County of Sacramento Voter Registration and Elections

Guide to Voter Registration



This presentation has been prepared as a reference to help individuals, groups and volunteers participating in voter registration activities. It is important that anyone seeking to register individuals to vote know the regulations and laws regarding voter registration.

We encourage citizen involvement in the electoral and registration processes.

Additional information or clarification is available by calling the Voter Registration and Elections Office at (916) 875-6451. Office hours are Monday through Friday, 8:00 a.m. through 5:00 p.m., excluding holidays.

How to Get Started

- Visit the Elections Office
 - 7000 65th Street, Suite A, Sacramento, CA 95823
- There is no charge for voter registration forms
- If an individual or organization wishes to obtain 50 or more voter registration forms, they must complete the *Voter Registration Card Statement of Distribution* form. This form is provided by the Elections Office and requires the name, address, telephone number and organization of the person requesting the forms as well as a brief explanation of how the forms are to be distributed
- If 2,000 or more voter registration forms are requested, a copy of the Voter
 Registration Card Statement of Distribution form is forwarded to the Secretary of State, Elections Division

Voter Registration Card Statement of Distribution

This form must be filled out by anyone obtaining 50 or more registration forms

Fill out the following information

General Information:

- Name
- Date
- Name of Organization
- Street Address, State, Zip Code
- Telephone Number

Proposed Method of Distribution:

- Choose at least one method of distribution
- Provide a brief explanation of the distribution plan

Declaration:

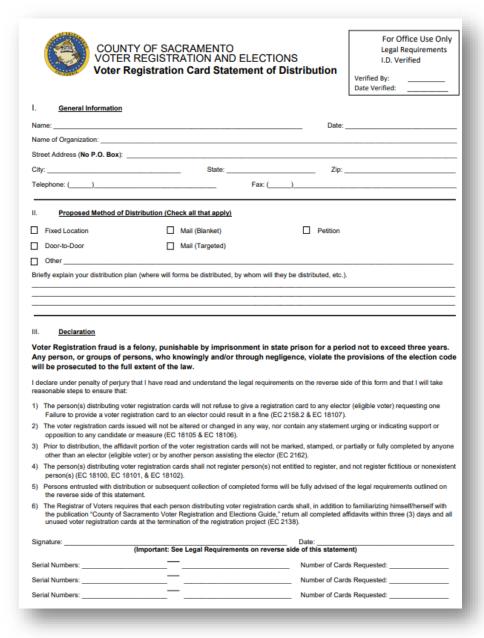
- Must be read and acknowledged
- PowerPoint Presentation must be dated with the date it was viewed

Signature:

Person obtaining registration forms must sign

Serial Numbers:

Will be filled out by the Elections Office



Important Things to Remember When Distributing Registration Forms

- Ask people if they are registered to vote; if not, offer the person a voter registration form
- Ask if they know anyone who is not registered to vote; if they do, offer the person a form
- Encourage individuals to mail their own forms back; no stamp is necessary, return postage is paid by the Secretary
 of State
- Instruct people to use black or blue ink when completing a form
- All Voter Registration forms must be accurate and complete
- Make sure people understand that the Voter Registration forms should be completed by the voter unless assistance is necessary
- Make a Distribution Plan
- No Fees may be charged for registering to vote (Election Code 2121)

Direct any questions regarding voter registration or elections to the Sacramento County Elections Office
Telephone Number: (916) 875-6451

Email: voterinfo@saccounty.gov

Important Things *Not To Do* When Distributing Registration Forms

- Do not use a pencil
- **Do not** refuse to give a registration form to anyone who asks for one. You must accept a completed form from anyone regardless of their party preference or address. Forms where an individual lists a residential address outside of Sacramento County will be forwarded to the appropriate county.
- Do not highlight or make any marks on the registration form
- Do not attempt to answer questions, except to explain how to complete the Voter Registration form
- **Do not** give Voter Registration forms to other people or organizations who have not been authorized to distribute forms by the Elections Office (Remember you are solely responsible for the registration forms that are assigned to you)

Who is Eligible to Register to Vote?

- Anyone who is:
 - A citizen of the United States
 - A resident of California. 16 years old may pre-register, they must be 18 years old on or before Election Day to vote in an Election
 - Not serving a state or federal prison term for the conviction of a felony
 - Not deemed by an appropriate court to be mentally incompetent

Elections Codes: 2000, 2101, 2211

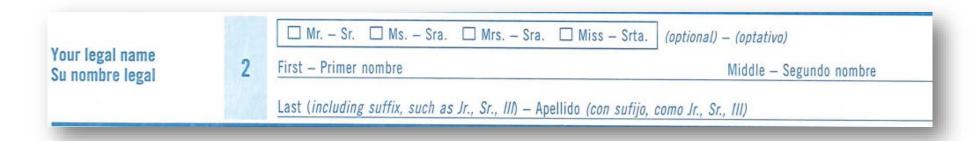
When should a person fill out a Voter Registration Form?

- If a person meets the eligibility requirements and if they—
 - Have never registered to vote in Sacramento County
 - Have moved
 - Have changed their name
 - Wish to change their political party preference
 - Wish to update their signature on their voter registration

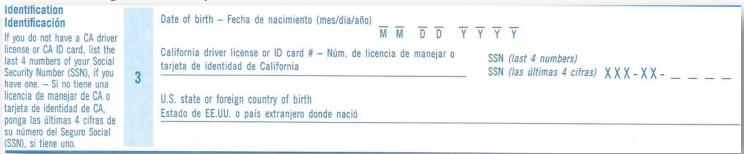
- Box 1
 - Qualifications Citizenship and Age
 - The voter must check the correct boxes:
 - I am a U.S. citizen and resident of CA
 - I am 18 or older
 - I am 16 or 17 and want to pre-register
 - Corrections or alterations are not accepted. A new card must be filled out if an error is made
 - Election Code 2102 (d) A person who is at least 16 years of age and meets all other eligibility requirements may pre-register to vote. A properly executed registration shall be effective on the affiant's 18th birthday



- Box 2
 - Name
 - Have the voter clearly print their name



- Box 3
 - Date of Birth, Identification Requirements, and Place of Birth
 - Date of birth is required
 - CA Driver's License OR
 - CA Identification Card OR
 - If the voter does not have either, they may provide the last four digits of their Social Security number
 - If the voter does not have any of the three ID requirements listed above, the registration form **will** still be accepted
 - The U.S. State or foreign country of birth

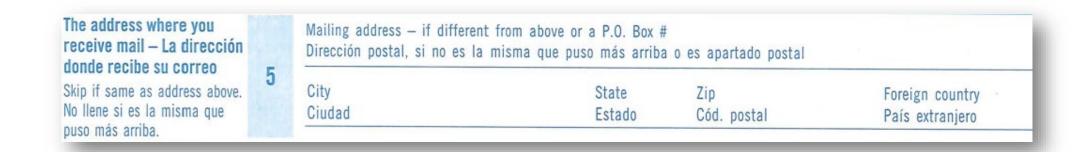


Box 4

- Home Address
 - Voter must fill in their complete address and city where he/she resides
 - A Post Office Box or business address is **not** accepted as a home address
- If the voter does not have a residence address
 - The voter must give an exact description of where they sleep at night. Include cross streets, street corners and basic directions (N,S,E,W), bridges, routes or other landmarks



- Box 5
 - Mailing Address
 - Voter must fill out the mailing address field if they wish to receive their election material at an address other than their home address



Box 6

- Prior Registration
 - Should be completed if the voter has been previously registered in a different state. If the voter does not remember the complete address, have them write as much information as possible.
 - Not necessary for voters previously registered in a different California county.

Registration history Historial de inscripción		First name	e - Primer nombre	Middle in	Middle initial — Inicial del segundo nombre Last name — Apellido		
If you were previously registered or pre-registered to vote, fill out this section. Si se inscribió o preinscribió para votar anteriormente, llene esta sección.	6	Previous address — Dirección anterior			City — Ciudad		
		State Estado	Zip Cód. postal	Previous county Condado anterior	Previous political party Preferencia de partido	preference (if any) político anterior (si corresponde)	

Box 8

- Political Party Preference
 - The voter may choose to be affiliated with a political party or may choose No Party Preference
 - If a political party preference is left blank, the voter will be registered as Unknown, and shall otherwise be treated as a No Party Preference voter
 - Only one political party preference can be marked
 - Corrections or alterations are not accepted. A new card must be filled out if an error is made

Political party preference Preferencia de partido político

If you choose "No Party/None," you may not be able to vote for some parties' candidates at a primary election for U.S. President, or for a party's central committee. Si selecciona "Ningún partido/Ninguno", es posible que no pueda votar por algunos de los candidatos partidarios en una elección primaria para presidente de EE.UU. o comité central partidario.

l want to choose a political party preference – Deseo indicar una preferencia de partido político

- American Independent Party
 Partido Americano Independiente
- Democratic Party Partido Demócrata
- ☐ Green Party Partido Verde
- ☐ Libertarian Party Partido Libertario
- Peace and Freedom Party
 Partido Paz y Libertad
- ☐ Republican Party Partido Republicano
- □ Other (specify): Otro (especificar):

l do not want to choose a political party preference – No deseo indicar una preferencia de partido político.

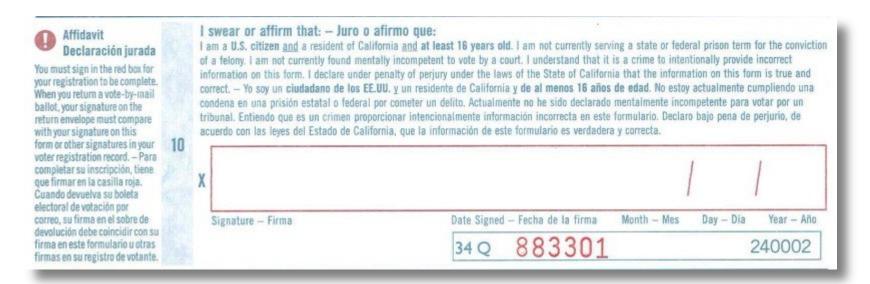
□ No Party / None - Ningún partido / Ninguno

- Box 9 (Optional)
 - The voter may complete this section if:
 - They want to provide their email and/or phone number
 - They want to receive election material in another language
 - They want to receive election materials in an accessible format
 - If they're interested in working in a county Vote Center
 - They want to provide their ethnicity/race

Email (optio	nal) — Email <i>(</i>	optativo)		
Phone numb	er <i>(optional) —</i>	Número de tel	étono <i>(optati</i>	vo)
		lection informat electoral por m		
		receiving electio es electorales e		s: — Mi preferencia de
☐ English	□ Spanish Español	□ Chinese 中文	☐ Hindi हिंदी	□Japanese 日本語
□ Khmer ខ្មែរ	☐ Korean 한국어	□Tagalog	□Thai ไทย	□ Vietnamese Việt ngữ
□ Other lan	guage: - Otro i	dioma:		
	0	n an accessible un formato acc		iero recibir
□ I want to	be a poll worker	. – Quiero ser u	n trabajador	a) electoral.
	race is: — Mi or			a, olocolan

Box 10

- Signature of Voter
 - The Registration form must contain the signature of the voter in order to be registered to vote. The signature must match the name written in box 2
 - The Voter's Signature, signed under penalty of perjury, is the voter's confirmation that all the information on the form is true and correct. (Election Codes 2111, 2112)

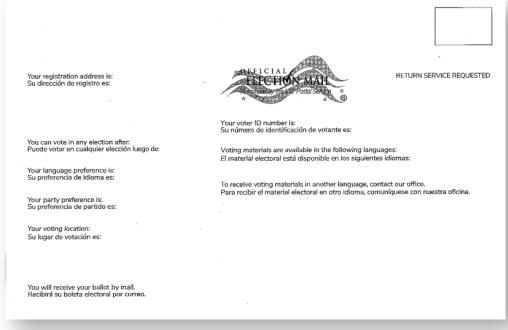


- The Bottom Portion of the Registration Form
 - If someone helped the voter physically fill out the form, the person who helped must fill out and sign both parts of the box

a llenar o entregar este fo if "yes", the person who helped y	out or deliver this form? — , ormulario? you must fill out and sign both pa ione que llenar y firmar ambas par	rts of this	blue box.
Signature – Firma	Date - Fecha	7	1
Name, address, and phone #: - No	ombre, dirección y núm, de teléfono		
Org. name and phone #: - Nombre	y núm, de teléfons de la organizat	ión	
	Date — Fecha	1	,
Signature – Firma			

- The Bottom Portion of the Registration Form (Receipt)
 - At the bottom of the form, fill out and tear off the receipt at the perforation and give it to the voter
- The voter will be sent a postcard, like the one below, confirming their registration within 2- 4 weeks. If they don't receive the postcard, they can contact our office.





Once the Registration Form(s) are Completed

- Forms must be delivered to the County Elections Office or the Secretary of State's Office, or deposited in the postal service within 3 days of receiving the completed forms or by the 15th day prior to an election, whichever comes first
- Mailed forms must be postmarked on or before the 15th day prior to an election to be eligible to vote in that election
- You are ultimately responsible for the forms that were issued to you

California Election Code

• Specific codes covering crimes include -

- 2159 Person/Organization who is paid to assist with voter registration must disclose full name, telephone number and address on each affidavit form
- 2159.5 Report requirements for person/organizations that pay others for assisting persons to register to vote
- 18100 Registration of persons not entitled to register. Consists of nonexistent persons including but not limited to, deceased person, animals and inanimate objects
- 18101 Registration of fictitious person
- 18102 Registration of nonexistent person
- 18103 Interference with transfer of affidavit to county elections official
- 18104 Refusal to return affidavits of registration
- 18105 Writing or affixing political statements on affidavits of registration
- 18106 Alteration of affidavit party affiliation
- 18107 Fine for failure to provide voter registration card

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Speech and Hearing Impaired California Relay Service: Dial 711