

Volunteer Deputy Registrar

In Frio County, training sessions are currently being scheduled for becoming a Volunteer Deputy Registrar. Volunteer Deputy Registrars 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.

Qualifications

To be appointed a volunteer deputy registrar, a person must

- be at least 18 years old;
- be a United States citizen;
- not have been 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;
- never have been convicted of failing to deliver a voter application to a voter registrar;
- not have been finally convicted of a felony, or, if convicted, must have
 1. fully discharged the sentence, including any term of incarceration, parole, or supervision, or completed a period of probation ordered by any court, or
 2. 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 Penal Code; and
- be a resident of the state of Texas.

How to Become a Volunteer Deputy Registrar

- Contact the voter registrar in your county. In Frio County, you may contact the County Elections Administrator, Carlos Segura, at (830) 334-3975.
- If you are eligible, as the voter registrar, Mr. Segura will issue you a certificate of appointment and give you a receipt book.
- However, you may not receive another person's voter registration application until you have completed the training developed by the Secretary of State in accordance with House Bill 1570. At the time of your appointment, the voter registrar will provide information about the times and places at which the training is offered. This training requirement applies only to volunteer deputy registrars who are appointed on and after March 12, 2012.

Duties of a Volunteer Deputy Registrar

A volunteer deputy registrar may distribute and accept a voter registration application form from any resident of the county who is:

- 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.

A volunteer deputy registrar may distribute and accept applications from voters who wish to change or correct information on their voter registration certificate (such as name or address).

Checklist for a Volunteer Deputy Registrar

You should have:

- A certificate of appointment;
- A pen;
- This brochure;
- Plenty of voter registration applications; and
- A receipt book.

The Texas Voting brochure provides information useful to you and applicants. It may be obtained from the Secretary of State's website at www.sos.state.tx.us or by calling 1.800.252.VOTE(8683).

Accepting Applications

- You may help a person fill out an application.
- Voters may correct or update information on their current voter registration certificate by filling out a new registration form and checking the "change" box.
- You may help a person fill out the registration form if he/she cannot read or has a physical disability.
- If an applicant cannot sign his/her name on the form, the applicant may make a mark on the signature line. Print the name of the applicant beside the mark. Sign your name and address as the witness and 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 or her spouse, parent or child. That person must sign the application as "agent" and state the relationship to the applicant on the registration form. The "agent" must have the permission of the applicant to do this.
- Fill out a receipt for each applicant. Give the applicant the receipt. The duplicate receipt must be delivered to the voter registrar along with the application. You may wish to keep a copy or stub for your records. You should not keep a copy of the completed voter registration application itself because this document contains information that is confidential by law.

Reviewing the Application

While the applicant is still in your presence, be sure to review the application for completeness. Be sure the application includes the following:

- Full name, including any middle, maiden, or former name;
- Residence address must be a street address or a description of the location of the residence;
- Valid mailing address, if mail can't be delivered to the residence address;
- Signature of applicant and date of signing;

- Date of birth, including month, day, and year;
- Citizenship question is answered either yes or no;
- 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.

What you cannot do:

- Determine if the applicant is actually qualified to register to vote;
- Make the applicant provide his/her gender, social security or driver's license number; or
- Make the applicant provide his/her telephone number.

When is the Registration Effective?

- Tell the applicant that he/she 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 the age of 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.

How long is the Registration Effective?

Tell the applicant that the registration will be automatically renewed every even-numbered year unless:

- The voter moves to another address; or
- the voter receives a final felony conviction and has not completed the sentence, probation or parole or been otherwise pardoned or released from the resulting disability to vote. Note: "deferred adjudication" does not constitute a "final felony conviction."

Address Changes

The voter must update the address on the registration if the voter moves within the county.

- The voter can make the change on the back of the voter registration certificate and mail it to the county voter registrar;
- Submit a new application form to the voter registrar and check the box for "change"; or
- Write a letter to the voter registrar explaining the change of address.

Tell voters that if they move to another county, they must re-register in the new county.

Name Changes

- Voters can make the change on the back of their voter registration certificate and mail it to the county voter registrar; or
- Submit a new application form to the voter registrar and check the box for "change"; or
- Write a letter to the voter registrar explaining the name change.

Delivery of Applications

You must deliver completed registration applications and receipts in person to the voter registrar no later than 5 p.m. on the 5th day after the date you receive them. FAILURE TO DELIVER AN APPLICATION IN A TIMELY MANNER IS A CRIMINAL OFFENSE.

SPECIAL NOTE: To be eligible to vote, a person must be registered 30 days before Election Day. When you receive a completed application after the 34th day and before the 29th day before the date of any election in the county, you must deliver the application to the county voter registrar no later than 5 p.m. of the 29th day before Election Day. If the 29th day falls on a Saturday or Sunday or on a legal state or national holiday, the deadline for delivering the applications is extended to 5 p.m. of the next regular business day.

Length of Appointment

You may be appointed a volunteer deputy registrar at any time. However, your term expires on December 31 of the even-numbered year. Your appointment as a volunteer deputy registrar may be terminated by the appointing authority if you fail to properly review a voter registration application. Your appointment as a volunteer deputy registrar will be terminated by the appointing authority if:

- You are finally convicted of an offense under the law relating to delivery of completed voter registration applications to the registrar; or
- You are finally convicted of an offense under the law relating to performance-based compensation for voter registrations.

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.