Montgomery County Board of Elections

Voter Registration Volunteers

Welcome

Registering voters is a public service that plays a pivotal role in our electoral process and our democracy. Therefore, I would like to commend you for your commitment and readiness to serve citizens of Montgomery County and the State of Maryland by becoming a Voter Registration Volunteer.

Director
Montgomery County Board of Elections

Introduction

➢ This presentation is designed to provide volunteers with the fundamentals on how to assist voter registration of citizens interested in taking part in an electoral process.

➢ Understand relevant provisions of voter registration laws and regulations.

➢ Encourage citizens involvement in the registration and electoral processes.

Requirements to Get You Started

✓ Volunteers must be 18 years of age on or before the next general election;

✓ Engage with a County Board of Elections to become familiar with the duties and responsibilities of a Maryland Voter Registration Volunteer;

✓ Sign an Affidavit affirming that you will act in accordance with the applicable voter registration laws and regulations;

✓ Receive a Voter Registration Volunteer Card.

You will learn

✓ Basic voter registration laws and regulations so you can assist applicants complete the Voter Registration Application (VRA).

✓ How to assist accurate completion of Voter Registration Application;

✓ DOs and DON'Ts of voter registration;

✓ Policy and options for returning the completed applications.

Voter Registration Volunteers Can

- ✓ Encourage people to register to vote;

- ✓ Distribute Voter Registration Applications;

- ✓ Assist voter registration in accordance with voter registration laws and regulations;

- ✓ Answer questions factually and to the best of your ability;

- ✓ Contact the Board of Elections with questions, comments, etc.

Volunteer Voter Registrars Can <u>Not</u>

- ✓ Receive compensation for voter registration activity;

- ✓ Charge the applicant a fee;

- ✓ Require applicants to provide information not requested on the Voter Registration Application;

- ✓ Selectively register some applicants and not others;

- ✓ Mark, edit, destroy the form, and / or add or alter information, etc., to the form without the express authorization of the applicant;

- ✓ Refuse to accept a completed Voter Registration Application;

- ✓ Attempt to persuade voters' selection of party affiliation;

- ✓ Knowingly provide false or misleading information to applicants;

- ✓ Hold completed applications beyond voter registration deadlines.

- ✓ Retain a copy of the application.

Important Things to Remember

✓ Voter Registration Applications should be accurate and complete;

✓ If assisted by a Voter Registration Volunteer, the Assistance Form should accompany the Maryland State Voter Registration Application;

✓ Voter Registration Volunteers are not agents of the Montgomery County Board of Elections;

✓ The Voter Registration Application is a legal document;

✓ Do not highlight any portion of the voter registration application;

✓ Voter should use dark ink. Never pencil;

✓ If voter makes a mistake on the application, the voter should cross out, initial, and note correction.

Voter Eligibility in Maryland

✓ Maryland resident;

✓ United States citizen;

✓ At least 16 years of age (you may register to vote at 16 but cannot vote until at least 18 years of age by the date of the next general or special election);

✓ Are not under guardianship for mental disability or if you are, have not been found by a court to be unable to communicate a desire to vote;

✓ Have not been convicted of a felony, or if you have, you have completed serving a court-ordered sentence of imprisonment;

✓ Have not been convicted of buying or selling votes.

Critical Issues for a Successful Registration

Maryland law requires that certain critical information must be provided for a voter registration application to be accepted as complete.

- ✓ **U.S. Citizenship information;**
- ✓ **Legal Name;**
- ✓ **Date of Birth;**
- ✓ **Personal identification number – either a current and valid Maryland Driver's License, MVA issued identification number, MVA Driver's Learner Permit or the last four digits of the voter's Social Security number;**
- ✓ **Residential address including apartment number, if applicable;**
- ✓ **Signature.**

If this information is not provided, Board of Elections staff will follow-up with the voter as the application will be initially marked as "incomplete" and final processing will be delayed. We urge you to check the application for these 6 critical pieces of information.

Voter Registration Application

Step by Step Instructions for Completing a Voter Registration Application

Are you at least 16 years old? Yes No

Are you a U.S. Citizen Yes No

If you answer No to either question, do not complete this form.

CRITICAL ISSUE
- ✓ U.S. citizens include persons who are native born or who have been naturalized.
- ✓ Persons who are in the United States under any type of visa arrangement, whether permanent Green Card or Temporary, are not classified as eligible to register.

Step by Step Instructions for Completing a Voter Registration Application

Check boxes that apply and complete Items 3-12.

New Registration   Name Change   Party Affiliation Change   Address Change

- ✓ Register to vote in federal, state, county and municipal elections in Maryland;
- ✓ Change/update your name, residential / mailing address or party affiliation.

Step by Step Instructions for Completing a Voter Registration Application

3	Last Name	First Name	Middle	Suffix

CRITICAL ISSUE

Last Name	First Name	Middle	Suffix

✓ Voter should use full legal name;

✓ If voter has double last name, use it;

✓ The last name should be the same as the name used for verification purposes in Box 6a & 6b;

✓ Avoid nicknames.

Step by Step Instructions for Completing a Voter Registration Application

4
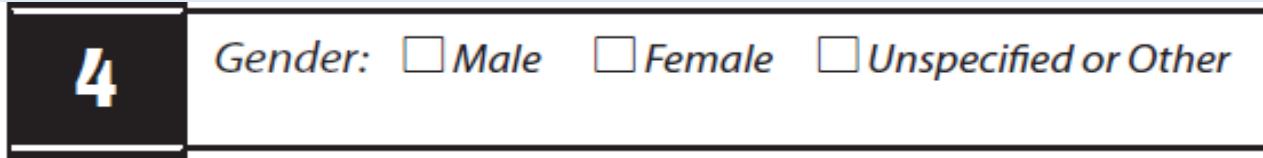
Gender: Male   Female   Unspecified or Other

✓ The gender of voters is not required to process the application.

5

CRITICAL ISSUE

Birth Date: Month   Date   Year

✓ Check this box carefully to ensure accuracy;
✓ Applicants will sometimes use the current year instead of the birth year.

Step by Step Instructions for Completing a Voter Registration Application

6a	**MARYLAND** *Driver's License or MVA ID Number* **MANDATORY** *(If you have neither see instructions)*		
6b	*Social Security Number (last 4 digits)*	6c	☐ *Check here if you do not have either a current, valid Maryland driver's license / MVA ID card or a Social Security Number*

CRITICAL ISSUE

6A **Maryland** Driver's License or MVA ID Number **Mandatory** (If you have neither see instructions)
   ✓ This number is used to verify the voter;
   ✓ Do not use a non Maryland issued MVA number.

6B **Social Security Number (last 4 digits)**
   ✓ The number will only be used for registration and other administrative purposes;
   ✓ The number will be kept confidential.

6C
   ✓ **Check here if you do not have either a current, valid Maryland driver's license / MVA ID card or a Social Security Number.**
   ✓ Should be used in very rare circumstances.

Step by Step Instructions for Completing a Voter Registration Application

	7	Maryland Residence Address:	Street Number	Street Name	Apt. No.	City or Town	Zip Code	County
							☐ Check here if you reside in Baltimore City.	
Elections SBE 03-202-	8	Mailing Address (if different from Item 7)						

CRITICAL ISSUE

7

Maryland	**Street Number**	**Street Name**	**Apt No.**	**City/Town**	**Zip Code**	**County**
Residence						
Address					**Check here if you reside in Baltimore City**.	

- ✓ PO Boxes are not acceptable
- ✓ Record current residential address

8

Mailing Address (if different from Item 7)

- ✓ The applicant must fill out the mailing address field if applicant wants to receive election material at an address other than the residential address

Step by Step Instructions for Completing a Voter Registration Application

9 | *You must register with a political party if you want to take part in the political party's primary election, caucus, or convention. Check one box only.*
Party (check one): ☐ *Democratic Party*   ☐ *Republican Party*   ☐ *Bread and Roses Party*   ☐ *Working Class Party*
☐ *Unaffiliated (independent of any party)*   ☐ *Other – Specify* _____

Party (check one):   Democratic Party   Republican Party   Bread and Roses

Working Class Party   Unaffiliated (Independent of any party)   Other – Specify _____

- ✓ The voter may choose to be affiliated with a political party; or
- ✓ May choose no party preference (unaffiliated):
- ✓ If a political party preference is left blank, the voter will be registered as "unaffiliated":
- ✓ If the voter wishes to take part in a party's primary, caucus or convention the voter must affiliate with a political party;
- ✓ Check one box only.

Step by Step Instructions for Completing a Voter Registration Application

10	CONTACT INFORMATION	
	Daytime Phone:	Email (optional):
11	☐ Check here if you need help voting.	
	☐ Check here if you would like to be an election judge.	

10   Contact information:

Daytime Phone	**Email (optional)**

- ✓ In the event the BOE needs clarification, contact information is requested;
- ✓ BOE does not release contact information;

11

- ❑ **Check here if you need help voting.**
- ❑ **Check here if you would like to be an election judge.**

- ✓ The Board of Elections will follow-up with the voter.

Step by Step Instructions for Completing a Voter Registration Application

CRITICAL ISSUE

Signature (required)   **Date**

- ✓ The Voter Registration form must contain the signature of the voter in order to be processed. The signature must match the name written in Box #3;
- ✓ With the signature, the applicant affirms, under penalty of perjury, that the application is true, and that applicant meets the qualifications to be registered to vote in Maryland;
- ✓ If the person is unable to sign, an X or similar mark will be accepted as the applicant's signature. If the applicant is unable to make a mark the Voter Registration Volunteer who assisted the applicant must sign Voter Registration Volunteer Affirmation form.

Voter Assistance Form

State of Maryland

Assistance Provided to a Person Who, Because of a Disability, or Otherwise, is Unable to Complete and Sign the Voter Registration Application

Instructions:

1) On the face of the Voter Registration Application, the voter registration volunteer must fill out the information about the applicant, except for the signature in Box 12. If the applicant is unable to sign, he/she may make an "X" or other mark in Box 12.

1) Please fill in the name of the applicant legibly in the blank space provided below.

1) Voter Registration Volunteer must then sign and date this form.

1) This form **must** be stapled to the Voter Registration Application.

<u>Voter Registration Volunteer Affirmation</u>

_____ states that he/she is unable to complete and sign a voter registration application without assistance. The applicant affirms that he/she meets the qualifications necessary to become a registered voter in Maryland (as shown on the voter registration application) and that the information he/she provided to me is true.

_____   _____
Today's Date   Voter Registration Volunteer Signature

Step by Step Instructions for Completing a Voter Registration Application

LAST VOTER REGISTRATION INFORMATION (if applicable)

		Last Name	Title (Jr., Sr., etc.)	First Name	Middle Name	Date of Birth
A	Name on Last Registration:					
		Street Number	Street Name	Apt. No.	City or Town	Zip Code	State
B	Address on Last Registration:					

Previous Registration

✓ If a voter has registered in another state, the voter should complete this section. The Board of Elections will forward the information to the appropriate state for cancelation of the voter's registration.

✓ If the voter was registered in Maryland but changed the address of residence or the name.

Return of Applications

All voters must be advised of these two options:

1. Voter has the option to return the application personally or by mail. The Voter Registration Application could be sent or delivered to the local Board of Elections. (Addresses are provided on the back of the voter registration application). Applicants are advised to return the application at their earliest convenience.

2. Applicant gives the completed Voter Registration Application to the Voter Registration Volunteer to return the application on the individual's behalf.

3. All completed Voter Registration Applications should be returned to the Board of Elections 48 hours after the completion of the application.

Deadlines for Return of Applications

- ✓ Completed Voter Registration Applications must be returned to the Board of Elections promptly;

- ✓ Voter Registration Volunteer must submit the Voter Registration Applications as soon as possible and no later than the registration deadline.

Close of Registration

✓ In Maryland, the deadline for receiving voter registration is 21 days before the next election;

✓ This is a post mark deadline also;

✓ It is a statutory deadline that can not be extended;

✓ The registration deadline for the 2020 Presidential Election is October 13, 2020 at 5:00 P.M.;

✓ Requests received after the deadline are held until the registration reopens 11 days after an election.

Voter Registration Applications

- ✓ The Maryland Statewide Voter Registration Application is available in both English and Spanish.

- ✓ Applications will be provided to the Voter Registration Volunteers by the local Board of Elections.

- ✓ The forms are also available online at the Board of Elections website.
 English VRA   Spanish VRA

Confirmation

- A Voter Notification Card (VNC) will be sent to the voter;

- A VNC is essentially a proof of residency document;

- A VNC is sent out by the Board of Elections (BOE);

- The registration is not complete until the VNC is received.

- If the voter has not received the VNC within 3 weeks, the voter should contact the Board of Elections or go online and check the status of their registration (Voter Lookup);

- For the first time voter, a returned VNC may result in the registration being canceled.
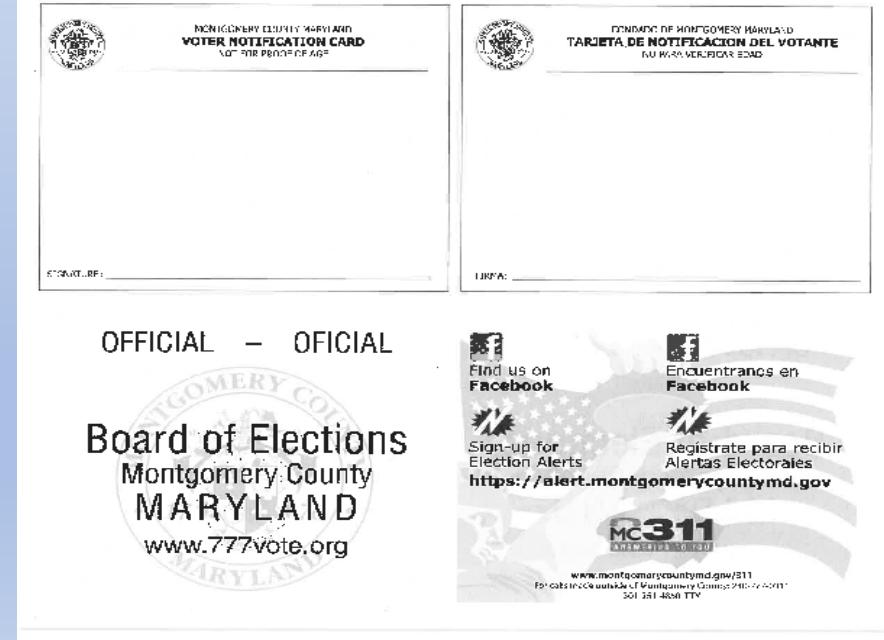
Contact Information

Obtain additional information and or clarification by contacting the Montgomery County Board of Elections Voter Registration office.

- **Office hours are Monday through Friday, 8:30 am through 5:00 pm, excluding holidays.**

- **(240) 777-8500**

- **Voter.Registration@montgomerycountymd.gov**
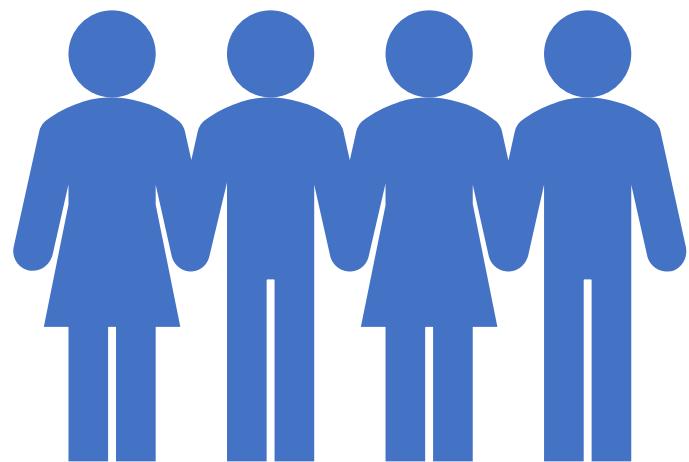
Final Thoughts

On behalf of the Montgomery County Board of Elections, we want to thank you for volunteering to register citizens to vote.