completed all of your punishment, including any term of incarceration, parole, supervision, period of probation, or you must have received a pardon.
- 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.

Eligibility — 1 — Are you a citizen of the United States of America? ☐ Yes ☐ No
Will you be 18 years of age on or before Election Day? ☐ Yes ☐ No
If you checked 'no' in response to either of these questions, do not complete this form.

Check the box that applies to you — 2 — ☐ New Application ☐ Change of Address, Name, or Other Information ☐ Request a Replacement Certificate

Voter information — 3 — First Name | Middle Name (if any)
Last Name (include suffix: Jr., Sr., III)
Former Name (if any)
Date of Birth (mm/dd/yyyy) ☐☐/☐☐/☐☐☐☐

Residence address *No P.O. Box, Rural Route, or* — 4 — Number and Street (if none, describe where you live) | Apt/Unit
City | TEXAS | Zip Code | County

Mailing address *Skip if same as residence* — 5 — Number and Street | Apt/Unit
City | State | Zip Code

Previous residence address *Skip if same as residence* — 6 — City | State | Zip Code | County

Identification *You must provide one of the following numbers* — 7 — Texas Driver's License (TX DL) or Texas Identification (TX ID) Card number (issued by the Texas Department of Public Safety): ☐☐☐☐☐☐☐☐ OR I have not been issued a TX DL or TX ID Number, and the last four digits of my Social Security Number are: XXX - XX - ☐☐☐☐ OR ☐ I do not have a TX DL, TX ID, or Social Security Number

Optional information — 8 — Telephone Number | I am interested in serving as an election worker ☐ Yes ☐ No | Gender ☐ Male ☐ Female

Applicant, sign here — 9
- **I understand that giving false information to procure a voter registration is perjury and a crime under state and federal law. Conviction of this crime may result in imprisonment up to one year in jail, a fine up to $4,000, or both.**
- **I am a resident of this county and a U.S. citizen.**
- **I have not been finally convicted of a felony, or if a felon, I have completed all of my punishment, including any term of incarceration, parole, supervision, period of probation, or I have been pardoned.**
- **I 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.**

Signature of applicant **or** signature of agent and relationship to applicant **or** printed name of applicant (if signed by witness) X | Date (mm/dd/yyyy) ☐☐/☐☐/☐☐☐☐

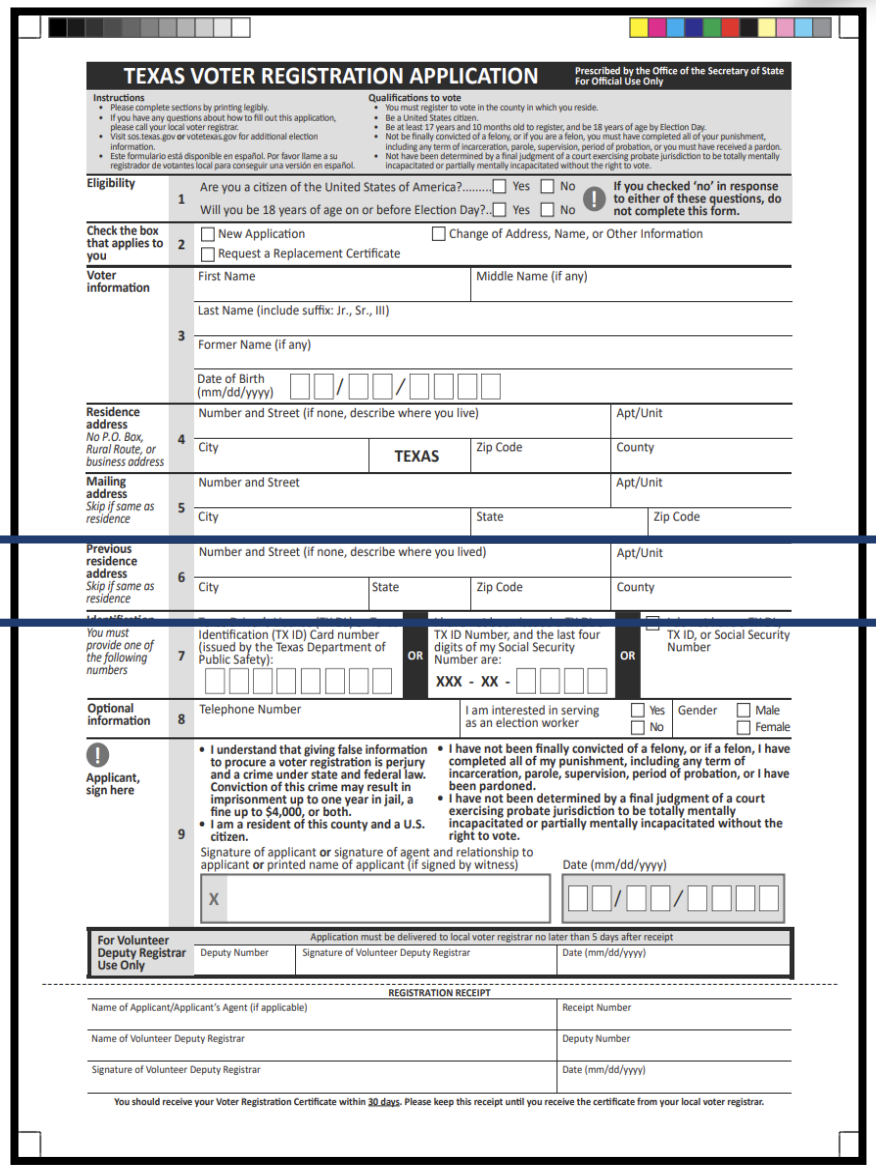
For Volunteer Deputy Registrar Use Only — Application must be delivered to local voter registrar no later than 5 days after receipt
Deputy Number | Signature of Volunteer Deputy Registrar | Date (mm/dd/yyyy)

REGISTRATION RECEIPT
Name of Applicant/Applicant's Agent (if applicable) | Receipt Number
Name of Volunteer Deputy Registrar | Deputy Number
Signature of Volunteer Deputy Registrar | Date (mm/dd/yyyy)

You should receive your Voter Registration Certificate within 30 days. Please keep this receipt until you receive the certificate from your local voter registrar.

Reviewing Section 6

Applicants must provide their full previous residence address unless it is the same as the residence address they have provided in Section 4.



TEXAS VOTER REGISTRATION APPLICATION

Prescribed by the Office of the Secretary of State
For Official Use Only

Instructions
- Please complete sections by printing legibly.
- If you have any questions about how to fill out this application, please call your local voter registrar.
- Visit sos.texas.gov or votetexas.gov for additional election information.
- Este formulario está disponible en español. Por favor llame a su registrador de votantes local para conseguir una versión en español.

Qualifications to vote
- You must register to vote in the county in which you reside.
- Be a United States citizen.
- Be at least 17 years and 10 months old to register, and be 18 years of age by Election Day.
- Not be finally convicted of a felony, or if you are a felon, you must have completed all of your punishment, including any term of incarceration, parole, supervision, period of probation, or you must have received a pardon.
- 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.

Eligibility — 1 — Are you a citizen of the United States of America? ☐ Yes ☐ No
Will you be 18 years of age on or before Election Day? ☐ Yes ☐ No
If you checked 'no' in response to either of these questions, do not complete this form.

Check the box that applies to you — 2 — ☐ New Application ☐ Change of Address, Name, or Other Information ☐ Request a Replacement Certificate

Voter information — 3 — First Name | Middle Name (if any)
Last Name (include suffix: Jr., Sr., III)
Former Name (if any)
Date of Birth (mm/dd/yyyy) ☐☐/☐☐/☐☐☐☐

Residence address *No P.O. Box, Rural Route, or business address* — 4 — Number and Street (if none, describe where you live) | Apt/Unit
City | TEXAS | Zip Code | County

Mailing address *Skip if same as residence* — 5 — Number and Street | Apt/Unit
City | State | Zip Code

Previous residence address *Skip if same as residence* — 6 — Number and Street (if none, describe where you lived) | Apt/Unit
City | State | Zip Code | County

Identification *You must provide one of the following numbers* — 7 — Identification (TX ID) Card number (issued by the Texas Department of Public Safety): ☐☐☐☐☐☐☐☐ OR TX ID Number, and the last four digits of my Social Security Number are: XXX - XX - ☐☐☐☐ OR ☐ TX ID, or Social Security Number

Optional information — 8 — Telephone Number | I am interested in serving as an election worker ☐ Yes ☐ No | Gender ☐ Male ☐ Female

Applicant, sign here — 9
- **I understand that giving false information to procure a voter registration is perjury and a crime under state and federal law. Conviction of this crime may result in imprisonment up to one year in jail, a fine up to $4,000, or both.**
- **I am a resident of this county and a U.S. citizen.**
- **I have not been finally convicted of a felony, or if a felon, I have completed all of my punishment, including any term of incarceration, parole, supervision, period of probation, or I have been pardoned.**
- **I 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.**

Signature of applicant **or** signature of agent and relationship to applicant **or** printed name of applicant (if signed by witness) X
Date (mm/dd/yyyy) ☐☐/☐☐/☐☐☐☐

For Volunteer Deputy Registrar Use Only — Application must be delivered to local voter registrar no later than 5 days after receipt
Deputy Number | Signature of Volunteer Deputy Registrar | Date (mm/dd/yyyy)

REGISTRATION RECEIPT
Name of Applicant/Applicant's Agent (if applicable) | Receipt Number
Name of Volunteer Deputy Registrar | Deputy Number
Signature of Volunteer Deputy Registrar | Date (mm/dd/yyyy)

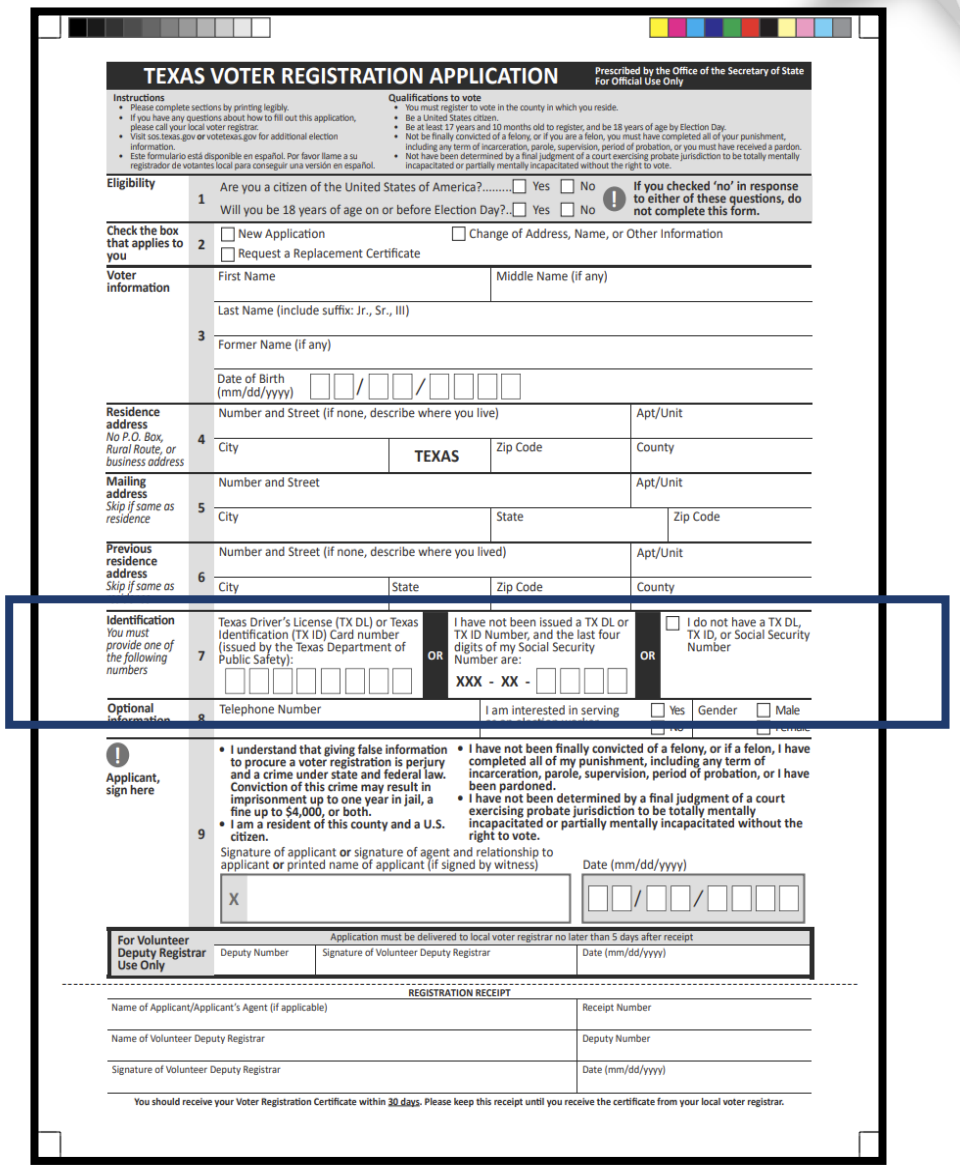
You should receive your Voter Registration Certificate within 30 days. Please keep this receipt until you receive the certificate from your local voter registrar.

Reviewing Section 7

One of the following MUST be provided on the applicant's voter registration application:

- Texas Driver's License
- Personal ID Number
- Last 4 of Social Security Number

If they have not been issued any of the IDs listed, the applicant must check the box stating so.



TEXAS VOTER REGISTRATION APPLICATION

Prescribed by the Office of the Secretary of State
For Official Use Only

Instructions
- Please complete sections by printing legibly.
- If you have any questions about how to fill out this application, please call your local voter registrar.
- Visit sos.texas.gov or votetexas.gov for additional election information.
- Este formulario está disponible en español. Por favor llame a su registrador de votantes local para conseguir una versión en español.

Qualifications to vote
- You must register to vote in the county in which you reside.
- Be a United States citizen.
- Be at least 17 years and 10 months old to register, and be 18 years of age by Election Day.
- Not be finally convicted of a felony, or if you are a felon, you must have completed all of your punishment, including any term of incarceration, parole, supervision, period of probation, or you must have received a pardon.
- 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.

Eligibility 1 — Are you a citizen of the United States of America? ☐ Yes ☐ No
Will you be 18 years of age on or before Election Day? ☐ Yes ☐ No
If you checked 'no' in response to either of these questions, do not complete this form.

Check the box that applies to you 2 — ☐ New Application ☐ Change of Address, Name, or Other Information ☐ Request a Replacement Certificate

Voter information 3 — First Name | Middle Name (if any) | Last Name (include suffix: Jr., Sr., III) | Former Name (if any) | Date of Birth (mm/dd/yyyy) ☐☐/☐☐/☐☐☐☐

Residence address *No P.O. Box, Rural Route, or business address* 4 — Number and Street (if none, describe where you live) | Apt/Unit | City | TEXAS | Zip Code | County

Mailing address *Skip if same as residence* 5 — Number and Street | Apt/Unit | City | State | Zip Code

Previous residence address *Skip if same as* 6 — Number and Street (if none, describe where you lived) | Apt/Unit | City | State | Zip Code | County

Identification *You must provide one of the following numbers* 7 — Texas Driver's License (TX DL) or Texas Identification (TX ID) Card number (issued by the Texas Department of Public Safety): ☐☐☐☐☐☐☐☐ **OR** I have not been issued a TX DL or TX ID Number, and the last four digits of my Social Security Number are: XXX - XX - ☐☐☐☐ **OR** ☐ I do not have a TX DL, TX ID, or Social Security Number

Optional information 8 — Telephone Number | I am interested in serving ☐ Yes ☐ No | Gender ☐ Male ☐ Female

Applicant, sign here 9
- **I understand that giving false information to procure a voter registration is perjury and a crime under state and federal law. Conviction of this crime may result in imprisonment up to one year in jail, a fine up to $4,000, or both.**
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Signature of applicant **or** signature of agent and relationship to applicant **or** printed name of applicant (if signed by witness) X | Date (mm/dd/yyyy) ☐☐/☐☐/☐☐☐☐

For Volunteer Deputy Registrar Use Only — Application must be delivered to local voter registrar no later than 5 days after receipt | Deputy Number | Signature of Volunteer Deputy Registrar | Date (mm/dd/yyyy)

REGISTRATION RECEIPT

Name of Applicant/Applicant's Agent (if applicable) | Receipt Number
Name of Volunteer Deputy Registrar | Deputy Number
Signature of Volunteer Deputy Registrar | Date (mm/dd/yyyy)

You should receive your Voter Registration Certificate within 30 days. Please keep this receipt until you receive the certificate from your local voter registrar.

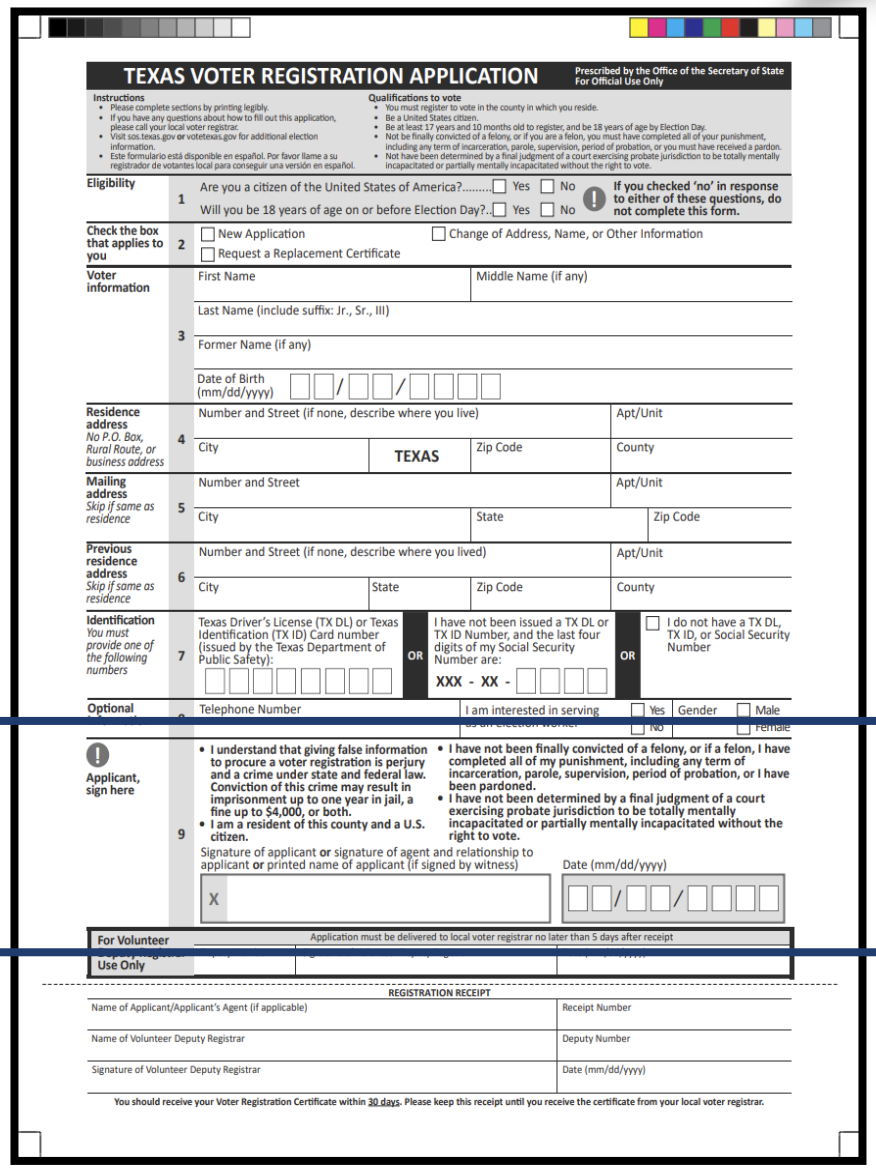
Reviewing Section 9

Signature

- In order to confirm their voter registration, the applicant must sign on the X.
- Any mark made by the applicant will be acceptable as the signature.
- Reminder: If the applicant is unable to make a mark on the signature line, you must make note of this on the application and print their name.

Date

- The date is required to confirm when the applicant applied for their voter registration.
- Be sure to confirm the date is correct and clearly states the month, day, and year.
- In some cases, this date determines whether a person is eligible to vote in the upcoming election.



TEXAS VOTER REGISTRATION APPLICATION — Prescribed by the Office of the Secretary of State. For Official Use Only

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Eligibility — 1 — Are you a citizen of the United States of America? ☐ Yes ☐ No
Will you be 18 years of age on or before Election Day? ☐ Yes ☐ No
If you checked 'no' in response to either of these questions, do not complete this form.

Check the box that applies to you — 2 — ☐ New Application ☐ Change of Address, Name, or Other Information ☐ Request a Replacement Certificate

Voter information — 3 — First Name | Middle Name (if any) | Last Name (include suffix: Jr., Sr., III) | Former Name (if any) | Date of Birth (mm/dd/yyyy) ☐☐/☐☐/☐☐☐☐

Residence address *No P.O. Box, Rural Route, or business address* — 4 — Number and Street (if none, describe where you live) | Apt/Unit | City | TEXAS | Zip Code | County

Mailing address *Skip if same as residence* — 5 — Number and Street | Apt/Unit | City | State | Zip Code

Previous residence address *Skip if same as residence* — 6 — Number and Street (if none, describe where you lived) | Apt/Unit | City | State | Zip Code | County

Identification *You must provide one of the following numbers* — 7 — Texas Driver's License (TX DL) or Texas Identification (TX ID) Card number (issued by the Texas Department of Public Safety): ☐☐☐☐☐☐☐☐ OR I have not been issued a TX DL or TX ID Number, and the last four digits of my Social Security Number are: XXX - XX - ☐☐☐☐ OR ☐ I do not have a TX DL, TX ID, or Social Security Number

Optional — 8 — Telephone Number | I am interested in serving as an election worker ☐ Yes ☐ No | Gender ☐ Male ☐ Female

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- **I 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.**

Signature of applicant **or** signature of agent and relationship to applicant **or** printed name of applicant (if signed by witness) — X _____ — Date (mm/dd/yyyy) ☐☐/☐☐/☐☐☐☐

For Volunteer Use Only — Application must be delivered to local voter registrar no later than 5 days after receipt

REGISTRATION RECEIPT

Name of Applicant/Applicant's Agent (if applicable) | Receipt Number
Name of Volunteer Deputy Registrar | Deputy Number
Signature of Volunteer Deputy Registrar | Date (mm/dd/yyyy)

You should receive your Voter Registration Certificate within 30 days. Please keep this receipt until you receive the certificate from your local voter registrar.

Common Mistakes

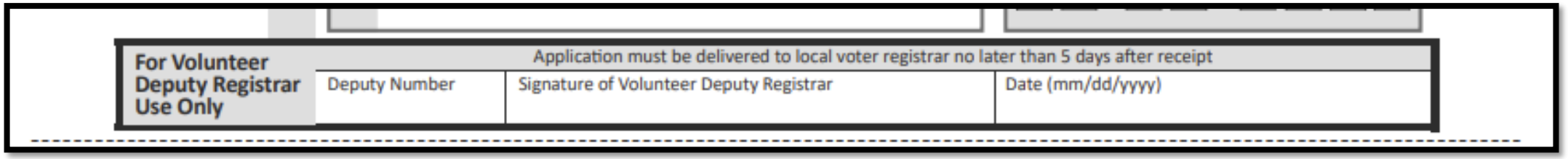
While information can only be reviewed for completeness by VDRs, it is important not to hesitate to let the applicant know when required sections are visibly missing information. Some common mistakes made by applicants include:

- Not answering one of the required questions in Section 1
- Failing to provide a valid residence address (only including a street name address is not a valid)
- Not completing Section 7 AND failing to check box stating neither of the options have been issued
- Not signing or writing the wrong date on the application

Receipting

How to Fill Out VDR Use Only Receipt

- Clearly print the deputy number in designated box.
- Sign and date.
- Keep attached to the voter registration application.



For Volunteer Deputy Registrar Use Only	Application must be delivered to local voter registrar no later than 5 days after receipt		
	Deputy Number	Signature of Volunteer Deputy Registrar	Date (mm/dd/yyyy)

How to Fill Out Tear Off Receipt

- Clearly print the following:
  - name of the applicant or the applicant's agent;
  - name of the VDR;
  - receipt number; and
  - deputy number.
- Sign and date the receipt.
- Tear/cut along the dotted line and give to the applicant to keep.

REGISTRATION RECEIPT

Name of Applicant/Applicant's Agent (if applicable)	Receipt Number
Name of Volunteer Deputy Registrar	Deputy Number
Signature of Volunteer Deputy Registrar	Date (mm/dd/yyyy)

You should receive your Voter Registration Certificate within 30 days. Please keep this receipt until you receive the certificate from your local voter registrar.

How to Fill Out Receipt Book

Complete **BOTH** receipt stubs, ensuring the applicant keeps one for their records while the other is returned to the voter registrar by you.

Print the name of the applicant

Print name of the applicant's agent if one was used during the process of filling out the application

Provide your signature and the current date

22-2
Prescribed by Secretary of State
Section 13.040, Texas Election Code
9/2023

SAMPLE OF RECEIPT BOOK FOR VOLUNTEER DEPUTY REGISTRAR

Receipt stub for voter registration to be kept by Volunteer Deputy Registrar for delivery to the Registrar of Voters.

Name of Voter

Name of Applicant's Agent (If applicable)

Signature of Volunteer Deputy Registrar

Date of Acceptance of Application by Deputy Registrar

Receipt stub for voter registration. Keep this receipt until you receive your voter registration certificate from the Voter Registrar by mail. This receipt is your proof of delivery of a registration application to a deputy registrar. This receipt does not allow you to vote. If you do not receive a voter registration certificate, contact the registrar of voters at the county courthouse.

Name of Voter

Name of Applicant's Agent (If applicable)

Signature of Volunteer Deputy Registrar

Date of Acceptance of Application by Deputy Registrar

Print Reset

Remind the applicant to keep their receipt until they have received their voter registration card in the mail.

Delivery of Applications and Receipts

Timeline for Returning Applications and Receipts

- After a voter registration application has been completed and a receipt has been issued, a VDR MUST deliver it to the voter registrar within **five days**.
- If an application is completed 4 days before the last day to register for the upcoming election, you must deliver it by 5:00pm 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 delievered by 5:00pm the next day.

- **Failure to deliver an application in a timely manner is a criminal offense.**

Registration

When is the Registration Effective?

- The applicant 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 Registration Effective?

- The registration will be automatically renewed every even-numbered year unless:
  - The voter moves to another address;
  - The voter receives a final felony conviction and has not completed the sentence, probation, or parole or been pardoned or otherwise released from the resulting disability to vote (note: "deferred adjudication" does not constitute a "final felony conviction"); or
  - The voter has 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.

Deadline For Voter Registration

- Texas law requires eligible voters to register by the 30th day before Election Day.
- If you receive a voter registration application within four days before the last day to register for the upcoming election, you are required to deliver the application and receipt to the county voter registrar no later than 5:00pm of the next regular business day.

Voter Name or Address Changes

If a voter's name or address changes, their voter registration can be updated by:

- Making the change on the back of their voter registration certificate and mailing it to the county voter registrar;
- Submitting a new application form to the voter registrar and checking the "change" box in Section 1;
- Writing a letter to the voter registrar explaining the name or address change without having to complete any additional paperwork; or
- Updating information on their voter registration record through the Texas.gov online portal

Reminders – VDRs Are Allowed To

Educate the Public – Inform voters about the importance of participating in elections, dispelling myths or misunderstandings about the voting process.

Increase Accessibility – Help make voter registration forms accessible to different populations by providing forms, ensuring accessibility for people with disabilities.

Encourage All Groups – Target members of each community, such as young voters, first-time voters, and those with less access to traditional voter registration opportunities.

Provide Assistance – Many eligible applicants face challenges when filling out registration forms or understanding eligibility requirements.

Recruit New VDRs – Encourage others to become Volunteer Deputy Registrars to expand the opportunities to even more individuals.

Reminders – VDRs Are Not Allowed To

Use Registration for Personal or Political Gain – Voter information must remain confidential

Alter or Prefill Applications – VDRs cannot complete any part of an applicant's registration form unless assisting them at their request

Withhold or Discard Applications – Every competed application must be submitted to the county voter registrar within 5 days of completion

Influence Voter Choice – VDRs cannot suggest political preferences, party affiliations, or voting decisions

Engage in Electioneering – While performing duties, VDRs cannot wear or distribute political material

Charge a Fee for Registration – VDRs cannot accept money for helping someone register

Available Support

WEBINARS

TRAINING

RESOURCES

elections@sos.texas.gov

800-252-VOTE • 512-463-5650

sos.texas.gov