

Voter Registration Drive Training

Registering
Voters in
California

Completing
a Voter
Registration
Card

Other
Consideration



Department of Elections
1 Dr. Carlton B. Goodlett Place
City Hall, Room 48
San Francisco, CA 94102
SFVote@sfgov.org
(415) 554-4375



ELECTIONS

March 3, 2020, Presidential Primary
Registration Deadline: February 18, 2020

November 3, 2020, General Election
Registration Deadline: October 19, 2020

Who can
register
voters?

What do you
need to know
to register
voters?





VOTE!

投票!

¡VOTE!

BUMOTO!

**Anyone can
register people
to vote!**

No age restrictions

No residency requirement

No need to be a voter

Guide in registering others to vote

1. Register **anyone** who wants to register, **regardless of** political party preference or county of residence
2. You **may not deny** someone the ability to take a registration card with them to complete later
3. You **may not charge a fee** to register
4. You **may not offer an incentive** to register
5. You **may not pre-print any information** on the registration card
6. You **may not alter information** that is written on the card
7. You **may not copy, collect, or share information** from the registration card
8. If you **assist** someone in completing the registration card, and/or are returning it for them, **you must also complete** the "Did someone help you fill out or deliver this form?" boxes
9. Submit all completed applications to the Department of Elections **within 3 business days of completion or by the registration deadline**, whichever is first

Who should
register?

What
materials do
you need?

How do you
register
voters?



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 updating your registration, (3) have changed your name, (4) have moved and need to update your voter registration, or (5) are 16 or 17 years old and want to pre-register. You can also register to vote online at <https://www.sfelections.org/register>.

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

Mr. ☐ Ms. ☐ Mrs. ☐ Miss (optional) _____ Middle _____
 including suffix, such as Jr., Sr., III _____

Date of birth M M D D Y Y Y Y _____
 California driver license or ID card # _____ SSN (last 4 numbers) XXX - ____

U.S. state or foreign country of birth _____

Home address _____ Apt. or U. _____
 City _____ State CA Zip _____ California county _____
 If you do not have a street address, describe where you live including cross streets, Route, N, S, E, W, _____

The address where you live
Do not use a P.O. Box # _____

Who should register?

1. A **new** voter

2. A **pre-registrant** who is 16 or 17 years old

3. A **registered** voter who needs to update their:

- a. Name
- b. Address
- c. Political party
- d. Signature



Requirements:

- a. Be a United States **citizen**
- b. Be a **resident** of California
- c. Be **at least 18 years old** on Election Day*
- d. **Not in** state or federal prison, or on parole for the conviction of a felony
- e. **Not** found to be **mentally incompetent to vote** by a court of law

Materials you need

Voter Registration FAQs
for in-field reference

Distribution Form

Registration Cards

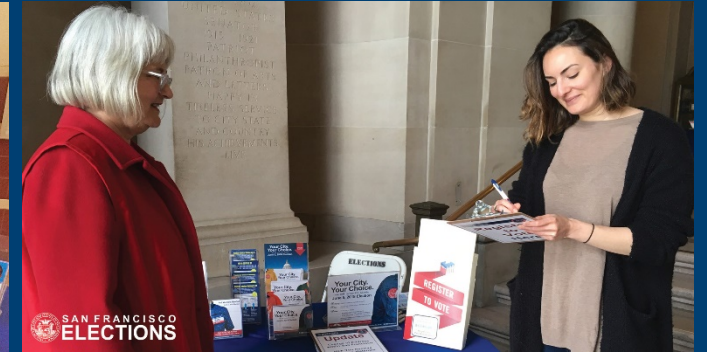
Secure folder to store
completed registration forms

Pens (blue/black ink only)

Registering Voters

1. Give a registration card to **anyone who requests one**
2. **Assist** registrants with completing the card as needed
3. Once completed, **review** the card if complete
4. Detach bottom portion of the card and give it to the registrant as their **receipt**
5. Keep all completed cards in a **safe and secure** location
6. Return to the Department **within three business days** of completion, or by the registration deadline, whichever comes first

* Return unused cards to the Department



The Voter Registration Card

Make sure you know each section of the Voter Registration Card in case registrants have questions

Returning the card

Completing the card

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

Your legal name 2 First _____ Middle _____
Last (including suffix, such as Jr, Sr, III) _____
Mr. Ms. Mrs. Miss (optional)

Identification 3 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. _____
California driver license or ID card # _____
U.S. state or foreign country of birth _____ Apt or Unit # _____
Date of birth M M D D Y Y Y Y _____ SSN (last 4 numbers) XXX-XX-XXXX

The address where you live 4 Home address State CA Zip _____
City _____
If you do not have a street address, describe where you live including cross streets, Route, N, S, E, W, etc. _____
Do not use a P.O. Box # _____

The address where you receive mail 5 Mailing address - if different from above or a P.O. Box # _____
City _____ State Zip Foreign country _____
Skip if same as address above.

Registration history 6 First name _____ Middle Initial _____ Last name _____ City _____
Previous address _____ Previous county _____ Previous political party preference (if any) _____
State Zip _____
If you were previously registered or pre-registered to vote, fill out this section.

Vote-by-mail 7 I want to get my ballot by mail before each election. ☐ Yes* ☐ No
*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.

Political party preference 8 If you choose "No Party/None," you may not be able to vote for some parties' candidates at a primary election or for U.S. President, or for a party's central committee.
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 9 Email (optional) _____
Phone number (optional) _____
I would like to receive election materials by text message: ☐ Yes ☐ No
My language preference for receiving election materials is:
☐ English ☐ Spanish ☐ Chinese ☐ Hindi ☐ Khmer
☐ Tagalog ☐ Vietnamese ☐ Thai ☐ Vietnamese
☐ Korean ☐ Japanese ☐ Tagalog ☐ Thai ☐ Vietnamese
I want voting materials in an accessible format: ☐ Yes ☐ No
My ethnicity/race is: _____

Affidavit 10 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 in state or federal prison or on parole 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.
Date Signed _____ Month _____ Day _____ Year _____
521288 200001

San Francisco Elections
NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES
REPLY MAIL 814 SACRAMENTO CA
RM 48
Questions, problems, or to report fraud?
Contact the Secretary of State's office:
• (800) 345-VOTE (8683)
• elections@sos.ca.gov
• www.sos.ca.gov
• RegisterToVote.ca.gov
contact your local elections office.
election information in languages, please visit: sos.ca.gov, or call:
(800) 232-8682
(800) 339-2857
(800) 339-8163
(866) 575-1558
(800) 339-2957
(800) 339-2865
(888) 345-2692
(888) 345-4917
(855) 345-3933

Completing a Registration Card

All voter registration cards should be completed in **blue** or **black** ink

LEGAL NAME: Make sure the registrant writes their name in “First, Middle, Last” order.

ADDRESS: Make sure registrant enters their home address, not a P.O. Box/work/shelter address. If without a fixed address, write **cross streets**.

HISTORY: If the registrant was previously registered to vote, fill out this section. This helps the Department **update voter data**.



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	<input type="checkbox"/> Yes <input type="checkbox"/> No	<div>If "No," you CANNOT register.</div> <div>Only choose one.</div>		
		I am 18 or older	<input type="checkbox"/> Yes <input type="checkbox"/> No			
		I am 16 or 17 and want to pre-register	<input type="checkbox"/> Yes <input type="checkbox"/> No			
<div><input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss (optional)</div>						
Your legal name	2	First			Middle	
		Last (including suffix, such as Jr., Sr., III)				
Identification <small>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.</small>	3	Date of birth				
		California driver license or ID card #			SSN (last 4 numbers) X X X - X X - _ _ _ _	
		U.S. state or foreign country of birth				
The address where you live <small>Do not use a P.O. Box #</small>	4	Home address			Apt or Unit #	
		City	State	CA	Zip	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 <small>Skip if same as address above.</small>	5	Mailing address – if different from above or a P.O. Box #				
		City	State	Zip	Foreign country	
Registration history <small>If you were previously registered or pre-registered to vote, fill out this section.</small>	6	First name		Middle initial	Last name	
		Previous address		City		
		State	Zip	Previous county	Previous political party preference (if any)	
Vote-by-mail	7	I want to get my ballot by mail before each election.				
		<input type="checkbox"/> Yes* <input type="checkbox"/> No				

*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.

QUALIFICATION: Make sure the registrant selects one of the boxes. If the registrant is **not a U.S. Citizen**, they may not register using this card.

ID: If the registrant **does not** have an ID/ license/SSN number, leave this blank. They will need to provide a form of ID when they vote for the first time.

MAIL: If the registrant **has a P.O. Box** or prefers to have election materials sent to an **alternative address**, indicate that address here.

VOTE-BY-MAIL: If yes, let the registrant know that the Department will mail them a ballot **approximately one month before every election**.

POLITICAL PARTY: The registrant can **select** any party they prefer or choose “no party” as their preference. A registrant may change party preference **at any time** by completing a **new** registration card.

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 (optional) _____

☐ I would like to receive election information by text message.

My language preference for receiving election materials is:

- ☐ English ☐ Spanish ☐ Chinese ☐ Hindi ☐ Khmer
☐ Español ☐ 中文 ☐ हिंदी ☐ ខ្មែរ
☐ Korean ☐ Japanese ☐ Tagalog ☐ Thai ☐ Vietnamese
☐ 한국어 ☐ 日本語 ☐ ไทย ☐ Việt ngữ

☐ I want voting materials in an accessible format.

My ethnicity/race is: _____

! Affidavit

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

10

X

Signature

Date Signed

Month

Day

Year

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200001

For Elections Information Contact:

Director of Elections
 Department of Elections
 1 Dr. Carlton B. Goodlett Pl., Room 48
 San Francisco CA 94102-4634
 (415) 554-4375

The law protects your voter registration information against commercial use. Report any problems to the Secretary of State's Voter Hotline: (800) 345-8683.

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 _____ Date ____/____/____

Name, address, and phone #: _____

Org. name and phone #: _____

Signature _____ Date ____/____/____

Name, address, and phone #: _____

Org. name and phone #: _____

Tear here and fold. Tape to seal. Do not staple. The bottom part is your receipt.
 Keep it until you receive a notice from your county elections official.

38 GI 591288

(This part is the voter's receipt.)

OPTIONAL: While optional, giving this information will help the Department of Elections provide more **customized materials and services** to the registrant.

AFFIDAVIT: The registrant **must read the statement, and sign and date in the red box**. Inform the registrant that the signature they use will be associated with their registration record and will be used to confirm identity. Remind them that if their signature changes, they should complete a new registration card.

RECEIPT: After reviewing, **detach** the receipt at the bottom of the card and **give it to the registrant**. Remind them that they will receive a confirmation of their registration from the Department of Elections **within 2 weeks of submission**.

HELP: Complete this section if you **assist** the registrant in completing and/or delivering the voter registration card for them.

Returning the Registration Card

Registrants can:

1. Submit the completed Registration Cards to you (return to the Department in **three business days**),
2. **Deliver** them in-person, or
3. **Mail** the card back to the Department of Elections

IT'S POSTAGE-PAID! Just drop it in the mail box, no need to worry about stamps!
Make sure it gets to the Department of Elections **before the Registration Deadline!**

REGISTRANT GETS TO KEEP THE RECEIPT! Detach from the card, and set aside for record-keeping. A **Voter Notification Card** will be sent in the mail in about two weeks.

Keep it until you receive a notice from your county elections official.

38 GI	591288
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(This part is the voter's receipt.)

Signature	Date
Name, address, and phone #:	
Org. name and phone #:	



BUSINESS REPLY MAIL

FIRST-CLASS MAIL PERMIT NO. 85814 SACRAMENTO CA

POSTAGE WILL BE PAID BY ADDRESSEE



DIRECTOR OF ELECTIONS
DEPARTMENT OF ELECTIONS
1 DR CARLTON B GOODLETT PL RM 48
SAN FRANCISCO CA 94102-9578

SAN FRANCISCO COUNTY

Important Registration Information

- To vote in the next election, you **must** be at least 18 years old on Election Day and mail or deliver this card at least 15 days before the next election.
- If you miss the 15-day deadline, you can still register and vote. Contact your county elections official.
- 16- and 17-year-olds that pre-register to vote will automatically be registered voters when they turn 18.
- New voters that register by mail may have to show a form of identification the first time they vote, if they didn't provide a driver license or SSN when registering.
- Once registered, you may vote for any candidate for state or congressional office, regardless of the candidate's or your party preference or lack of party preference.

Can I vote by mail in the next election?

- Mark "Yes" in box 7 to always receive your ballot by mail.
or
- Once registered, to receive your ballot by mail for the next election, send a written request to your county elections official at least 7 days before the election.

Can I check my voter registration status?

Yes! Check online at:
<https://voterstatus.sos.ca.gov>

Safe at Home

If sharing your address could put you in life threatening danger, you may be eligible to register to vote confidentially.

For more information, contact the Safe at Home program.

Safe at Home:
(877) 322-5227

Online:
SafeAtHome.sos.ca.gov

Questions, problems, or to report fraud?

Contact the Secretary of State's office:

- **(800) 345-VOTE (8683)**
- elections@sos.ca.gov
- www.sos.ca.gov
- RegisterToVote.ca.gov

Or contact your local elections office.

For election information in other languages, please visit:
www.sos.ca.gov, or call:

Español: (800) 232-8682
中文: (800) 339-2857
Việt ngữ: (800) 339-8163
한국어: (866) 575-1558
Tagalog: (800) 339-2957
日本語: (800) 339-2865
हिंदी: (888) 345-2692
ខ្មែរ: (888) 345-4917
ไทย: (855) 345-3933

Registration is just the first step!

Remind registrants of the upcoming election and how to access more information about the candidates and measures.

SFELECTIONS.ORG

Non-partisan information about local candidates and measures to assist voters in making their selections

Voter Information Pamphlet

Sent to all registered voters approximately one month before the election. Online version can be accessed at voterguide.sfelections.org

SOS.CA.GOV/ELECTIONS

All you need to know about voting in California, including state candidates and measures

Voter Information Guide

Sent to all registered voters approximately one month before the election. Online version can be accessed at voterguide.sfelections.org

Best Practices:
Organizing a Voter
Registration Drive

Early Voting
and Poll Worker
Recruitment

Department of Elections
County of San Francisco



Best Practices: Organizing Your Voter Registration Drive



Identify time frame and target number of events/new registrants

Decide the day, location, and time for your voter registration drive/s



Identify sites that will reach most unregistered/first time voters

Find a good location for high traffic. Consider indoor/outdoor factors, possible obstacles

Coordinate with people for permission/access to the venue



Develop your key team members/volunteers

Identify number of volunteers you need and how to recruit them

Decide the day, location, and time for a volunteer training



Reach out to key and potential partners

Partner with school groups/PTAs, local communities groups, and new citizens

Coordinate with the **Department of Elections** early. Fill out a *Voter Registration Card Statement of Distribution form*.



Prepare all materials and do pre-event coordination

Gather all of the materials and supplies you will need

Contact volunteers and partners before the event to sort out last-minute details



Publicize your Registration Drive

Use your social media platforms

Early Voting Options Available To Voters



Vote at the City Hall Voting Center Open 29 days before Election Day

Monday – Friday

February 3 – March 2
(except February 17 holiday)
8 a.m. – 5 p.m.

Saturday – Sunday

February 22 – 23 &
February 29 – March 1
10 a.m. – 4 p.m.
(enter at Grove Street)

Election Day, Tuesday, March 3

7 a.m. – 8 p.m.

Request to Vote by Mail Permanently or one-time only

Request a ballot by mail
on or before February 25

You can do so online at
sfelections.org/vbm;
at the Department of
Elections' office in City Hall,
Room 48; or by calling
(415) 554-4375.

Vote at two additional Voting Centers

**The San Francisco State University
Voting Center at 798 State Dr., or**

**The Joseph Lee Rec Center
at 1395 Mendell St.**

Saturday – Sunday
February 29 – March 1
10 a.m. – 4 p.m.

Monday
March 2
8 a.m. – 5 p.m.

**Election Day, Tuesday,
March 3**
7 a.m. – 8 p.m.

Voting early allows voters to avoid lines on Election Day!

Vote at Your Assigned Polling Place



Vote at your assigned polling place on Election Day

Election Day, Tuesday, March 3
7 a.m. – 8 p.m.

Find your polling place and access information on the back cover of your Voter Information Pamphlet; at sfelections.org/tools/pollsite; or by calling (415) 554-4375.

Accessible Voting

Voters with disabilities may use an Accessible Vote-By-Mail System to obtain and mark their ballot in a screen-readable format. To access the ballot, go to sfelections.org/access.

All polling places have accessible equipment, tools, and services.

Multilingual Services

Voters can request translated election materials at sfelections.org/language or by calling (415) 554-4375.

Materials and services are available in Chinese, Spanish, Filipino, Vietnamese, Korean, and many other languages.

Visit the sfelections.org/voterportal for more self-service options!

Recruit poll workers!

We need 3,000 poll workers every Election

- California voter
- Lawful permanent resident, 18 years old and above
- SF High School student (at least 16 years old)

Earn up to \$240. Call (415) 554-4395 or visit sfelections.org/pw to apply and for more info.

Work for Elections!

Interested in short-term,
temporary employment
opportunities with the
Department of Elections?
Visit sfdhr.org





**SAN FRANCISCO
ELECTIONS**



**Thank
You!**

Department of Elections

1 Dr. Carlton B. Goodlett Place

City Hall, Room 48

San Francisco, CA 94102

SFVote@sfgov.org

(415) 554-4375

Outreach Team

sfoutreach@sfgov.org

(415) 554-5685