

**18. What if other questions come up that I can't answer?**

You are not expected to be an expert in election law. If you can't answer someone's question with confidence, encourage that person to call the County Recorder's office at the number listed on the voter registration form.

That's it! Once you get started, you'll find that helping people to register to vote is a generally easy, fun, and very satisfying experience, and one that can really make a difference. Thanks for doing your part!

This guide was developed by the Maricopa Community Colleges Center for Civic Participation and the Maricopa County Elections Department.

To request a training or presentation on this guide or any of the other voter outreach resources published the Center for Civic Participation, please contact:

Alberto Olivas, Director  
Voter Outreach Programs  
Maricopa Community Colleges-Center  
for Civic Participation  
145 N Centennial Way Suite 207  
Mesa, AZ 85201  
Phone: 480.461.4160  
Email: alberto.olivas@mcmmail.maricopa.edu

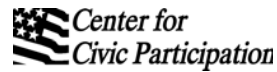
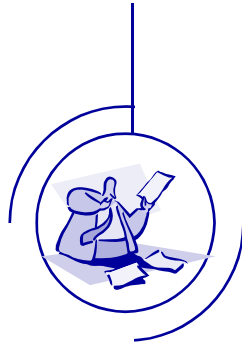
You can also call either of the numbers below:

**Maricopa County Elections Office  
(602) 506-1511**  
**Arizona Secretary of State Elections  
Office (602) 542-8683**

# Voter Registration 101

## An Orientation & Guide for Voter Registration Volunteers

### Updated Edition: New Citizenship I.D. Requirements



Produced by the Maricopa Community Colleges Center for Civic Participation and the Maricopa County Elections Department

## ELIGIBILITY & DEADLINES:

### 1. Who can register to vote?

To register to vote, you must meet ALL of these Eligibility Requirements:

- US Citizen
- Resident of AZ
- 18 years old by the day of the next General Election
- No felony convictions (except for felons that have had civil rights restored)
- Not mentally incompetent (as determined by a court of law)

### 2. Can homeless persons register to vote?

Yes. Arizona residents without a permanent domicile may register using the address of a homeless shelter or any other location that will hold mail for them.

### 3. Who can volunteer to register voters?

Anyone that meets the eligibility requirements for voter registration can volunteer to help others with voter registration. There is no special credentialing or authorization required for volunteers.

### 4. When can you register people to vote – what are the deadlines?

Voter registration can be conducted any day of the year, BUT, WHEN you register to vote does affect what elections you can vote in.

**There is a 29-day voter registration deadline to vote in Arizona.**

Therefore, you must have registered to vote at

least 29 days prior to any election to be eligible to vote in that election. The County Recorder's office lists registration deadlines for each election on their Web site.

### 5. When should the forms be sent in, and where do they go?

Voter registration forms should be sent in immediately, in order to avoid missing the 29-day registration deadline for eligibility to vote in upcoming elections. Forms can be sent to the County Recorder's office (address on back of the voter registration form), or to the Secretary of State's office.

### 6. If I am not a member of a recognized party in Arizona, can I still vote in primary elections?

YES. Voters not affiliated with a political party, or who are registered with a party not recognized in Arizona CAN indeed vote in primary elections. These voters simply select one of the party ballots to vote on for that election. (Please note that Presidential Preference Elections are different from Party Primary elections and are limited to registered voters belonging to recognized parties.)

## VOTER REGISTRATION FORM REQUIREMENTS

### 7. What about the form itself? Are there any fields that are optional?

Information provided on the voter registration form becomes public record and some data is accessible to the public at the County Recorder's Office. Some people are, therefore, understandably concerned about providing a lot of personal information.

The following fields are REQUIRED information to register to vote:

- A. AGE & CITIZENSHIP VERIFICATION (Must be marked by the applicant)
- B. NAME
- C. RESIDENCE ADDRESS (There is a separate field for mailing address)
- D. DATE OF BIRTH
- E. DRIVER'S LICENSE NUMBER
  - If none, then State-issued ID#
  - If neither of these, then last 4 digits of SSN
  - If none of the above, leave blank, the Secretary of State will assign a voter registration number
- F. SIGNATURE & DATE

## 8. PROOF OF CITIZENSHIP

In addition to checking the citizenship verification box on the form, first-time registrants, or voters that have moved from another county must supply additional proof of citizenship. An Arizona driver's license number or state-issued identification card issued **AFTER OCTOBER 1, 1996** will serve as proof of citizenship. Otherwise, additional proof must be submitted with the voter registration form.

Any one of the following will serve as proof of citizenship:

- Photocopy of birth certificate
- Photocopy of pertinent pages of U.S. passport
- Alien Registration Number
- Tribal or BIA identification number
- Photocopy of other state's driver license or I.D. if indicative of citizenship
- Photocopy of Tribal CIB, Tribal or BIA Affidavit of Birth

If proof of citizenship is not provided, the voter is NOT registered.

## 9. THE BURDEN OF PROOF – What is the Volunteer's Responsibility?

As Voter Registration Volunteers, you bear no liability to ascertain eligibility, nor do you have the right to do so. While you can and should inform people about eligibility requirements and help ensure that adequate proof of age and citizenship is provided on the voter registration form, do not take it upon yourself to question or determine the validity of any information provided on the form or any supporting documents provided with the form. Providing false or incorrect eligibility information on the voter registration form is a felony offense, but the registrant is the liable party, NOT the volunteer.

## TIPS ON ORGANIZING A VOTER REGISTRATION DRIVE

### 10. Can we offer special prize drawings, raffles, competitions or giveaways to get people to register?

NO. There are firm legal restrictions against giving away anything in exchange for registering to vote. You may, however, have giveaway items that are available to anyone that wants them (i.e. candy, literature, pens, posters, etc.) whether or not that person wants to register to vote or is registered to vote.

### 11. Can we keep the back (copy) page of the voter registration form for our recordkeeping? How else can we keep track of our voter registration efforts?

No. The back page belongs to the registrant. Also, keep in mind the following:

It is the voter's only record of having registered until the voter registration card arrives by mail, and voters are very sensitive about the release and control of access to personal data.

Alternately, you can and should keep separate tallies of BOTH the number of completed registrations AND walk-away voter registration forms (forms that are given away to be mailed in later by the registrant). If you want to collect contact information to follow up with voters, get their express permission to do so and track that separately on a sign-up list or other method without keeping the voter's receipt.

### 12. How do Absentee/Early/Mail-in Ballots work? Can we give out Early Ballot Request cards with voter registration forms?

- Any registered voter can request to vote by mail and receive a ballot before any election.
- Early ballots can be requested online, by fax, via telephone 602-506-1511, in person or by mail.
- Citizens can submit voter registration and early ballot requests together. (Refer to the "Citizen's Guide to Early Voting")

### 13. Can we collect and mail the completed voter registration forms after our voter registration drive or event?

Yes. But you must take responsibility to see that the forms are delivered or mailed no later than the next business day following the registration event. If your event is on or just prior to a registration deadline for an election, special precautions should be taken to ensure they are received on time (delivered to the County Recorder's office by midnight on the cutoff date). Call the County Election Office for more information at (602) 506-1511.

### 14. As a voter registration volunteer, do I need to sign the form too?

No. This box does not apply to normal voter registration volunteers, even if you fill out the form for the registrant but he or she is able to sign it or make his or her mark on the signature line. You should only sign in the "Signature of Person Assisting" box if the registrant is not able to sign the form or make his or her mark.

## COMMON QUESTIONS & CONCERNS

### 15. Is it true that registering to vote puts you on jury lists?

Technically yes. However, you're probably already on the list anyway. Voter rolls are only one of several ways that juror lists are obtained, so not registering to vote is no ticket to avoid being summoned for jury duty.

### 16. Are poll-workers paid or volunteer

Service on Election Day as a poll worker is paid work, as is the training session, and it is a great experience for new and seasoned voters.

### 17. How often do you have to re-register?

You only have to register once to be eligible to vote in school district, city, county, state and federal elections. You do not have to re-register unless:

- A. You move.
- B. You change your name.
- C. You want to change or drop your political party affiliation.