



CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF ELECTIONS

Voter Registration Drive Training

(415) 554-4375

sfvote@sfgov.org

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.



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What?

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How?

Voter Registration Card Statement of Distribution

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF ELECTIONS** John Arntz, Director

Voter Registration Card Statement of Distribution

I. General Information
Your Name: _____
Your Telephone: () _____ Your E-mail: _____
Name of Organization: _____
Street Address of Organization (No PO Box): _____ Telephone: () _____
Contact Name at Organization: _____
Requested: English: _____ English/Chinese: _____ English/Spanish: _____ English/Filipino: _____
English/Korean: _____ English/Japanese: _____ Other: _____

For National Voter Registration Act (NVRA) agencies only:
☐ 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 ☐ Other Agency: _____

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): _____

Would you like to meet with a member of the Outreach Team to discuss registration drive strategies? ☐ Now ☐ Receive follow-up later

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 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: _____

Office Use Only

	Total quantity of registration cards requested: _____	Quantity:
<input type="checkbox"/> English Affidavit Serial # From: _____ To: _____		
<input type="checkbox"/> English/Chinese Affidavit Serial # From: _____ To: _____		
<input type="checkbox"/> English/Spanish Affidavit Serial # From: _____ To: _____		
<input type="checkbox"/> English/Filipino Affidavit Serial # From: _____ To: _____		
<input type="checkbox"/> English Affidavit Serial # From: _____ To: _____		
<input type="checkbox"/> English Affidavit Serial # From: _____ To: _____		
<input type="checkbox"/> English Affidavit Serial # From: _____ To: _____		

Deputy (print): _____ Date: _____

English (415) 554-4375 Fax (415) 554-7344 TTY (415) 554-4386
sfelections.org
1 Dr. Carlton B. Goodlett Place
City Hall, Room 48, San Francisco, CA 94102
Español (415) 554-4366
Filipino (415) 554-4310

Statement of Circulator's Responsibilities and Liabilities

**Statement of Circulator's Responsibilities and Liabilities
(Elections Code § 2159.5(a))**

By signing this statement, I acknowledge that I am being paid to register voters in compliance with the California Elections Code and that I have received a copy of this statement. Specifically, I understand and acknowledge:

- I am required to return any completed voter registration cards (completed voter registration cards are known as affidavits of registration) I receive to the voter's county elections official or to mail the cards within three days of their receipt, excluding Saturdays, Sundays, and state holidays. (Elections Code § 2158.5)
- An affidavit's driver's license number, identification card number, social security number, and signature contained on an affidavit of registration are confidential and shall not be disclosed by myself or the organization that distributes voter registration cards (Elections Code § 2138.5(a)).
- I shall not use affidavit of registration information for any personal, private, or commercial purpose, including for any of the following:
 - The harassment of a voter or voter's household.
 - The advertising, solicitation, sale, or marketing of products or services to a voter or voter's household.
 - Reproduction in print, broadcast visual or audio, or display on the Internet. (Elections Code § 2138.5(b)(1)).
- I shall employ reasonable security measures, including employing administrative and physical safeguards, and for affidavit of registration information available in an electronic form, technical safeguards, to protect the voter registration information from unlawful disclosure and misuse. (Elections Code § 2138.5(b)(2)).
- On the day of close of registration for any election, I will immediately return all completed affidavits of registration in my possession to the voter's county elections official. (Elections Code § 2159)
- For every voter that I help register, I will identify myself in the circulator section of the affidavit of registration by writing my full name, address, telephone number, date, my signature, and the name and phone number of the party that pays me, and will give the receipt to the voter. (Elections Code §§ 2150, 2150(b)(2), 2156)
- I am required to provide a voter registration card to anyone who requests one. (Elections Code § 2156(b)(3)).
- If I mail voter registration cards to people who have not requested them, I will include a cover letter with the card instructing recipients to disregard the card if they are currently registered to vote. (Elections Code § 2156(c)(4)).
- Voter registration fraud is serious and could be prosecuted as a felony. I further acknowledge that I may be prosecuted for any of the following offenses:
 - Registration of a person that I know to be ineligible to register to vote or registration of a fictitious or nonexistent person. (Elections Code §§ 18100, 18102.)

Digest of Penalties for Improper Voter Registration Actions

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF ELECTIONS** John Arntz, Director

Digest of Penalties for Improper Voter Registration Actions

Improperly registering people to vote can result in criminal prosecution! This digest highlights some of the criminal penalties for improperly registering people to vote in California. (This summary is meant for convenience only, it does not have the force of law and does not constitute legal advice.)

Some criminal penalties apply to voters who register themselves improperly.

- If a registrant commits perjury (lies under oath) regarding their name or place of birth on a voter registration application, the registrant may be imprisoned for up to four years (California Penal Code, § 126).
- If a registrant completes a voter registration application knowing they are not entitled to vote, they may be jailed for up to a year or imprisoned for up to three years (California Elections Code (CAEC), § 18100).
- If a registrant who is not entitled to vote votes or attempts to vote, or if a registrant votes more than once, they may be jailed for up to a year or imprisoned for up to three years (CAEC, § 18660).

Other criminal penalties apply to those improperly registering other people.

- If you knowingly register someone not entitled to vote, attempt to register a nonexistent person (e.g., a deceased person or an animal), try to register a fictitious (false) person, or register someone who has not asked you to help them register to vote, you may be jailed for up to one year or imprisoned for up to three years (CAEC, §§ 18100, 18101).
- If you help register a voter and collect their registration application, you must return it to the Department of Elections within three business days or before the close of registration, whichever is earlier. You must also allow the voter to return the application directly if that is the voter's preference. If you fail to do either, you may be fined up to one thousand dollars (\$1,000) (CAEC, § 18103).
- If you change the political party preference selection on someone else's voter registration application, you may be jailed for one year or imprisoned for up to three years (CAEC, § 18106).
- If you mail a voter registration application to anyone, you must include a notice to the recipient instructing them to disregard (ignore) the form if they are already registered. If you fail to include this notice, you may be fined up to two hundred dollars (\$200) (CAEC, §§ 2158, 18107).
- If you help someone register to vote and fail to give them the voter registration receipt, you may be fined up to two hundred dollars (\$200) (CAEC, §§ 2158, 18107).
- If you are being paid to help collect voter registration applications and do not complete all of the fields in any form's circulator section (blue box), you may be guilty of a misdemeanor (CAEC, §§ 2150, 2159, 18108).
- If someone requests a voter registration application, you must give them one. If you fail to do so, you may be fined up to two hundred dollars (\$200) (CAEC, § 18107).
- If you offer food, prizes, discounts, or any other form of compensation to encourage people to vote in a federal election, you may be in violation of federal law (52 U.S.C. § 10307(c)).

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Filipino (415) 554-4310



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Voter Registration Card Statement of Distribution

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.



CITY AND COUNTY OF SAN FRANCISCO

DEPARTMENT OF ELECTIONS

John Arntz, Director

Voter Registration Card Statement of Distribution

I. General Information

Your Name: _____

Your Telephone: () _____ Your E-mail: _____

Name of Organization: _____

Street Address of Organization (No PO Box): _____

Contact Name at Organization: _____ Telephone: () _____

Requested: English: _____ English/Chinese: _____ English/Spanish: asd English/Filipino: _____ English/Vietnamese: _____
English/Korean: _____ English/Japanese: _____ Other: _____

For National Voter Registration Act (NVRA) agencies only:

☐ 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: _____

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): _____

Would you like to meet with a member of the Outreach Team to discuss registration drive strategies? ☐ Now ☐ Receive follow-up later

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 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: _____

Office Use Only

Total quantity of registration cards requested: _____ Quantity: _____

☐ English Affidavit Serial # From: _____ To: _____

☐ English/Chinese Affidavit Serial # From: _____ To: _____

☐ English/Spanish Affidavit Serial # From: _____ To: _____

☐ English/Filipino Affidavit Serial # From: _____ To: _____

☐ English/_____ Affidavit Serial # From: _____ To: _____

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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
(Elections Code § 2159.5(a))

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- I am required to return any completed voter registration cards (completed voter registration cards are known as affidavits of registration) I receive to the voter's county elections official or to mail the cards within three days of their receipt, excluding Saturdays, Sundays, and state holidays. (Elections Code § 2138.)
- An affiant's driver's license number, identification card number, social security number, and signature contained on an affidavit of registration are confidential and shall not be disclosed by myself or the organization that distributes voter registration cards. (Elections Code § 2138.5(a).)
- I shall not use affidavit of registration information for any personal, private, or commercial purpose, including for any of the following:
 - The harassment of a voter or voter's household.
 - The advertising, solicitation, sale, or marketing of products or services to a voter or voter's household.
 - Reproduction in print, broadcast visual or audio, or display on the Internet. (Elections Code § 2138.5(b)(1).)
- I shall employ reasonable security measures, including employing administrative and physical safeguards, and, for affidavit of registration information available in an electronic form, technical safeguards, to protect the voter registration information from unlawful disclosure and misuse. (Elections Code § 2138.5(b)(2).)
- On the day of close of registration for any election, I will immediately return all completed affidavits of registration in my possession to the voter's county elections official. (Elections Code § 2139.)
- For every voter that I help register, I will identify myself in the circulator section of the affidavit of registration by writing my full name, address, telephone number, date, my signature, and the name and phone number of the party that pays me, and will give the receipt to the voter. (Elections Code §§ 2150, 2158(b)(2), 2159.)
- I am required to provide a voter registration card to anyone who requests one. (Elections Code § 2158(b)(3).)
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 - 1) Registration of a person that I know to be ineligible to register to vote or registration of a fictitious or nonexistent person. (Elections Code §§ 18100-18102.)

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Statement of Circulator's Responsibilities and Liabilities

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Unpaid circulators who are volunteering all of their voter registration time, are not required to complete the Statement of Circulator's Responsibilities and Liabilities.

Statement of Circulator's Responsibilities and Liabilities (Elections Code § 2159.5(a))

By signing this statement, I acknowledge that I am being paid to register voters in compliance with the California Elections Code and that I have received a copy of this statement. Specifically, I understand and acknowledge:

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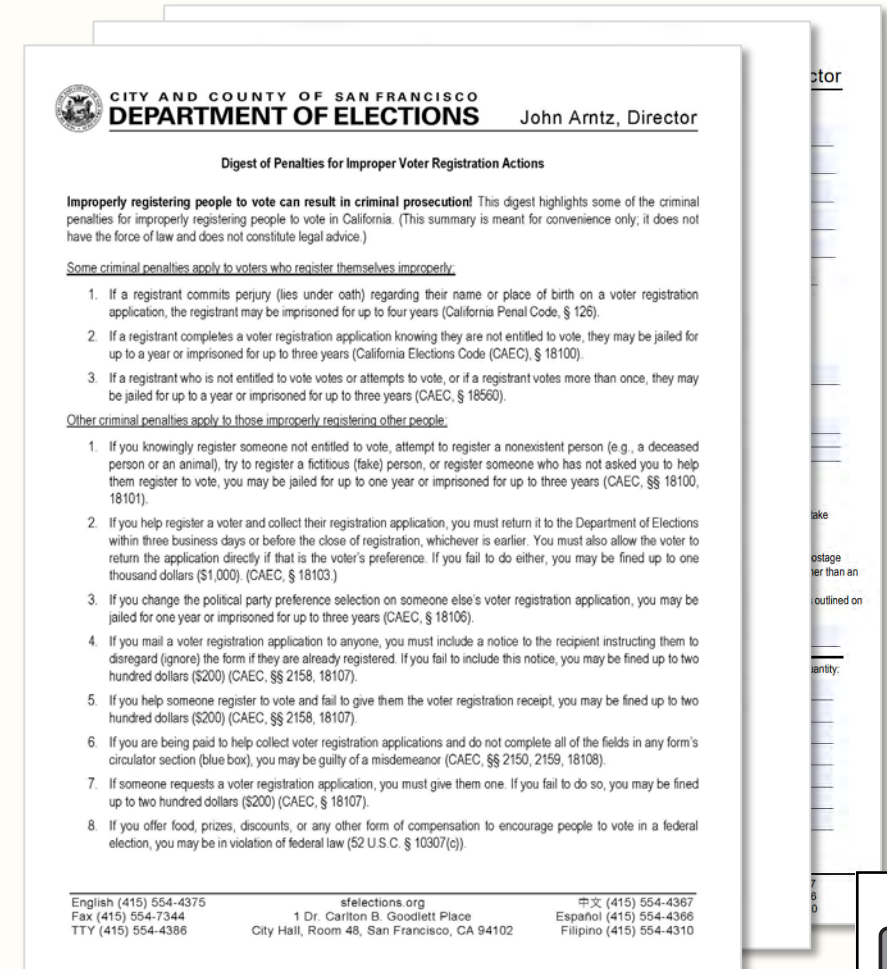
What?

Who?

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Digest of Penalties for Improper Voter Registration Actions

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.



Document
Check

When?

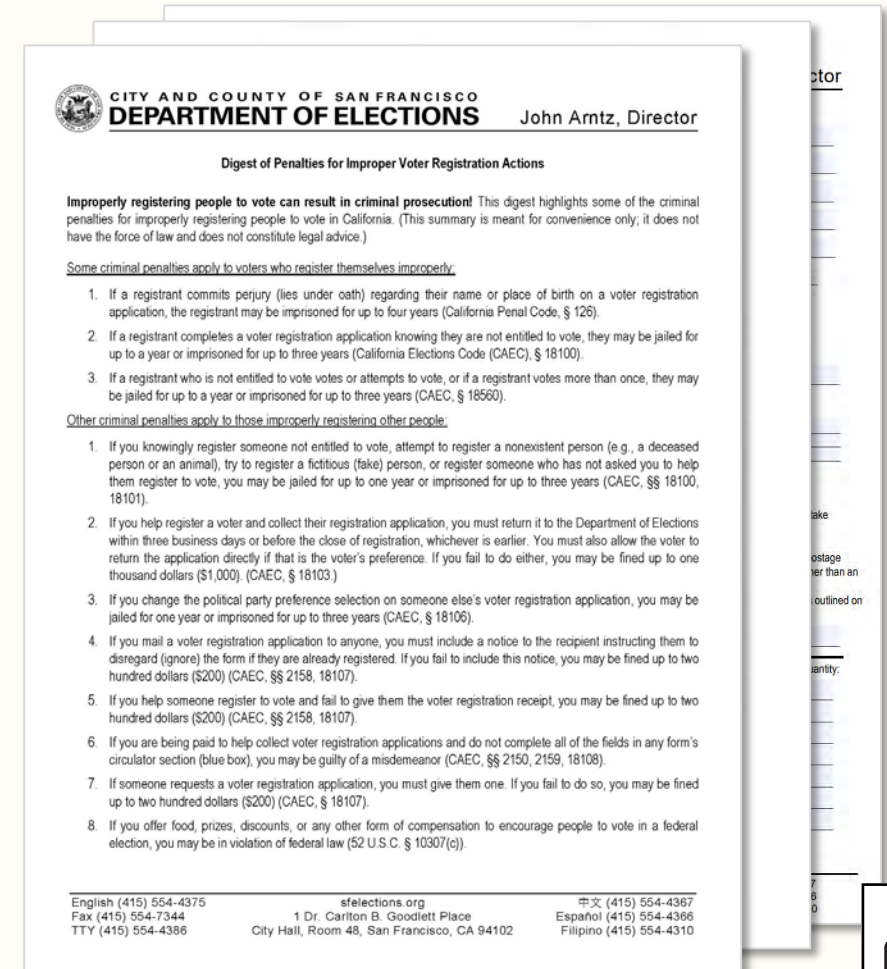
What?

Who?

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Digest of Penalties for Improper Voter Registration Actions

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Registration Deadlines

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When?

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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.



Registration Deadlines

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When?

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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.

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State vs. County Voter Registration Cards

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	San Francisco Registration Application	California Registration Application	<i>registertovote.ca.gov</i>
Burmese			
Chinese		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.	
English			
Japanese			
Korean			
Spanish			
Tagalog			
Thai			
Vietnamese			
Hindi			
Khmer			



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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.



Document
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When?

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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

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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

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When?

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Let's review the different sections that must be completed on a registration application.

The image shows a California Voter Registration/Pre-Registration Application form for San Francisco County. The form is titled "California Voter Registration/Pre-Registration Application" and "SAN FRANCISCO COUNTY". It includes sections for Qualifications, Identification, Address, Registration history, and Optional voter information. A magnifying glass is placed over the address section, highlighting the fields for City, State, and Zip. The form also includes a "Reply Mail" label and a "NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES" label. The form is numbered 542288.



Completing a Registration Form: Section 1

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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.



Completing a Registration Form: Section 1

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California Voter Registration/Pre-Registration Application SAN FRANCISCO COUNTY

Print clearly using blue or black ink. Use this form if you: (1) are a new voter, (2) are pre-registering to vote, (3) have changed your name, (4) have moved and need to update your voter registration address, or (5) want to change your political party preference. **You can also register to vote online at RegisterToVote.ca.gov.**

! Qualifications

1

I am a U.S. citizen and resident of California ☒ Yes ☐ No

I am 18 or older ☒ Yes ☐ No

I am 16 or 17 and want to pre-register ☐ Yes ☐ No

If "No," you CANNOT register.

Only choose one.

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.



Completing a Registration Form: Section 2

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2

☐ Mr. ☐ Ms. ☐ Mrs. ☐ Miss (optional)

Your legal name

First **Muhammad** Middle **Rani**

Last (including suffix, such as Jr., Sr., III) **Akbar**

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

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Identification

If you do not have a CA driver license or CA ID card, list the last 4 numbers of your Social Security Number (SSN), if you have one.

3

Date of birth 01 30 1955
M M D D Y Y Y Y

California driver license or ID card # _____

SSN (last 4 numbers) XXX-XX-1234

U.S. state or foreign country of birth _____

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.



Completing a Registration Form: Sections 4 and 5

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The address where you live Do not use a P.O. Box #	4	Home address		79 Castro St		Apt or Unit #		
		City	San Francisco	State	CA	Zip	94114	California county
		If you do not have a street address, describe where you live including cross streets, Route, N, S, E, W, etc.						
The address where you receive mail Skip if same as address above.	5	Mailing address – if different from above or a P.O. Box #						
		City		State		Zip		Foreign country

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.



Completing a Registration Form: Sections 4 and 5

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How?

The address where you live Do not use a P.O. Box #	4	Home address		79 Castro St		Apt or Unit #		
		City	San Francisco	State	CA	Zip	94114	California county
		If you do not have a street address, describe where you live including cross streets, Route, N, S, E, W, etc.						
The address where you receive mail Skip if same as address above.	5	Mailing address – if different from above or a P.O. Box #		391 Ellis St				
		City	San Francisco	State	CA	Zip	94102	Foreign country

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

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When?

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Registration history

If you were previously
registered or pre-
registered to vote, fill
out this section.

6

First name

Middle initial

Last name

Previous address

City

State

Zip

Previous
county

Previous political party preference (if any)

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

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The screenshot shows a section of a registration form titled "Vote by mail" with a large number "7" in a blue box. To the right of the box is the text "I want to get my ballot by mail before each election." Below this text are two checkboxes: a checked box labeled "Yes*" and an unchecked box labeled "No". To the right of these checkboxes is a small asterisked note: "*If 'Yes,' you will get your ballot by mail before each election but, if you want to vote in person, you must turn in your ballot or vote a provisional ballot."

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.



Completing a Registration Form: Sections 8 and 9

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When?

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Political party preference

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.

8

I want to choose a political party preference

- ☐ American Independent Party
- ☐ Democratic Party
- ☐ Green Party
- ☐ Libertarian Party
- ☐ Peace and Freedom Party
- ☐ Republican Party
- ☐ Other (specify): _____

I do not want to choose a political party preference

- ☐ No Party / None

Optional voter information

Email (optional) _____

() _____

Phone number _____

☐ Khmer ខ្មែរ

☐ Other _____

☐ I want to be a poll worker.

My ethnicity/race is: _____

Japanese 日本語

Vietnamese 越語

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

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When?

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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.

party preference

Party

political party

Optional voter information

Email (optional)

()

Phone number (optional)

My language preference for receiving election materials is:

☐ English

☐ Spanish
Español

☐ Chinese
中文

☐ Hindi
हिन्दी

☐ Japanese
日本語

☐ Khmer
ខ្មែរ

☐ Korean
한국어

☐ Tagalog

☐ Thai
ไทย

☐ Vietnamese
Việt ngữ

☐ Other language: _____

☐ I want voting materials in an accessible format.

☐ I want to be a poll worker.

My ethnicity/race is: _____



Completing a Registration Form: Affidavit

Document
Check

When?

What?

Who?

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! Affidavit
You must sign in the red box for your registration to be complete.

I swear or affirm that:
I am a **U.S. citizen** and a resident of California and **at least 16 years old**. I am not currently serving a state or federal prison term for the conviction of a felony. I am not currently found mentally incompetent to vote by a court. I understand that it is a crime to intentionally provide incorrect information on this form. I declare under penalty of perjury under the laws of the State of California that the information on this form is true and correct.

10 X *Muhammad Akbar* 7 | 11 | 21

Signature Date Signed Month Day Year

38 GJ 094015 220001

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 completes this section!**



Completing a Registration Form: Affidavit

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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.



Did someone help you fill out or deliver this form?
If "yes," the person who helped you must fill out and sign both parts of this blue box.

Signature <i>S Lee</i>	Date <i>7 / 11 / 21</i>
Name, address, and phone #: <i>Suzanne Lee</i> <i>800 Mission St. SF, (415)554-8219</i>	
Org. name and phone #: <i>World Vote (415)554-8819</i>	

Signature <i>S Lee</i>	Date <i>7 / 11 / 21</i>
Name, address, and phone #: <i>Suzanne Lee</i> <i>800 Mission St. SF, (415)554-8219</i>	
Org. name and phone #: <i>World Vote (415)554-8819</i>	

(The bottom part is the voter's 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.



Document
Check

When?

What?

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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.

