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Dallas County  
Elections Department

# Training for Texas Volunteer Deputy Registrars (VDR)



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1520 Round Table Dr - Dallas Texas 75247

[www.dallascountyvotes.org](http://www.dallascountyvotes.org)

# Secretary of State Special Notice

- A person may not receive another person's registration application until satisfactorily completing training developed or approved by the Secretary of State and is appointed a volunteer deputy registrar.
- A Volunteer Deputy Registrar status is issued on county by county basis. You must be deputized in the county you plan to be registering individuals to vote.



# Qualifications to be a Volunteer Deputy Registrar

- be 18 years of age or older
- be a United States Citizen
- be a Texas resident
- 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
  - 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 Texas Penal Code.



# Length of Appointment

**All appointments expire on December 31st of every even-numbered year.**

**Your appointment as a volunteer deputy registrar WILL be terminated**

## **IF YOU ARE**

finally convicted of an offense under the law relating to performance-based compensation for voter registration, Section 13.008, Texas Election Code; or

## **IF YOU ARE**

finally convicted of an offense under the law relating to a failure to deliver a completed voter registration application to the county voter registrar, Section 13.043, Texas Election Code.



# What is a Volunteer Deputy Registrar

## They Are,

- Entrusted with the responsibility of officially registering voters in the State of Texas.

## They Are,

- appointed by county voter registrars and charged with helping increase voter registration in the state.

## They

- Deliver voter applications to the elections office in a timely manner.

## They

- Assist in educating the voters about upcoming elections and distribute election information.

# Supplies Needed

## Certificate of Appointment

**DALLAS COUNTY ELECTIONS DEPARTMENT**

**CERTIFICATE OF APPOINTMENT FOR VOLUNTEER DEPUTY REGISTRAR**

Name of Applicant: \_\_\_\_\_  
 Residence Address: \_\_\_\_\_  
 Residence or City, Zip Code: \_\_\_\_\_  
 Home or Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

I, Todd Applegate, Voter Registrar for Dallas County, do hereby appoint \_\_\_\_\_ as a Volunteer Deputy Registrar for Dallas County. I further advise that the address and email address/working telephone numbers relating adopted by the Texas Election Code and its amendments are hereby appointed for a term to begin on \_\_\_\_\_ and expire on December 31 of any even number of year. The appointment shall terminate on the date that the appointee receives a final conviction for an offense for failure to deliver a voter registration application and files an appeal or is finally convicted of an offense under the law relating to public access based on a conviction under the provisions of the voter registration application, the appointment may also be terminated further the expiration date of the appointment.


Copy ID Number: \_\_\_\_\_  
 VREG Number: \_\_\_\_\_  
 Precinct Number: \_\_\_\_\_

*Todd Applegate*  
 Registrar of Dallas County


Signature of Applicant: \_\_\_\_\_  
 Consent of Legal Issues: \_\_\_\_\_

**FOR OFFICIAL USE ONLY:**  
 Date of Issuance: \_\_\_\_\_  
 Bureau File Number: \_\_\_\_\_

## VDR Guide Book



**STATE OF TEXAS**  
**VOLUNTEER DEPUTY REGISTRAR GUIDE**





**DALLAS COUNTY ELECTIONS DEPARTMENT**

Monday-Friday  
 8:00 AM – 4:30PM  
 1520 Round Table Drive  
 Dallas, TX 75247  
 469-627-VOTE (8683)

[www.dallascountyvotestx.org](http://www.dallascountyvotestx.org)

FOLLOW US ON YOUR FAVORITE SOCIAL MEDIA

## Green Voter Applications

**Green Voter Registration Application**

These questions must be completed before proceeding. 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  
 Are you interested in serving as an election worker?  Yes  No

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

**3 Residence Address:** Street Address and Apartment Number, if any. (Do not include P.O. Box, Rural Rt. or Business Address)

**4 Mailing Address:** Street Address and Apartment Number, if any. (Do not include P.O. Box, Rural Rt. or Business Address)

**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)** ( ) ( ) - - - -

**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.

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

**Receipt for Deputy Registrar**

**Receipt for Applicant**

**Front** **Back- Applicants Receipt**

## White Voter Registration

**Texas Voter Registration Application** For Official Use Only

Prescribed by the Office of the Secretary of State, VS17-2008-02

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  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)

**4 Mailing Address:** Street Address and Apartment Number, if mail cannot be delivered to your residence address.)

**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)** ( ) ( ) - - - -

**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.

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

# Upon Termination

All election materials issued to a volunteer deputy registrar, including the Certificate of Appointment, 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.



# Distributing and Accepting VR Applications

## DISTRIBUTING

may distribute voter registration applications to anyone who requests one.

## DISTRIBUTING AND ACCEPTING

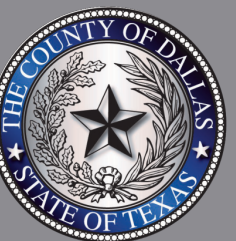
may distribute and accept a completed voter registration application from any resident of the county.





# Qualifications to Register to Vote in the State of Texas

- Must be a United States Citizen
- A Resident of the County
- At least 17 years and 10 months of age
- not a convicted felon (unless the person's sentence has been completed, including probation or parole or the person has been pardoned or otherwise released from the resulting disability to vote);
- not a person determined by a final judgment of a court exercising probate jurisdiction to be (1) totally mentally incapacitated; or (2) partially mentally incapacitated without the right to vote.



# Types of Voter Applications in Dallas County

## White Application Cards

White cards are handed to Applicant and must be mailed in by Applicant. If you are not a deputy you can only pass out the white application cards

**Texas Voter Registration Application** Form 1 (Official Use Only)

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 any. Describe where you live. Do not include P.O. Box, Rural R., 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)  **XXX-XX-XXXX**   
 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 **§232g** 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.

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

## Green VDR Application Cards

Green VDR Applications are to be delivered to our office by a VDR- No later than 5 calendar days after Voter Registration Application was filled out.

**Texas Voter Registration Application** Form 1 (Official Use Only)

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 any. Describe where you live. Do not include P.O. Box, Rural R., 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)  **XXX-XX-XXXX**   
 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 **§232g** 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.

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



# Assisting Applicants

You may assist any resident of the county in completing a voter registration application,

- if he/she cannot read, or has a physical disability.
- If an applicant cannot sign his/her name on the application,
  1. applicant may make a mark on the signature line
  2. print the name of the applicant beside the mark.
  3. sign your name and address as the witness state the reason the applicant is unable to sign.

*You may allow another registered voter (or anyone who has submitted a registration application) to fill out and sign an application for his/her spouse, parent or child.*

*That person must sign the application as "agent" and state the relationship to the applicant on the application.*

***The "agent" must have the permission from the applicant to do this.***

# Reviewing the Applications

ALL Questions in Section 1 MUST be answered before Proceeding

EVERYTHING MUST BE CLEAR AND LEGIBLE

**Texas Voter Registration Application** For Official Use Only

Prescribed by the Office of the Secretary of State VR17 2011E.D

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)

Smith    Jane       Doe

**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)

123 This way lane    City Here    TEXAS

County There    Zip Code 77777

**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

N/A

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

12/12/1912     Male     Female    ( ) - -

**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

01234567    XXX-XX- -

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** Jane Smith    Date 07/01/2015

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

REQUIRED

OPTIONAL

MUST BE SIGNED AND DATED BY APPLICANT

# Reviewing the Applications

A voter registration application you accept from any resident of the county should include the following:

- **Section 1:** Applicant must select why they are submitting the application (new application, change to current information or request for replacement). Applicant must also answer citizenship and age question;
- **Section 2:** Full name, including any middle, maiden, or former name;
- **Section 3:** Residence address must be a street address or a description of the location of the residence;
- **Section 4:** Valid mailing address, if mail can't be delivered to the residence address;
- **Section 5:** City and County of Former Residence in Texas;

# Reviewing the Applications

- *Section 6:* Date of birth, including month, day, and year;
- *Section 7:* Gender - Optional
- *Section 8:* Phone Number - Optional
- *Section 9:* Texas Driver's License No., Texas Personal I.D. No. or last 4 digits of social security number. If the applicant hasn't been issued any of these items, he or she must check the box in this section affirming this statement;
- *Section 10:* Signature of applicant and date of signing. Be sure the applicant has read the statements that he/she is signing regarding qualifications to register and if an agent is registering for an applicant, be sure the agent provides his/her relationship to the applicant.

In Dallas County, Every Green VDR Voter Registration Application has duplicate receipts that tear off in the perforated line. There are 2 one for the voter and one for VDR.

The image displays a Texas Voter Registration Application form and three receipt stubs. The application form includes sections for: 1. Questions to be completed before proceeding (Citizenship, Age, Election Worker Interest); 2. Name information (Last, First, Middle, Former); 3. Residence and Mailing addresses; 4. Date of Birth, Gender, and Telephone Number; 5. Texas Driver's License or Social Security Number information. Below the application form are three receipt stubs: 'Receipt for Deputy Registrar', 'Receipt for Applicant', and a smaller 'Receipt Stub for Applicant'. The bottom right stub contains contact information for the Dallas County Elections Department, including a QR code and phone number (214-637-7937).

Do not keep copies of completed voter registration applications because these documents contain information that is confidential by law.

- Prepare a receipt in duplicate
- Sign the receipt and give the duplicate to the applicant.
- Keep the additional receipt for your records.



# Delivery of VDR Green Applications

You MAY NOT deliver the green applications by mail.

You must deliver completed registration applications in person to the county voter registrar who appointed you no later than 4:30 p.m. on the 5th day after the date you receive them, 5 calendar days.

You may deliver completed registration applications to the county voter registrar through another volunteer deputy registrar appointed by the county voter registrar no later than 4:30 p.m. on the 5th day after the date you receive them.





# <sup>16</sup> To be eligible to vote, a person must be registered 30 days before Election Day

- *When it is close to the last day to register to vote for any election. If you receive an application on or before the cutoff date of any election, the five days to turn in the green applications no longer applies.*
- *This means any application eligible for that election must be delivered to our office no later than the 29th day before Election Day – which will usually be the day after the cutoff date to register for that election.*

**FAILURE TO DELIVER AN APPLICATION IN A  
TIMELY MANNER IS A CRIMINAL OFFENSE.**

# Period of Effectiveness

Voter registration will be 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.



# Period of Effectiveness

- The applicant can vote as soon as the 30th day after submitting the application. This 30-day waiting period starts when the volunteer deputy registrar receives the application form.
- If the applicant is under 18, the registration will become effective on the 30th day after the voter registrar gets the application or on the applicant's 18th birthday, whichever comes later.



# Voter Drives



- Make sure you carry your VDR credentials with you at all times.
- Make sure you have approval from the venue before you start registering people to vote.
- Call us or email us if you are out and have questions.

Esmeralda Garcia 214-819-6346  
esmeralda.l.garcia@dallascounty.org



# Frequently Asked Questions

**Q: I have been designated a deputy registrar from County X. I will be at an event that will have attendees from County X along with County Y and County Z. May I register people from County Y and County Z?**

**A:** No. Volunteer deputy registrar status is conferred on a county-by-county basis. To accept applications for Y or Z counties, you would have to become a volunteer deputy registrar for those counties. You could certainly give applications to the attendees from County Y and County Z and direct them to mail the application to the appropriate county voter registrar's office. Under Section 13.044 of the Code, a person commits a Class C misdemeanor by acting as a volunteer deputy registrar when he or she does not have an effective appointment as a deputy registrar.

**Q: I am a candidate and/or working for a campaign. May I serve as a volunteer deputy registrar?**

**A:** Yes. There is no prohibition against a candidate or a campaign worker serving as a deputy registrar, as long as they otherwise meet the "Qualifications" described above and have been officially appointed as a volunteer deputy registrar. Similarly, there is no prohibition against a volunteer deputy registrar registering voters at a campaign rally or event. While working a rally or public event, a volunteer deputy registrar must offer registration to anyone who requests it.



# Frequently Asked Questions

**Q: Is there a minimum age to become a volunteer deputy registrar?**

**A: Yes. A person must be at least 18 years of age to become a volunteer deputy registrar.**

**Q: I just want to hand out blank voter registration application forms and encourage people to register to vote. Can I do that without being appointed as a volunteer deputy registrar?**

**A: Yes. Anyone can hand out blank application forms to voters for the voters to fill out and mail in themselves. If this is all you want to do, you do not have to be a volunteer deputy registrar. Also, if you are already a volunteer deputy registrar in one county, you can hand out blank forms in other counties where you are not a volunteer deputy. It is the voter's handing the application back to you to review and to deliver to the registrar that triggers the requirement to be an authorized volunteer deputy registrar.**



# Frequently Asked Questions

**Q: What if someone says he or she is already registered?**

**A: You may wish to advise the person that the new application form will be treated as an update if the old registration is in the same county and the voter is providing new information. If the person moved to a new county, he or she will need to register to vote in the new county.**

**Q: How long do I have to keep my receipt books?**

**A: It is not addressed in the Code, but we would suggest that you should retain the receipt books for 22 months following the election closest to the effective date of the applications. Please communicate with your county voter registrar, who may have their own timeline of retaining the receipt books.**



# HELPFUL RESOURCES



Dallas County  
469-627-8683

[www.dallascountyvotes.org](http://www.dallascountyvotes.org)



Tarrant County

[www.tarrantcounty.com/en/elections.html](http://www.tarrantcounty.com/en/elections.html)  
Tel no: 817-831-8683



Denton County

[www.votedenton.com](http://www.votedenton.com)  
Tel no: 940 349-3200



Collin County

[www.collincountytx.gov/elections](http://www.collincountytx.gov/elections)  
Tel no: 972-547-1990

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Secretary of State

[www.sos.state.tx.us](http://www.sos.state.tx.us) or [www.votetexas.gov](http://www.votetexas.gov)



**Thank you  
for your assistance as a  
Volunteer  
Deputy Registrar (VDR)**

**Esmeralda Garcia  
214-819-6346**

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1520 Round Table Dr - Dallas Texas 75247

[www.dallascountyvotes.org](http://www.dallascountyvotes.org)

