

DUTIES OF A DEPUTY VOTER REGISTRAR

Register And Vote Here – Where You Live

Both the Primary and General Presidential elections are on a Tuesday. It is easier to vote by being registered in Austin. To register for the first time or transfer your registration within Travis County, fill out the voter registration card. You must be registered in the county where you wish to vote. Voter registration is a county function, not a statewide function like a driver's license.

Usually The Best Answer: "Fill Out This Application"

- To register for the first time in Travis County (*New*)
- To change your address within the county (*Change*)
- To change your name after getting married or divorced (*Change*)
- To replace a card you lost (*Replace*)

Residency

If you have arrived in Austin, you meet residency. You must register 30 days before an election. Deadline is **Monday, Oct., 2007** for the Constitutional Amendment Election and **Monday, Feb. 4, 2008** for the Primary. Residency is where you intend to reside or where you are now. Ex.: If you just arrived and know your new address (even if you're staying with a friend), you may register at the address where you intend to live. You may register homeless persons. They must give a location (can be Salvation Army or a street corner as long as it can be found on a map to put them in a voting precinct.) They must also give a mailing address to have the card mailed. It can be a P.O. Box, General Delivery, their grandmother's home in Los Angeles or the Salvation Army.

Introductory Boxes

A person must answer YES to both questions about age of 18 and United States citizenship. A person can answer about being an election worker; it does not affect registration if left blank.

Name Boxes

Self-explanatory. To change names after marriage or court order, just register under new name and put maiden name in the appropriate box.

Residence Address

This is a physical address. Think of it as a place on a map or where a person could sleep or stand. You may not register in a P.O. Box or dorm mailroom. The registrar needs a street address or dorm name and room to place the registrant in a voting precinct.

Mailing Address

Leave blank if residence address is sufficient for mailing a card. This is where a voter card can be mailed. If a student gets mail only back in Houston, that's fine.

Date Of Birth

Required to prove age of 18. (You are eligible to register when you are 17 years, 10 months old.)

Signature

Required because registrant is signing an affidavit that everything is true.

Identification Numbers

The registrant needs to provide a Texas driver's license or personal identification number. If registrant puts down a Texas driver's license number or ID, that is all that is needed.

If registrants do not have a Texas driver's license, they check the box, "Check if you do not have a TX Driver's License or Personal Identification Number." Then they are required to put down the last four digits

A Felon May Register Upon Full Completion of Sentence Or Probation

A person who is finally convicted of a felony is not eligible to register to vote. Once a felon has successfully completed his/her punishment, including any term of incarceration, parole, supervision, period of probation, or has been pardoned, then that person is immediately eligible to register to vote. No documentation is needed. He/she simply fills out an application like anyone else would do.

Effective Date

Your voter registration will become effective 30 days after the date on your application or on your 18th birthday, whichever is later. You are eligible to register when you are 17 years, 10 months old.

I'm Registered Where My Parents Live. What Do I Do?

If you move to another county, you must re-register in the new county. You need to fill out an application to be registered here in Travis County.

May I Register For Other People?

A parent may register a child. A child may register a parent. Spouses may register each other. (Siblings may not register for each other.)

The agent fills out the card with the family member's information (including ID numbers) and signs his/her name and relationship on the signature line. Ex.: Susie Smith, wife; Sam Spade, son.

FILLING OUT THE CARD

of their Social Security number. If they don't have a Social Security number, they check the box, "Check if you do not have a Social Security Number."

If they have neither, they check both boxes indicating such and leave blank the boxes asking for numbers. They will be able to vote, but see below for ID requirement when voting.

Note: Some registrants may say, "I have the ID, but I don't have it with me and don't know the number." You should have some postage-paid mail-in cards at your table or with you. Give them one to mail in or ask them to stop back by your table after they have the number.

Why Are They Asking For These Numbers?

These are used to remove duplicate registrations. If registrants do not have a Texas driver's license or Social Security number, they must present identification when voting in person or must enclose a copy of such identification with their ballot when voting by mail. Forms of identification include: a current and valid ID (student ID); a current utility bill; bank statement; government check; paycheck; or other government document that shows appropriate name and address.

Do I Ask To See These Documents?

No, they are signing an affidavit. They give the numbers or check the boxes. **It is not your duty or right to ask to see them.**

Receipts

When you accept a card, you are required to give the person a receipt. Sometimes this is already attached as a "tear-off" form. Or you might have separate receipts. As a deputy registrar, you will sign and date the application where appropriate when you accept the card. If there is not a place to sign it, simply sign the top or bottom of the card. Ex: Joe Smith, Registrar

When you hand over the receipt, say something like: "This is your receipt for registering. If you do not receive a voter registration card from the Registrar for any reason, this allows you to vote using this as your proof of registration."

TURNING IN APPLICATIONS IN A TIMELY MANNER

The voter registrar must receive your cards within **5 office days**. If you are working with a registration effort, you may give your cards to other

Deputy Registrars to turn in for you. If you are working on campus, ask about the location of the drop-off box for depositing your cards daily.

Tax Assessor-Collector/Voter Registrar Main Office: 5501 Airport Boulevard – with 24-hour drop box in parking lot

Tax Assessor-Collector/Voter Registrar Satellite Offices (business hours):

Southeast: 4011 McKinney Falls Parkway • North: 15822 Foothill Farms Loop • West: 8656 Hwy 71W • East: 4701 Heflin Lane

Questions? Please call 512.854.9473