While the information presented in this slideshow is intended to serve as a summary of state legal requirements, it does not have the force of law and is not intended to constitute legal advice.
Document Check

Voter Registration Card

Statement of Distribution

Statement of Circulator’s Responsibilities and Liabilities

Digest of Penalties for Improper Voter Registration Actions
Drive organizers who plan to request more than fifty registration cards will be required by law to complete the “Voter Registration Card Statement of Distribution” and submit it to the Department of Elections. Among other information, this form contains sections for organizer’s contact information, proposed methods of distribution, and a declaration that the organizer promises to distribute all voter registration forms in accordance with state law.
Statement of Circulator’s Responsibilities and Liabilities

If circulators will be paid to help register voters, the drive organizer is required by law to:

• Have each circulator complete the “Statement of Circulator's Responsibilities and Liabilities” form
• Keep these completed forms on file for at least three years
• Maintain a list of all paid circulators
• Only pay people who properly complete the circulator section on the voter registration applications
• Collect and return both fully completed and partially completed registration applications
Statement of Circulator’s Responsibilities and Liabilities

Unpaid circulators who are volunteering all of their voter registration time, are not required to compete the Statement of Circulator’s Responsibilities and Liabilities.
The last document is the “Digest of Penalties for Improper Voter Registration Actions.” The Department of Elections has developed this document to serve as a quick reference regarding voter registration fraud rules. To review the full text of any of these laws, simply copy any of their citations into a browser.
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Registration Deadlines

The regular voter registration deadline falls 15 days before each Election Day.

After this date, people can still register to vote conditionally but must do so in person at City Hall or at any in-person voting site, including any polling place, on Election Day.

If you are collecting registration applications, you must submit them either within three business days of receipt or before the deadline, whichever is earlier.
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## State vs. County Voter Registration Cards

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<thead>
<tr>
<th>Language</th>
<th>San Francisco Registration Application</th>
<th>California Registration Application</th>
<th>registertovote.ca.gov</th>
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The main advantage of using the San Francisco voter registration application is that it lists the Department of Elections' address as the return address instead of the Secretary of State's office.
Overview of Voter Eligibility Requirements

To register to vote in California elections, a person must be:

1. A United States citizen
2. A resident of California
3. 18 years old or older on Election Day,
4. Not currently serving a state or federal prison term for the conviction of a felony, and
5. Not currently found mentally incompetent to vote by a court.
Voter Registration Under Prop N

In 2016, San Francisco voters passed Proposition N, which extended voting rights in local School Board elections to non-citizen residents of San Francisco who are of legal voting age, not in prison for a felony conviction, and who are the parents, legal guardians, or legally recognized caregivers of children under the age of 19 living in San Francisco.

Please note that in order to register to vote in School Board elections, eligible non-citizen residents must use registration applications specifically designed for this group of voters.

If anyone asks you about Prop N non-citizen voter registration, please refer them to the Department of Elections.
Voter Fraud Indicators and Circulator Responsibilities

Although, by law, you must give a registration application to anyone who asks for one, you should not knowingly help register an ineligible person. If you knowingly help someone commit registration fraud, you may be criminally prosecuted.

If you do see indicators of possible fraud, such as a non-existent birth date (e.g., February 30), a fake driver’s license number (should be a letter followed by 7 numbers), a fake social security number (e.g., all zeros), you may choose to stop assisting the registrant.
Completing a Registration Form

Let's review the different sections that must be completed on a registration application.
Completing a Registration Form: Section 1

Completing the first section is very important!
Per state and federal law, registrants who fail to check the box indicating they are United States citizens will not be registered!

On the registration application, the U.S. citizenship criterion is combined with the requirement to be a current California resident.
A registrant must also confirm their age eligibility requirement.

A 16 or 17-year-old may pre-register to vote, with their registration taking effect on their 18th birthday.
In the second section, the registrant must provide their legal name.

The fields for traditional honorifics, Mr, Ms, Mrs, and Miss, are optional.
Completing a Registration Form: Section 3

In the third section, the registrant must provide their date of birth as well as their driver’s license or state identification number if they have one, or, if not, a social security number, if they have one.

If a registrant has neither of these forms of identification, they can still register to vote, but they will be asked to show some kind of identification in the first federal election in which they vote.
In the fourth and fifth sections, the registrant must provide their residential address and a mailing address, respectively.

If a person who is unhoused is registering to vote, they can provide a location where they usually stay as their residential address in section 4. This location can be cross-streets or a homeless shelter.
A person can also provide a mailing address where the Department of Elections will send all official election materials. A mailing address can be any valid postal address, including a post office box or business address.
Completing a Registration Form: Section 6

Anyone who is re-registering (in order to, for example, update their political party preference or their name) needs to complete Section 6 with their previous registration information.
Completing a Registration Form: Section 7

In many elections, only a voter who has requested a one-time vote-by-mail ballot or registered as permanent vote-by-mail voter by checking the “Yes” box in section 7 on the registration application will receive a ballot in the mail.

However, the law was changed to allow every registered California voter to receive a ballot in the mail for all elections up through the end of 2021. Registrants who expect they will always want to vote by mail should check the “Yes” box here.
In section 8, the registrant may choose either a political party preference; or select no party preference.
Completing a Registration Form: Sections 8 and 9

All fields in section 9 are optional. In this section, registrants may provide their contact information such as email or telephone number, note language or accessible voting material preferences, or express their interest in serving as a poll worker.
Completing a Registration Form: Affidavit

The affidavit is essential because it is here that an applicant verifies their eligibility to vote and affirms that they met all eligibility requirements by affixing their signature to the registration application. **It is very important to ensure that the registrant competes this section!**
Completing a Registration Form: Affidavit

Any person helping another person fill out a voter registration application needs to complete the circulator section appearing in blue in the bottom righthand corner of the registration application. This section has duplicate fields for the circulator’s name and contact information – this is so the registrant will still have your contact information when you give them their receipt.

By law, you must be sure to give the registrant the receipt after confirming that they have completed all of the sections on the application.
Things to Remember While Helping a Registrant

1. You can never charge someone a fee for helping them register to vote. This is unconstitutional.
2. You can also never pay someone for registering to vote.
3. You cannot complete any fields on the registration application without explicit direction from the registrant.
4. You cannot share any registrant's personal information with anyone else – it is strictly confidential.
5. You cannot make photocopies of any voter registration applications or publish them anywhere.
6. You must submit all collected registration applications either within three business days of receipt or before the voter registration deadline, whichever is earlier. Be sure to also return all partially completed registration applications.