



City and County of San Francisco
Department of Elections

John Arntz, Director

Voter Registration Card Statement of Distribution

I. General Information

Name: _____ Date: _____

Telephone: (____) _____ E-mail: _____ Fax: (____) _____

Name of Organization: _____

Please check box if your organization is a National Voter Registration Act (NVRA) agency office or site:

- PA: All Public Assistance Agencies mandated as registration sites
AF: All Armed Forces Recruitment Offices
DA: All State-Funded Agencies primarily serving persons with disabilities
O: Other Agency: _____

Street Address (No PO Box): _____

Contact Name at Organization: _____ Telephone: (____) _____

Requested: English: _____ English/Chinese: _____ English/Spanish: _____ English/Filipino: _____ Other: _____

II. Registration Plan:

- Fixed Location Door-to-Door Mail (Blanket) Mail (Targeted) Petition Other: _____

Beginning Date: _____ Ending Date: _____

Briefly explain your distribution plan (where the forms will be distributed and by whom): _____

III. Declaration

I declare, under penalty of perjury, that I have read and understand the legal requirements on the reverse side of this form, and that I will take reasonable steps to ensure that:

- The person or persons distributing Voter Registrations Cards will give a registration card to any elector requesting one
The registration cards issued will not be defaced or changed in any way, other than by insertion of a mailing address and the affixing of postage
Prior to distribution, the green affidavit portion of the registration cards will not be marked, stamped, or partially or fully completed by anyone other than an elector or by another person assisting the elector
Persons entrusted with distribution or subsequent collection of completed registration cards will be fully advised of the legal requirements outlined on the reverse side of this form.

Signature: _____ Date: _____

Table with 3 columns: Office Use Only, Total quantity of registration cards requested: Affidavit Serial # From: To: Quantity:

Deputy (print): _____ Date: _____

English (415) 554-4375
Fax (415) 554-7344
TTY (415) 554-4386

sselections.org
1 Dr. Carlton B. Goodlett Place
City Hall, Room 48, San Francisco, CA 94102

中文 (415) 554-4367
Español (415) 554-4366
Filipino (415) 554-4310

Legal Requirements

— Important —

All persons and/or organizations who are issued Voter Registration Cards must comply with the following requirements. Noncompliance may result in referral to the appropriate law enforcement agency.

Receipt – A person who assumes responsibility for returning another person's completed Voter Registration Card to the elections official must complete the green affidavit portion of the Voter Registration Card by signing, dating, and listing his or her name, address, and telephone number on both the card itself and on the receipt portion of the card. (California Elections Code §2158)

Return of Cards – Persons distributing Voter Registration Cards must return all completed cards in their possession within three working days, excluding Saturdays, Sundays, and state holidays, and no later than 15 days prior to an election in order for the voter to participate in that election. Retaining completed cards for more than three days, or denying the voter's right to return his or her completed card, is a misdemeanor. All blank cards must be returned to the elections official immediately after the 15th day preceding a statewide primary or general election, and whenever instructed to do so by the elections official. (California Elections Code §2138, §2139 and §18103)

Unsolicited Mailing – Any mailing of a Voter Registration Card to a person who did not request one must be accompanied by a letter or other notice with each card, instructing the recipient to disregard the card if he or she is currently registered to vote and does not wish to change his or her name, address, political party preference, or other registration information. This notice may be stamped on the card. (California Elections Code §2158)

Note: Organizations must promptly send all cards they receive from prospective registrants to the elections official, whether the cards are completed in whole or in part. This includes cards containing irregularities or minimal information. The elections officials, not the organization distributing or receiving cards, will determine the validity of the registration.