

Volunteer Deputy Registrar Training

How to register Voters in Williamson County

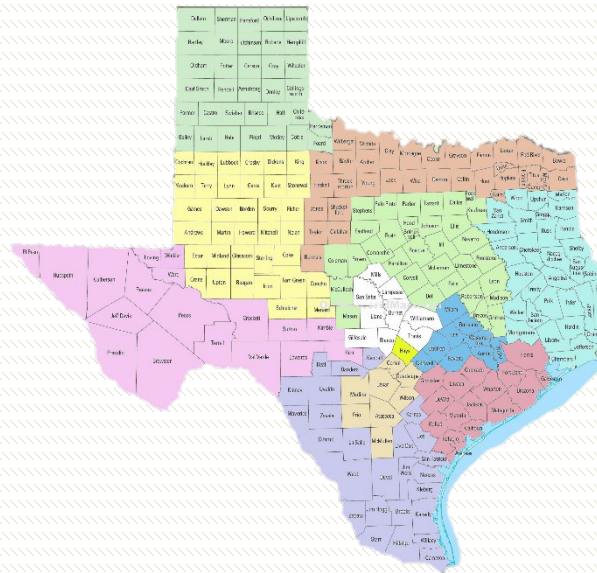


Duties of VDR

- Offer Voter Registration Applications to Williamson County residents.
- Assist each person completing the application and answer any question they have.
- Review the completed and signed application.
Hand application back to voter so they can correct any errors/missing information.
- Complete the receipt at the bottom of the application and give it to the applicant.
Suggest they keep the receipt until receiving their voter certificate in the mail.
- Inform the applicant that their registration status will be effective 30 days from the date of registration, and certificates are mailed monthly
- Finally, VDRs must turn in the application(s) within the required time period.

Want to become a VDR in another County?

If you would like to be certified in more than one county, we recommend you:



1. Contact the Voter Registration Office of the County of Interest
2. Inform them that you are currently certified as a Williamson County VDR
3. Ask them what their process is for reciprocal certification
4. Comply with their process in order to become certified as a VDR in their county

The Secretary of State does not require that VDRs are trained more than once in a cycle

Fun Fact: Texas has 254 counties – the most of any state in the US

The Voter Registration Application

1. Review the Form in front of Applicant
2. Sign and Date the Application
3. Fill out Receipt and give to Applicant

Note:

Williamson County does not require VDRs to carry Receipt Books.
You can leave the "Receipt Box" Blank, or write "N/A" on your form

| Texas Voter Registration Application <small>Prescribed by the Office of the Secretary of State</small> | | <small>For Official Use Only</small> | |
|---|--|--|--|
| Please complete sections by printing LEGIBLY. If you have any questions about how to fill out this application, please call your local voter registrar. Please visit the Texas Secretary of State website, www.sos.state.tx.us , and for additional election information visit www.votetexas.gov . Este formulario está disponible en español. Favor de llamar a su registrador de votantes local para conseguir una versión en español. | | | |
| Qualifications | | | |
| <ul style="list-style-type: none"> • You must register to vote in the county in which you reside. • You must be a citizen of the United States. • You must be at least 17 years and 10 months old to register, and you must be 18 years of age by Election Day. • You must 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. • You 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. | | | |
| 1 THESE QUESTIONS MUST BE COMPLETED BEFORE PROCEEDING (Check one) <input type="checkbox"/> New Application <input type="checkbox"/> Change of Address, Name, or Other Information <input type="checkbox"/> Request for a Replacement Card | | | |
| Are you a United States Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No Will you be 18 years of age on or before election day? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| If you checked 'No' in response to either of the above, do not complete this form. | | | |
| Are you interested in serving as an election worker? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| 2 Last Name Include Suffix if any (Jr, Sr, III) | | 3 First Name | |
| 4 Residence Address: Street Address and Apartment Number. If none, describe where you live. (Do not include P.O. Box, Rural Rt. or Business Address) | | 5 City | |
| 6 Mailing Address: Street Address and Apartment Number. (If mail cannot be delivered to your residence address.) | | 7 State | |
| 8 City and County of Former Residence in Texas | | 9 Former Name (if any) | |
| 10 Date of Birth: (mm/dd/yyyy) | | 11 Gender (Optional) <input type="checkbox"/> Male <input type="checkbox"/> Female | |
| 12 Texas Driver's License No. or Texas Personal I.D. No. <small>(Issued by the Department of Public Safety)</small> | | 13 Telephone Number (Optional) Include Area Code If no Texas Driver's License or Personal Identification, give last 4 digits of your Social Security Number XXX-XX-XXXX | |
| <input type="checkbox"/> I have not been issued a Texas Driver's License/Personal Identification Number or Social Security Number. | | | |
| 14 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. Please read all three statements to affirm before signing. <ul style="list-style-type: none"> • 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; and • 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 Agent and Relationship to Applicant or Printed Name of Applicant if Signed by Witness and Date. | | Date: | |
| FOR VOLUNTEER DEPUTY REGISTRAR USE ONLY | | | |
| Deputy Number | | Application must be delivered to Voter Registrar no later than 5 days after receipt | |
| Signature of Volunteer Deputy Registrar | | Date | |
| REGISTRATION RECEIPT | | | |
| Name of Applicant/Applicant's Agent (if applicable) | | Receipt No.: | |
| Name of Volunteer Deputy Registrar | | Deputy No.: | |
| Signature of Volunteer Deputy Registrar | | Date: | |
| You should receive your Voter Registration Certificate within 30 days . Please keep this receipt until you receive your Voter Registration Certificate from the voter registrar. | | | |

Remember

VDRs must drop off all Complete and Incomplete Forms
within 5 calendar days
to the county Elections Department

- **Note:** When you are within 5 days of the registration deadline, you must deliver the application to the county voter registrar no later than 5pm of the next regular business day after the registration deadline.
- Any VDR can drop off forms, not necessarily the VDR who signed the form
- However, ONLY VDRs can drop off forms.
- A VDR commits an offense if they fail to deliver an application within the specified time period



Other Types of Voter Registration Forms: Williamson County Mail-in Form

Texas Voter Registration Application

For Official Use Only

Prescribed by the Office of the Secretary of State

VR17 2016E 13

Please complete sections by printing LEGIBLY. If you have any questions about how to fill out this application, please call your local voter registrar.

1

These Questions Must Be Completed Before Proceeding (Check one)

☐ New Application

☐ Change of Address, Name, or Other Information

☐ Request for a Replacement Card

Are you a United States Citizen?

☐ 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 the above, do not complete this form.

Are you interested in serving as an election worker?

☐ Yes

☐ No

2

Last Name Include Suffix if any (Jr, Sr, III)

First Name

Middle Name (if any)

Former Name (if any)

3

Residence Address: Street Address and Apartment Number. If none, describe where you live. (Do not include P.O. Box, Rural Rt. or Business Address)

City

TEXAS

County

Zip Code

4

Mailing Address: Street Address and Apartment Number. (If mail cannot be delivered to your residence address.)

City

State

Zip Code

5

City and County of Former Residence in Texas

6

Date of Birth: (mm/dd/yyyy)

☐ Male☐ Female

7

Gender (Optional)

8

Telephone Number (Optional) Include Area Code

9

Texas Driver's License No. or Texas Personal I.D. No. (Issued by the Department of Public Safety)

If no Texas Driver's License or Personal Identification, give last 4 digits of your Social Security Number

☐ I have not been issued a Texas Driver's License/Personal Identification Number or Social Security Number.

10

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 180 days, a fine up to \$2,000, or both. Please read all three statements to affirm before signing.

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; and

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.

X

Signature of Applicant or Agent and Relationship to Applicant or Printed Name of Applicant if Signed by Witness and Date.

Date / /

Fold on line and seal before mailing

NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

BUSINESS REPLY MAIL

FIRST-CLASS MAIL PERMIT NO. 4511 AUSTIN, TX

POSTAGE WILL BE PAID BY ADDRESSEE

WILLIAMSON COUNTY
REGISTRAR OF VOTERS
301 SE INNER LOOP STE 104
GEORGETOWN TX 78626-9914

Fold on line and seal before mailing

Qualifications

You must register to vote in the county in which you reside.

You must be a citizen of the United States.

You must be at least 17 years and 10 months old to register, and you must be 18 years of age by Election Day.

You must 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.

You 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.

Filling out the Application

Review the application carefully, fill it out, sign and date it and mail it to the voter registrar in your county or drop it by the Voter Registrar's office.

All voters who register to vote in Texas must provide a Texas driver's license number or personal identification number issued by the Texas Department of Public Safety. If you don't have such a number, simply provide the last four digits of your social security number. If you don't have a social security number, you need to state that fact.

Your voter registration will become effective 30 days after it is received or on your 18th birthday, whichever is later. Your registration must be effective on or before an election day in order to vote in that election.

If you move to another county, you must re-register in the county of your new residence.

Please visit the Texas Secretary of State website, www.sos.state.tx.us, and for additional election information visit www.votetexas.gov.

Este formulario está disponible en español. Favor de llamar a su registrador de votantes local para conseguir una versión en español.

- You can give this form to an applicant on a walk-away basis
- This form is specifically for Williamson county residents
- The Applicant is responsible for mailing in their own application
- This form does not have a receipt, so VDRs cannot be responsible if a form is lost
- Anyone can handout these mail-in forms. They do not have to be a VDR, however, they cannot review the form or assist the applicant.
- Do not mail it in for them
- You cannot return this form to the Elections Department

6

Other Types of Voter Registration Forms: Secretary of State (SOS) Mail-in Form

Texas Voter Registration Application For Official Use Only

Prescribed by the Office of the Secretary of State VR17-2016E-13

Please complete sections by printing LEGIBLY. If you have any questions about how to fill out this application, please call your local voter registrar.

1 These Questions Must Be Completed Before Proceeding (Check one)

☐ New Application ☐ Change of Address, Name, or Other Information ☐ Request for a Replacement Card

Are you a United States Citizen? ☐ 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 the above, do not complete this form.

Are you interested in serving as an election worker? ☐ Yes ☐ No

2 Last Name (Include Suffix if any) First Name Middle Name (If any) Former Name (If any)

3 Residence Address: Street Address and Apartment Number, if none, describe where you live. (Do not include P.O. Box, Rural Rt. or Business Address) City TEXAS County Zip Code

4 Mailing Address: Street Address and Apartment Number. (If mail cannot be delivered to your residence address.) City State Zip Code

5 City and County of Former Residence in Texas

6 Date of Birth: (mm/dd/yyyy) **7** Gender (Optional) ☐ Male ☐ Female **8** Telephone Number (Optional) Include Area Code () - -

9 Texas Driver's License No. or Texas Personal I.D. No. (Issued by the Department of Public Safety) If no Texas Driver's License or Personal Identification, give last 4 digits of your Social Security Number XXX-XX- XXXX

☐ I have not been issued a Texas Driver's License/Personal Identification Number or Social Security Number.

10 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 180 days, a fine up to \$2,000, or both. Please read all three statements to affirm before signing.

- 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; and
- 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.

X Date / /

Signature of Applicant or Agent and Relationship to Applicant or Printed Name of Applicant if Signed by Witness and Date.

County of Residence

Fold on line and seal before mailing

NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES

BUSINESS REPLY MAIL
FIRST-CLASS MAIL PERMIT NO. 4511 AUSTIN, TX
POSTAGE WILL BE PAID BY ADDRESSEE

**SECRETARY OF STATE
ELECTIONS DIVISION
PO BOX 12887
AUSTIN TX 78711-9972**

Fold on line and seal before mailing

Qualifications

- You must register to vote in the county in which you reside.
- You must be a citizen of the United States.
- You must be at least 17 years and 10 months old to register, and you must be 18 years of age by Election Day.
- You must 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.
- You 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.

Filling out the Application

- Review the application carefully, fill it out, sign and date it and mail it to the voter registrar in your county or drop it by the Voter Registrar's office.

All voters who register to vote in Texas must provide a Texas driver's license number or personal identification number issued by the Texas Department of Public Safety. If you don't have such a number, simply provide the last four digits of your social security number. If you don't have a social security number, you need to state that fact.

Your voter registration will become effective 30 days after it is received or on your 18th birthday, whichever is later. Your registration must be effective on or before an election day in order to vote in that election.

If you move to another county, you must re-register in the county of your new residence.

Please visit the Texas Secretary of State website, www.sos.state.tx.us, and for additional election information visit www.votetexas.gov.

Este formulario está disponible en español. Favor de llamar a su registrador de votantes local para conseguir una versión en español.

- This form is for VDRs to give to residents of a county in which the VDR is not certified
- The Applicant is responsible for mailing in their own application
- This form does not have a receipt, so VDRs cannot be responsible if a form is lost
- Anyone can handout these mail-in forms. They do not have to be a VDR, however, they cannot review the form or assist the applicant.
- Do not mail it in for them
- You cannot return this form to the Elections Department

Be a Voting Ambassador

- Not only can you register people to vote, you can also provide valuable information about elections and voting
- Ways to help and provide information
 - Look up registration status and verify it is current
 - When to vote in next election
 - Where to vote
 - What ID is needed to vote
 - Ballot By Mail questions
 - How to look up what is on the ballot
 - Sources of information about candidates and issues



Sources of information about voting and elections

- State of Texas website
 - VoteTexas.gov
 - Check voter registration
 - Change name or address online
 - Printable applications
 - Educational Materials / Posters
- County Elections Department websites
 - wilco.org/Elections
 - VoteTravis.com
 - Get sample ballot
 - Find polling locations and wait times
 - Track Ballot by mail status
- Social Media pages and groups are a way to meet other VDRs and find events that need VDRs



PO Box 12060

Austin, TX 78711-2060

512.463.5650

1.800.252.VOTE (8683)

Fax 512.475.2811

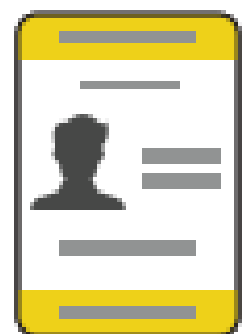
TTY 7.1.1

sos.state.tx.us

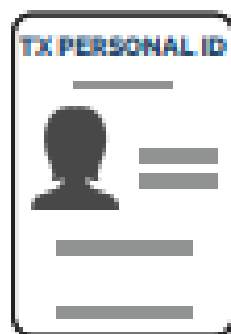
elections@sos.texas.gov

What ID do you take to the Polls?

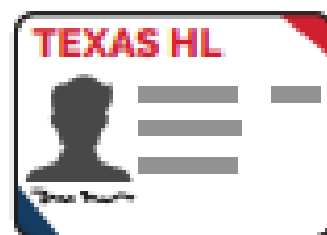
**BRING 1 OF THE 7
APPROVED FORMS OF ID
WITH YOU TO THE POLLS.**



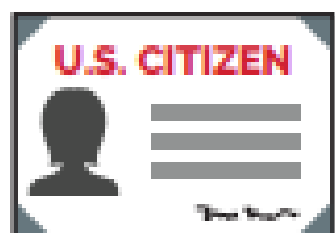
Texas Election
ID Certificate*



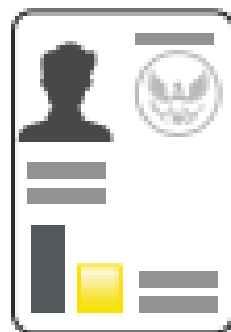
Texas Personal
ID Card*



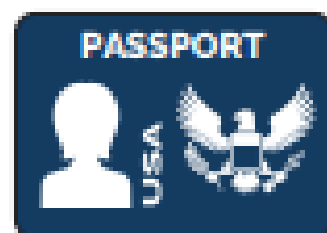
Texas Handgun
License*



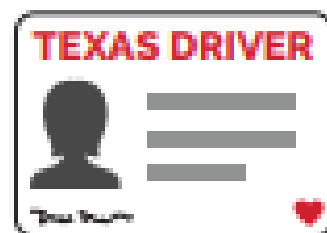
U.S. Citizenship
Certificate with Photo



U.S. Military
ID Card*



U.S. Passport*
(Book or Card)



Texas Driver
License*

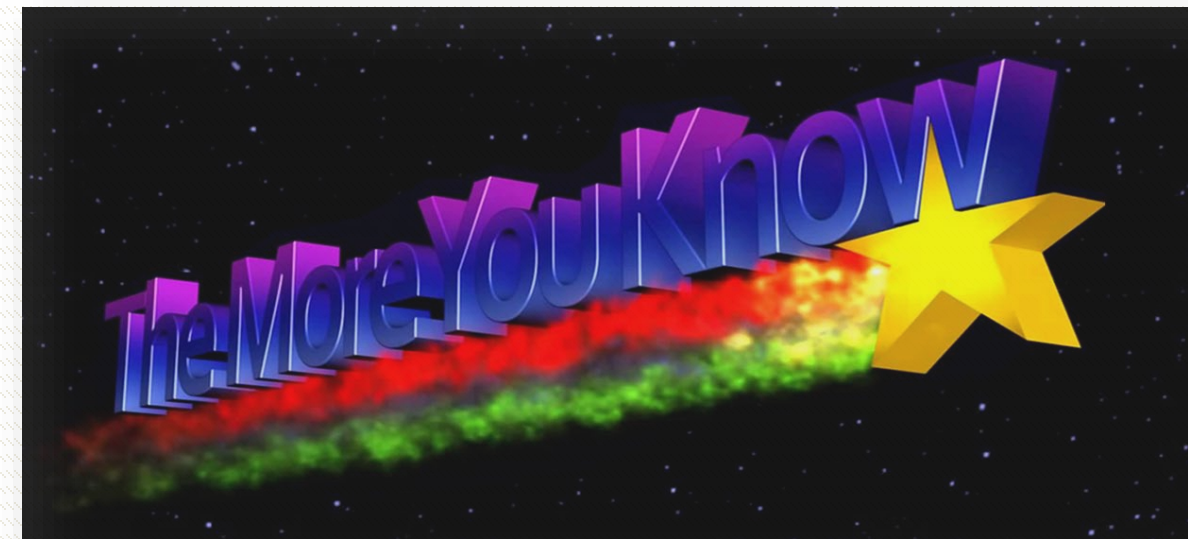
**DO NOT POSSESS AND CANNOT
REASONABLY OBTAIN ONE OF
THESE PHOTO IDS?**

You can still vote. Simply fill out a Reasonable Impediment Declaration by showing a copy or original of one of the following approved IDs:

- Certified Domestic Birth Certificate or Court Admissible Birth Document
- Current Utility Bill
- Bank Statement
- Government Check
- Paycheck
- Government document with your name and an address including your Voter Registration Certificate

Did you Know? Expired IDs

- For Most Voters, their ID can be expired for up to 4 Years and it can still be used at the polls
- For Voters 70 years or older, their IDs can be expired for any length of time

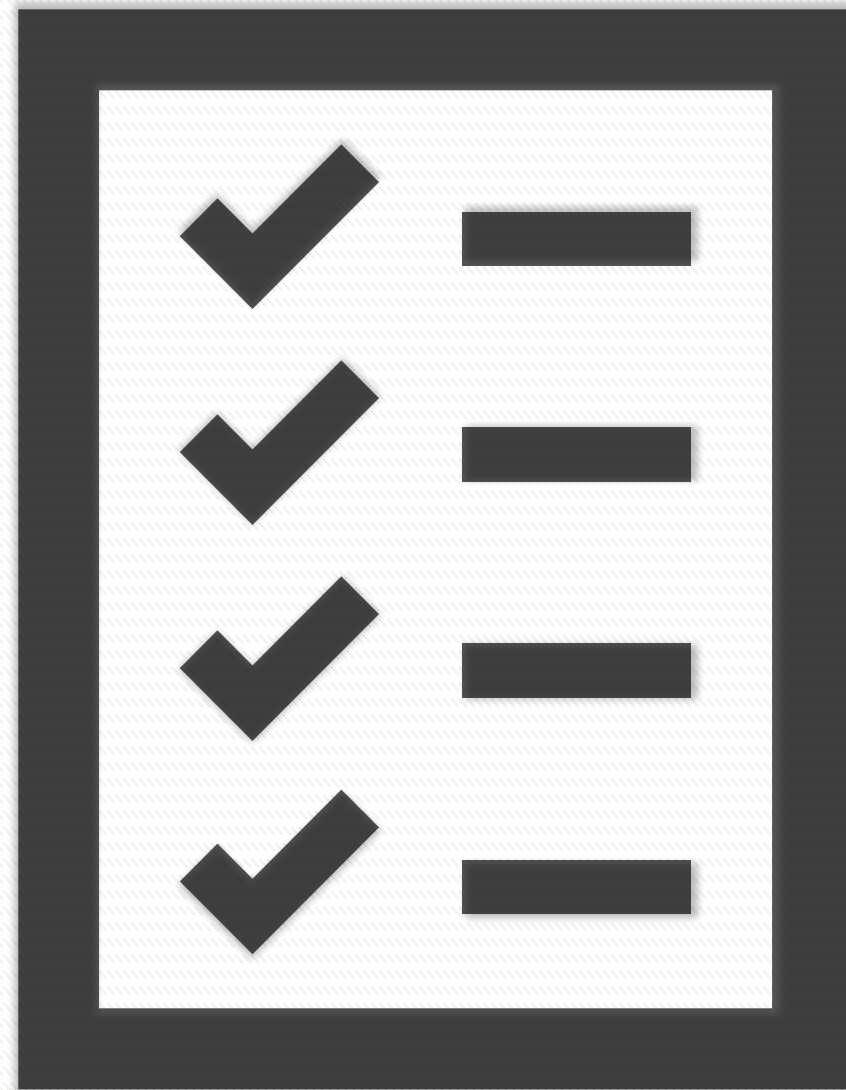


Additional information for voters

- Voter Name or Address Changes
 - Make the change on the back of their voter registration certificate and mail it to the county voter registrar
 - Submit a new application form and check the box for “change”
 - Write a letter to the voter registrar explaining the change
 - Make the change online at VoteTexas.gov
- If the voter moves to another county, they must re-register in the new county of residence
- Effective date of registration
 - The applicant can vote as soon as the 30th day after submitting the application.
This 30-day waiting period starts when the VDR receives the application form
 - If the applicant is under 18, their registration becomes effective on the 30th day after the voter registrar gets the application or on the applicant's 18th birthday, whichever comes later.
- A voter's registration is automatically renewed every even-numbered year, unless:
 - The voter moves to another address, or
 - The voter is convicted of a felony and has not completed the sentence, probation or parole or been otherwise pardoned or released from the resulting disability to vote

VDR Training Packet


Your VDR Training Packet has the following supplies:



- Voter Registration forms
- Voter Registration - Sample application
- Flyer: ID Required for Texas Voters
- Upcoming Elections for Williamson County
- Texas Volunteer Deputy Registrar Guide

VDR Certificate of Appointment

BW2-2.doc
Prescribed by Secretary of State
Sections 13.033, 13.036 Texas Election Code
09/15



**CERTIFICATE OF APPOINTMENT
FOR VOLUNTEER DEPUTY REGISTRAR**

Name of Appointee: _____
Residence Address: _____
City, ST, Zip: _____
E-Mail Address: _____
Phone Number: _____

I, Christopher J. Davis Voter Registrar for Williamson County, do hereby appoint
_____ as a volunteer deputy registrar for Williamson County.

I further certify that the aforementioned volunteer deputy registrar has undergone training adopted by the Texas Secretary of State and is hereby appointed for a term to begin on _____ and expire on **December 31, 2022**. I affirm that I meet all the qualifications to be a Volunteer Deputy Registrar. The appointment shall terminate on an earlier date if the appointee receives a final conviction for an offense for failure to deliver a voter registration application or if the appointee is finally convicted of an offense under the law relating to performance-based compensation for voter registrations. If the voter registrar determines that the volunteer deputy registrar failed to adequately review a voter registration application, intentionally destroyed, or physically altered a registration application, or engaged in any other activity that conflicts with the responsibilities of a volunteer deputy registrar under Chapter 13 of the Texas Election Code, the appointment may also be terminated before the expiration date of the appointment.

I understand that under Section 13.031 of the Texas Election Code, a Volunteer Deputy Registrar must (1) be 18 years of age or older; (2) not have been finally convicted of a felony, or, if so convicted, must have (i) fully discharged the person's sentence, including any term of incarceration, parole, or supervision, or completed a period of probation ordered by any court, or (ii) been pardoned or otherwise released from the resulting disability to vote; (3) not have been finally convicted of an offense under Section 32.51 of the Texas Penal Code (identity theft); (4) be a United States citizen; (5) not have been determined by a final court judgment to be (i) totally mentally incapacitated, or (ii) partially mentally incapacitated without the right to vote; and (6) a resident of the State of Texas.

For Office Use Only

Date of Termination: _____
Reason for termination: _____

X
Signature of Appointee

Signature of Voter Registrar

Date of Appointment

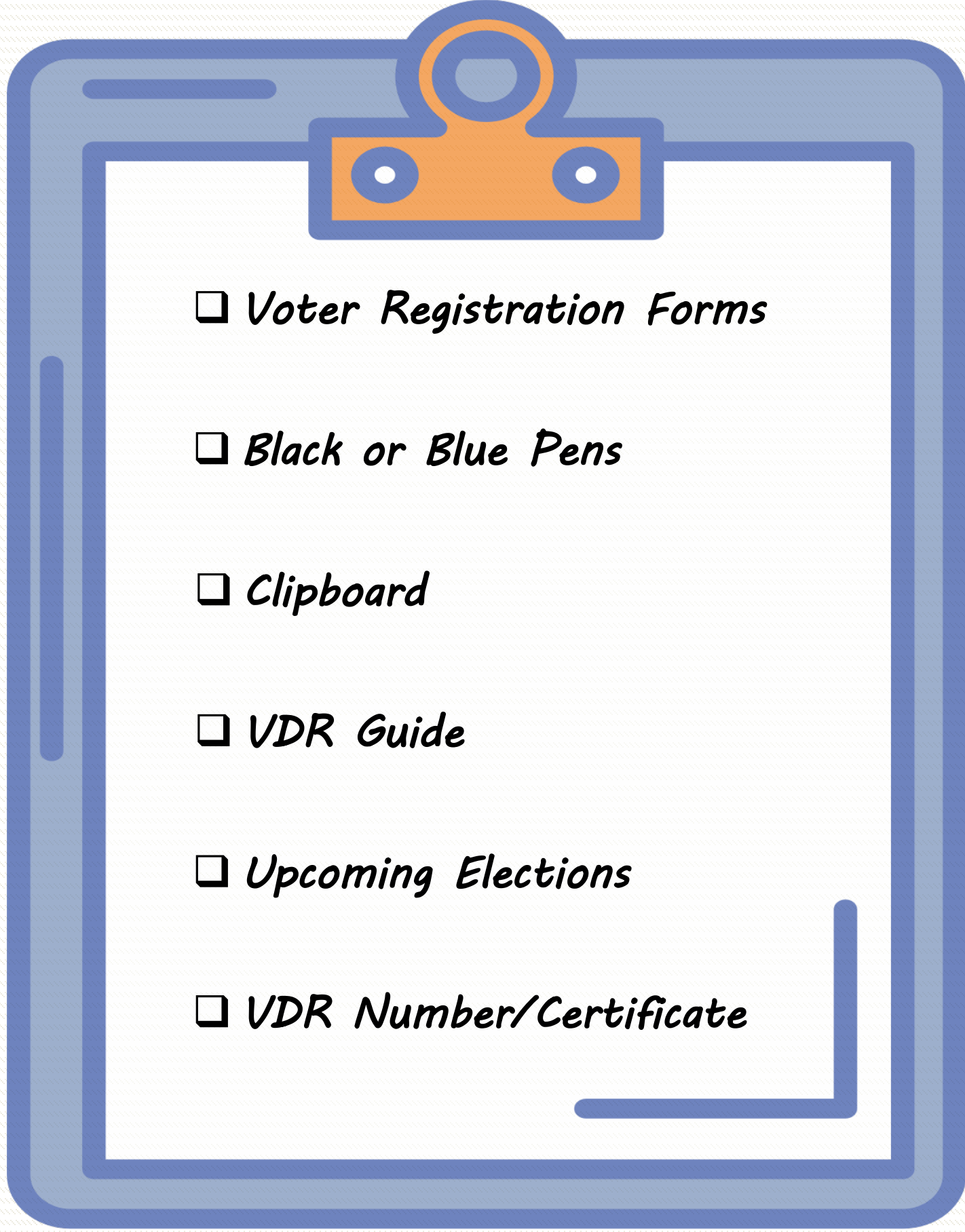
Volunteer Deputy #

- Please complete and sign certificate
- Your Volunteer Deputy Number is at the bottom of the certificate. You will enter this number on the Voter Registration Application and Registration Receipt in the field, Deputy Number
- Please keep this certificate or a copy of it with you when you are registering voters

VDR Checklist

Do you have Everything You
need to Register Voters?



- 
- A large, stylized illustration of a clipboard with a blue border and an orange clip at the top. It contains a checklist with six items, each preceded by a square checkbox.
- ☐ *Voter Registration Forms*
 - ☐ *Black or Blue Pens*
 - ☐ *Clipboard*
 - ☐ *VDR Guide*
 - ☐ *Upcoming Elections*
 - ☐ *VDR Number/Certificate*



Poll Worker Interest Form

- This QR code takes you to the Poll Worker interest form wilco.org/pollworkers
- You can sign up to be a Poll Worker for Early Voting, Election Day, or both.
- Our Polling Coordinator, Yajaira Gonzalez, will be happy to correspond with you regarding details
yajaira.gonzalez@wilco.org



Picking Up and Dropping Off Forms Picking up Supplies

Williamson County
Elections Department

8am – 5pm

Inner Loop Annex bldg

301 SE Inner Loop
Ste. 104
Georgetown, TX 78628

(512) 943-1630



Thank you for helping to register voters in Williamson County

