



El Paso County Elections Department Volunteer Deputy Registrar GUIDE



El Paso County Elections Department



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El Paso County Elections Department



Welcome Volunteer!

Dear Volunteer Deputy Registrar,

Thank you for your interest in assisting the El Paso County Elections Department in registering our eligible citizens to vote. Your assistance is greatly appreciated. By working together we can increase voter participation and involvement.

Acceptance of the duties of a Volunteer Deputy Registrar, also known as VDR, places you in a position of trust and responsibility to the citizens you will register to vote.

Please become familiar with the instructions and guidelines in this guide and carry it with you while you perform your duties. If in the course of your service a question should arise which you are unable to answer, please contact our office at (915) 546-2154 or the Texas Secretary of State Election Division at 1 (800) 252-8683.

Thank you,
Lisa Wise
Elections Administrator
500 E. San Antonio Ave. Ste. 314
El Paso, Texas 79901
Phone: (915) 546-2154

El Paso County Elections Department



Examples on Completion for Both Request and Certificate

992-1
Prescribed by Secretary of State
Section 13.011, Texas Election Code
9/2012

**REQUEST FOR APPOINTMENT AS A VOLUNTEER DEPUTY REGISTRAR
IN EL PASO COUNTY**

Please Print Legibly

NAME
 Last: Negrete First: Brenda Middle: _____

RESIDENCE ADDRESS
 Street: 145 Main St. City: EL PASO Zip: 79901

DATE OF BIRTH (MM/DD/YYYY) **EMAIL ADDRESS**
11 / 10 / 1985 brnegrete@cpcounty.com

**TELEPHONE NUMBER WHERE YOU CAN
BE REACHED FROM 8:00 A.M. TO 5:00 P.M.
MONDAY THROUGH FRIDAY** **VOID NUMBER (OPTIONAL)**
(915) 546-2154 1091234567

I understand that under Section 13.011 of the Texas Election Code, a Volunteer Deputy Registrar must (1) be 18 years of age or older; (2) not have been finally convicted of a felony, or, if so convicted, must have (i) fully discharged the person's sentence, including any term of incarceration, parole, or supervision, or completed a period of probation ordered by any court, or (ii) been pardoned or otherwise released from the resulting disability to vote; (3) not have been finally convicted of an offense under Section 12.51 of the Texas Penal Code (identity theft); (4) be a United States citizen; (5) not have been determined by a final court judgment to be (i) totally or nearly totally incapacitated, or (ii) partially or nearly partially incapacitated without the right to vote; and (6) a resident of the State of Texas. I affirm that I meet all the qualifications to be a Volunteer Deputy Registrar.

I further understand that I may not accept any completed voter registration applications unless and until I complete the training program mandated under Section 13.047 of the Texas Election Code.

I further understand that if I have been terminated as a volunteer deputy registrar because of a final conviction under Section 13.008 of the Texas Election Code (prohibition against performance-based compensation for registering voters) or Section 13.043 of the Texas Election Code (failure to deliver a voter registration application), I may not be reappointed as a Volunteer Deputy Registrar.

Brenda Negrete
SIGNATURE OF APPLICANT

01/03/2019
DATE

For Election Official Use Only
 Date: _____ Voter Unique Identification Number (VUID), if any: _____
 THIS DEPUTIZATION IS VALID IN AND FOR EL PASO COUNTY ONLY

992-2.doc
Prescribed by Secretary of State Section 13.011, 13.018 Texas Election Code
9/13

**CERTIFICATE OF APPOINTMENT FOR
VOLUNTEER DEPUTY REGISTRAR**

Please print legibly

Name of Appointee: Brenda Negrete
 First Name Middle Name Last Name

Residence Address: 145 Main St. EL PASO 79901
 Street City Zip Code

Voter Unique Identification Number (VUID) (if any): 1091234567

I, Lisa Wise, Voter Registrar for El Paso County, do hereby appoint Brenda Negrete as a Volunteer Deputy Registrar for El Paso County.

I further certify that the aforementioned Volunteer Deputy Registrar has undergone training adopted by the Texas Secretary of State and is hereby appointed for a term to begin on 01 / 03 / 09 / 19 and expire on **December 31, 2020** (even-numbered year).

The appointment shall terminate on an earlier date if the appointee receives a final conviction for an offense for failure to deliver a voter registration application or if the appointee is finally convicted of an offense under the law relating to performance-based compensation for voter registrations. If the El Paso County Voter Registrar determines that the Volunteer Deputy Registrar failed to adequately review a voter registration application, intentionally destroyed or physically altered a registration application, or engaged in any other activity that conflicts with the responsibilities of a Volunteer Deputy Registrar under Chapter 13 of the Texas Election Code, the appointment may also be terminated before the expiration date of the appointment.

Lisa Wise
Lisa Wise, El Paso County Voter Registrar

Brenda Negrete
Signature of Appointee

01/03/2019
Date of Appointment

For Office Use Only
 Date of Termination: _____ Reason for Termination: _____



Before Getting Started

- ❖ A person may not receive another person's Voter Registration Application until satisfactorily completing training developed or approved by the Secretary of State and is appointed a Volunteer Deputy Registrar.
- ❖ At the time of appointment, the El Paso County Voter Registrar will advise the Volunteer Deputy Registrar of any county-specific procedures for processing voter applications and that the only requirements for voter registration are those prescribed by the Texas State Law or by the Secretary of State.



Qualifications

To be appointed a Volunteer Deputy Registrar, a person must:

1. be at least 18 years old
2. be a United States Citizen
3. not have been determined by a final judgement of a court exercising probate jurisdiction to be:
 - i. totally mentally incapacitated, or
 - ii. partially mentally incapacitated without the right to vote.
4. never have been convicted of failing to deliver a Voter Registration Application to a voter registrar
5. not have been finally convicted of a felony, or, if convicted, must have:
 - i. fully discharged the sentence, including any term of incarceration, parole, or supervision, or
 - ii. been pardoned or otherwise released from the resulting disability to vote.
6. not have been finally convicted of identity theft under Section 32.51 of the Texas Penal Code
7. be a Texas resident

NOTE: The El Paso County Voter Registrar may not reappoint a person whose appointment as a Volunteer Deputy Registrar is terminated either for a final conviction under:

- i. Section 13.043, Texas Election Code, relating to delivery of completed Voter Registration Applications, or
- ii. Section 13.008, Texas Election Code, relating to performance-based compensation for Volunteer Deputy Registrars.

NOTE: Pursuant to Section 13.031(d)(3) of the Texas Election Code, to be eligible for appointment as a Volunteer Deputy Registrar, a person must meet the requirements to be a qualified voter under Section 11.002 of the Code, except that the person **is not** required to be a registered voter.



How to Become a Volunteer Deputy Registrar

1. Contact our department at (915) 546-2154 or via email at elections@epcounty.com.
2. Our staff will provide you with information about how training will be offered and completed, either as a walk-in or in a classroom setting.
3. Upon satisfactorily completing the training, the El Paso County Voter Registrar will appoint you as a Volunteer Deputy Registrar and advise you of any county-specific procedures for processing Voter Registration Applications and that the only requirements for voter registration are those prescribed by Texas State Law or by the Secretary of State.
4. The Voter Registrar will issue you a Certificate of Appointment and give you a VDR Kit.
5. You may not receive another person's Voter Registration Application until you have completed the training developed or approved by the Secretary of State.



Length of Appointment

- A person who meets the qualifications may be appointed a Volunteer Deputy Registrar at any time.
- All appointments expire on December 31st of every even-numbered year.
- A person who has previously taken the Volunteer Deputy Registrar examination and received a Certificate of Appointment in one county is not required to take the examination again in another county. The person should submit a Request for Appointment as a VDR with the new county. The voter registrar in the new county will appoint the person as a VDR and advise of any county-specific procedures.
- Your appointment as a Volunteer Deputy Registrar **MAY** be terminated by the El Paso County Voter Registrar if it is determined that you:
 - failed to properly review a Voter Registration Application;
 - intentionally destroyed or physically altered a Voter Registration Application; or
 - engaged in any other activity that conflicts with your responsibilities as a Volunteer Deputy Registrar.
- Your appointment as a Volunteer Deputy Registrar **WILL** be terminated by the El Paso County Voter Registrar if you are:
 - finally convicted of an offense under the law relating to performance-based compensation for voter registration, Section 13.008, Texas Election Code; or
 - finally convicted of an offense under the law relating to a failure to deliver a completed Voter Registration Application to the El Paso County Voter Registrar, Section 13.043, Texas Election Code.



Role of a Volunteer Deputy Registrar

Checklist

Before you get started, be sure you have the following:

1. Certificate of Appointment
2. Volunteer Deputy Registrar Guide (this booklet)
3. Voter Registration Applications (English & Spanish)
4. Receipt Booklet
5. Pens (black or blue ink only)

* All election materials issued to a Volunteer Deputy Registrar, including the Certificate of Appointment, receipt booklet, applications and other forms in the Volunteer Deputy Registrar's possession, must be returned or accounted for upon termination of appointment, not later than the second day after the Volunteer Deputy Registrar receives the termination notice.



Role of a Volunteer Deputy Registrar

Distributing and Accepting Applications

A Volunteer Deputy Registrar assists the El Paso County Voter Registrar who appointed him or her to encourage voter registration. A Volunteer Deputy Registrar:

1. may **distribute** Voter Registration Applications to anyone who requests one.
2. may **distribute and accept** a completed Voter Registration Application from any resident of the El Paso County who is:
 - a United States Citizen
 - a resident of El Paso County
 - at least 17 years and 10 months of age
 - not a convicted felon (unless the person's sentence has been completed, including probation or parole or the person has been pardoned or otherwise released from the resulting disability to vote)
 - not a person determined by a final judgement of a court exercising probate jurisdiction to be
 - totally mentally incapacitated, or
 - partially mentally incapacitated without the right to vote.



Role of a Volunteer Deputy Registrar

Distributing and Accepting Applications

You may distribute and accept a completed Voter Registration Application from any resident of El Paso County who wishes to change or correct information on his/her Voter Registration Certificate (such as name or address).

The El Paso County Voter Registrar will provide you with applications containing the county return address. If the El Paso County Voter Registrar does not have enough applications to provide to you, you may print blank applications from www.epcountyvotes.com. These applications should only be distributed to applicants residing in El Paso County. Should you receive generic applications containing the Secretary of State's return address, you can distribute to anyone residing in any county; however, you can only accept applications from those registering within El Paso County.



Assisting Applicants

1. You may assist any resident of El Paso County in completing a Voter Registration Application, if he/she cannot read, or has a physical disability.
2. If an applicant cannot sign his/her name on the application, the applicant may make a mark on the signature line. Print the name of the applicant beside the mark. Sign your name and address as the witness and state the reason the applicant is unable to sign.
3. You may allow another registered voter (or anyone who has submitted a Voter Registration Application) to fill out and sign an application for his/her spouse, parent or child. That person must sign the application as “Agent” and state the relationship to the applicant on the application. The “Agent” must have the permission of the applicant to do this.



Reviewing the Applications

Each Voter Registration Application should be reviewed in the presence of the applicant. If the Voter Registration Application **does not contain all the required information**, including the required signature, the Volunteer Deputy Registrar shall return the application to the applicant for completion and resubmission.

A Voter Registration Application you accept from any resident of El Paso County should include the following:

- **Section 1:** Applicant must select why they are submitting the application (new application, change to current information or request for replacement). Applicant must also answer citizenship and age question;
- **Section 2:** Full name, including any middle, maiden, or former name;
- **Section 3:** Residence address must be a street address or a description of the location of the residence;
- **Section 4:** Valid mailing address, if mail can't be delivered to the residence address;
- **Section 5:** City and County of former residence in Texas;
- **Section 6:** Date of birth, including month, day, and year;
- **Section 9:** Texas Driver's License No., Texas Personal I.D. No., or last 4 digits of social security number. If the applicant hasn't been issued any of these items, he or she must check the box in this section affirming this statement; and
- **Section 10:** Signature of applicant and date of signing. Be sure the applicant has read the statements that he/she is signing regarding qualifications to register and if the Agent is registering for an applicant, be sure the Agent provides his/her relationship to the applicant.

You **MAY NOT**:

Determine if the applicant is actually qualified to register to vote or make the applicant provide his/her gender or telephone number.



Voter Registration Application Example

Texas Voter Registration Application		For Official Use Only	
Prescribed by the Office of the Secretary of State VSR17.0016.E.13			
Please complete sections by printing LEGIBLY. If you have any questions about how to fill out this application, please call your local voter registrar.			
1 These Questions Must Be Completed Before Proceeding (Check one)			
<input checked="" type="checkbox"/> New Application		<input type="checkbox"/> Change of Address, Name, or Other Information	
<input type="checkbox"/> Request for a Replacement Card			
Are you a United States Citizen?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Will you be 18 years of age on or before election day?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If you checked 'No' in response to either of the above, do not complete this form.			
Are you interested in serving as an election worker?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
2 Last Name (include Suffix if any) (Jr, Sr, III) Smith		First Name Jane	Middle Name (if any) Doe
3 Residence Address: Street Address and Apartment Number. If none, describe where you live. (Do not include P.O. Box, Rural Rt. or Business Address) 123 Main St.		City El Paso	TEXAS
4 Mailing Address: Street Address and Apartment Number. (If mail cannot be delivered to your residence address.) N/A		County El Paso	Zip Code 79901
5 City and County of Former Residence in Texas N/A		State Texas	Zip Code
6 Date of Birth: (mm/dd/yyyy) 07/14/1985		7 Gender (Optional) <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	8 Telephone Number (Optional) (include Area Code) (915) 546-2154
9 Texas Driver's License No. or Texas Personal I.D. No. (Issued by the Department of Public Safety) 01234567		If no Texas Driver's License or Personal Identification, give last 4 digits of your Social Security Number XXX-XX-□□□□	
<input type="checkbox"/> I have not been issued a Texas Driver's License/Personal Identification Number or Social Security Number.			
10 I understand that giving false information to procure a voter registration is perjury, and a crime under state and federal law. Conviction of this crime may result in imprisonment up to 180 days, a fine up to \$2,000, or both. Please read all <u>three</u> statements to affirm before signing.			
<ul style="list-style-type: none"> I am a resident of this county and a U.S. citizen; I have not been finally convicted of a felony, or if a felon, I have completed all of my punishment including any term of incarceration, parole, supervision, period of probation, or I have been pardoned; and I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote. 			
X Jane Smith		Date 07/07/2016	
Signature of Applicant or Agent and Relationship to Applicant or Printed Name of Applicant if Signed by Witness and Date.			

Required

Optional

Must be Signed and Dated



Registration Receipt

For each completed Voter Registration Application you receive, you must complete a receipt in duplicate and give each applicant the original receipt. The duplicate receipt, (carbon copy) must be delivered to the voter registrar along with the application. **You should not keep copies of any completed Voter Registration Applications because these documents contain information that is confidential by law.**

Receipt Example

RECEIPT FOR VOTER REGISTRATION APPLICATION		Applicant: Please keep this receipt until you receive your voter registration certificate. <i>Solicitante: Por favor mantenga este recibo hasta que reciba su certificado de registro electoral.</i>
Prescribed by the Texas Secretary of State Texas Election Code, Sections 13.040 & 13.042		
Name of Applicant: <i>(Nombre de Solicitante): Jane Smith</i>		
Name of Applicant's Agent, if any: <i>(Nombre de Agente de Solicitante, si tiene):</i>		
Name of Volunteer Deputy Registrar: <i>(Nombre de Diputado Registrador Voluntario): Melisa Rosales</i>		
Signature of Volunteer Deputy Registrar: <i>(Firma de Diputado Registrador Voluntario): Melisa Rose</i>		
Date of Registration: <i>(Fecha de Registro):</i>	<i>07 / 07 / 2016</i>	Note: The Volunteer Deputy shall sign the receipt in the applicant's presence and give the original to the applicant. Deliver the duplicate to the registrar along with the application by 4:45 p.m. of the 5 th day after the date the application was accepted by you.
El Paso County Elections Department 500 E. San Antonio Ave., Suite 314, El Paso, Texas 79901 Phone: (915)546-2154		
White Copy (Applicant) Yellow Copy (Volunteer Deputy, return with voter registration application)		



Reviewing the Application

Delivery of Applications and Receipts

You must deliver completed Voter Registration Applications and receipts in person to the El Paso County Voter Registrar no later than 4:45 p.m. on the 5th day after the date you received them. You **MAY NOT** deliver the application(s) and receipt(s) by mail.

SPECIAL NOTE:

To be eligible to vote, **a person must be registered 30 days before Election Day.** Pursuant to Section 13.042(c) of the Election Code, as amended by House Bill 2324 (85th Legislature, RS, 2017), effective September 1, 2017, when you receive a completed application after the 34th day before the date of an election and on or before the last day for a person to timely submit a registration application for that election as provided by Section 13.143 of the Code, you **MUST** deliver the application to the El Paso County Voter Registrar **no later** than 4:45 p.m. of the next regular business day after the date to timely submit a registration application for that election as provided by Section 13.143 of the Code.

FAILURE TO DELIVER AN APPLICATION IN A TIMELY MANNER IS A CRIMINAL OFFENSE.



Important!

Recording and Disclosure of a Voter Registration Application

Under Section 13.004, Texas Election Code:

- I. The registrar may not transcribe, copy, or otherwise record a telephone number furnished on a registration application.
- II. The following information furnished on a Voter Registration Application is confidential and does not constitute public information for purposes of Chapter 552, Government Code:
 - i. a Social Security number
 - ii. a Texas Driver's License number
 - iii. a number of a Personal Identification Card issued by the Department of Public Safety
 - iv. an indication that an applicant is interested on working as an Election Judge, or
 - v. the residence address of the applicant, if the applicant is a Federal Judge or State Judge, as defined by Section 13.0021... or an individual to whom Section 552.1175, Government Code, applies.
- III. Under Section 552.101, Texas Government Code, the date of birth is confidential pursuant to City of Dallas v. Paxton Case.



Voter Registration

Information that Applicants May Wish to Know

APPLICANT ELIGIBILITY REQUIREMENTS

To be eligible to register to vote a person must:

- I. be at least 17 years and 10 months of age
- II. be a United States Citizen
- III. not have been determined by a final judgement of a court exercising probate jurisdiction to be:
 1. totally mentally incapacitated; or
 2. partially mentally incapacitated without the right to vote.
- IV. not have been finally convicted of a felony or, if so convicted, must have:
 1. fully discharged the person's sentence, including any incarceration, parole, or supervision, or completed a period of probation ordered by any court; or
 2. been pardoned or otherwise released from the resulting disability to vote.



Voter Registration

Information that Applicants May Wish to Know

VOTER NAME CHANGES

If a voter's name changes, his/her voter registration can be updated by:

1. making the change on the back of his/her Voter Registration Certificate and mailing it to the El Paso County Voter Registrar;
2. submitting a new application form to the El Paso County Voter Registrar and checking the box for "change";
3. writing a letter to the El Paso County Voter Registrar explaining the name change.

VOTER ADDRESS CHANGES

If a voter moves within El Paso County, his/her voter registration can be updated by:

1. making the change on the back of the Voter Registration Certificate and mailing it to the El Paso County Voter Registrar;
2. submitting a new application form to the El Paso County Voter Registrar and checking the box for "change";
3. writing a letter to the El Paso County Voter Registrar explaining the change of address; or
4. submitting a change of name/address online at www.epcountyvotes.com or www.texas.gov.

If the voter moves to another county, they must re-register in the county of residence.



When is the Registration Effective?

1. The applicant can vote as soon as the 30th day after submitting the application. This 30-day waiting period starts when the Volunteer Deputy Registrar receives the application form.
2. If the applicant is under 18, the registration will become effective on the 30th day after the El Paso County Voter Registrar gets the application or on the applicant's 18th birthday, whichever comes later.

How Long is the Registration Effective?

The voter registration will be automatically renewed every even-numbered year unless the voter:

1. **moves** to another address; or
2. **if convicted of a felony** and has not completed the sentence, probation or parole or been otherwise pardoned or released from the resulting disability to vote.



Frequently Asked Questions





Frequently Asked Questions

Q: Must I personally be registered to vote in order to serve as a Volunteer Deputy Registrar?

A: No. Pursuant to Section 13.031(d)(3) of the Code, to be eligible for appointment as a Volunteer Deputy Registrar, a person must meet the requirements to be a qualified voter under Section 11.002 of the Texas Election Code, except that the person is not required to be a registered voter.

Q: I have been designated a Volunteer Deputy Registrar from County X. I will be at an event that will have attendees from County X along with County Y and Z. May I register people from County Y and Z?

A: No. Volunteer Deputy Registrar status is conferred on a county-by-county basis. To accept applications for Y or Z counties, you would have to become a Volunteer Deputy Registrar for those counties. You could certainly give applications to the attendees from County Y and County Z and direct them to mail the application to the appropriate county voter registrar's office. Under Section 13.044 of the Texas Election Code, a person commits a Class C misdemeanor by acting as a Volunteer Deputy Registrar when he or she does not have an effective appointment as a Volunteer Deputy Registrar.

Q: May I photocopy a completed application before turning it in to the El Paso County Voter Registrar?

A: No. Section 13.004(c-1) of the Texas Election Code requires that the El Paso County Voter Registrar ensure that certain information, such as the telephone number, on a Voter Registration Application is redacted from photocopies of Voter Registration Applications. In our opinion, this means that a photocopy of an application must come directly from the El Paso County Voter Registrar's office, so that he or she may ensure the required information has been blacked out or otherwise obscured. With that said, we believe that a Volunteer Deputy Registrar may photocopy the receipt. You may also copy the relevant information from the application in writing just as you would be able to do if you went to the El Paso County Voter Registrar's office and pulled a copy of the original Voter Registrar Application.



Frequently Asked Questions

Q: I am a candidate and/or working for a campaign. May I serve as a Volunteer Deputy Registrar?

A: Yes. There is no prohibition against a candidate or a campaign worker serving as a Volunteer Deputy Registrar, as long as they otherwise meet the “Qualifications” and have been officially appointed as a Volunteer Deputy Registrar. Similarly, there is no prohibition against a Volunteer Deputy Registrar registering voters at a campaign rally or event. While working a rally or public event, a Volunteer Deputy Registrar must offer registration to anyone who requests it.

Q: Is there any way for me to become a statewide Volunteer Deputy Registrar?

A: No. Volunteer Deputy Registrar appointments are made on a county-by-county basis. Section 13.032 of the Texas Election Code provides that a county may not refuse to appoint a resident of the county as a Volunteer Deputy Registrar. A voter registrar may not refuse to appoint a Volunteer Deputy Registrar on the basis of sex, race, color, creed, or national origin or ancestry.

Q: Is there a minimum age to become a Volunteer Deputy Registrar?

A: Yes. A person must be at least 18 years of age to become a Volunteer Deputy Registrar.

Q: I just want to hand out blank Voter Registration Application forms and encourage people to register to vote. Can I do that without being appointed as a Volunteer Deputy Registrar?

A: Yes. Anyone can hand out blank Voter Registration Application forms to voters for the voters to fill out and mail in themselves. If this is all you want to do, you do not have to be a Volunteer Deputy Registrar. Also, if you are already a Volunteer Deputy Registrar in one county, you can hand out blank forms in other counties where you are not a Volunteer Deputy Registrar. It is the voter’s handing the application back to you to review and to deliver to the El Paso County Voter



Frequently Asked Questions

Registrar that triggers the requirement to be an authorized Volunteer Deputy Registrar.

Q: What if someone says he or she is already registered?

A: You may wish to advise the person that the new application form will be treated as an update of their current voter registration if the change is in the same county and the voter is providing new information. If the person moved to a new county, he or she will need to register to vote in the new county.

Q: As a Volunteer Deputy Registrar, may I appoint others to assist me in registering voters?

A: No. Each Volunteer Deputy Registrar must be appointed directly by the El Paso County Voter Registrar.

Q: May a Volunteer Deputy Registrar bundle completed applications and submit them to the El Paso Voter Registrar by mail?

A: No. There are two methods for a Volunteer Deputy Registrar to submit applications to the El Paso County Voter Registrar. First, the applications may be submitted by personal delivery by the Volunteer Deputy Registrar. Second, the Volunteer Deputy Registrar may give his or her applications to another Volunteer Deputy Registrar for personal delivery to the El Paso County Voter Registrar.

Q: I failed to submit the application to the El Paso County Voter Registrar within the allotted period. What should I do now?

A: Submit the form to the El Paso County Voter Registrar as soon as possible. Under the law, the voter's registration is not impacted by your late delivery to the El Paso County Voter Registrar. However, you should deliver the form as soon as possible. Further delay will create problems in getting the lists ready in time for Early Voting and Election Day. The registration process cannot be completed until you deliver the application. The registration is still effective and the voter still receives the effective date of submission to you.



Frequently Asked Questions

Q: How long do I have to keep my receipt booklet?

A: It is not addressed in the Texas Election Code, but we would suggest that you should retain the receipt booklet for 22 months following the election closest to the effective date of the applications. Please communicate with the El Paso County Voter Registrar.

Q: If I have previously taken the Volunteer Deputy Registrar examination and have received a certificate of appointment in one county, but would like to be appointed as a Volunteer Deputy Registrar in another county, am I required to take the examination again in the new county?

A: No, you are not required to retake the examination in the new county if you previously took the exam and received a Certificate of Appointment in another county. You should complete and submit a Request for Appointment as a Volunteer Deputy Registrar with the new county. The voter registrar in the new county will appoint you as a Volunteer Deputy Registrar and advise you of any county-specific procedures for completing the duties of a Volunteer Deputy Registrar.

For more information, contact the El Paso County Voter Registrar or the Secretary of State's Office.

Secretary of State
Elections Division
P.O. Box 12060
Austin, Texas 79711-2060
(512) 463-5650 or 1 (800) 252-VOTE (8683)
Fax (512) 475-2311, TTY 7.1.1
www.votexas.gov

El Paso County Elections Department
500 E. San Antonio Ave. Ste. 314
El Paso, Texas 79901
(915) 546-2154
Monday - Friday
8:00 a.m. - 4:45 p.m.
Lisa Wise, Elections Administrator
www.epcountyvotes.com

El Paso County Elections Department



Thank you!

Thank you for your commitment as an El Paso County Elections
Volunteer Deputy Registrar!



www.epcountyvotes.com



Download our El Paso County Elections Department mobile app!



