



# TRAINING FOR VOLUNTEER DEPUTY REGISTRARS

*El Paso County Elections Department*  
*Lisa Wise, Elections Administrator*

# EXAMPLES ON COMPLETION FOR BOTH REQUEST AND CERTIFICATE

BW2-1  
Prescribed by Secretary of State  
Section 13.033, Texas Election Code  
07/2012

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

Please Print Legibly

NAME  
Last Nagrete First Brenda Middle \_\_\_\_\_

RESIDENCE ADDRESS  
Street 123 Main City El Paso Zip 79901

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

TELEPHONE NUMBER WHERE YOU CAN  
BE REACHED FROM 8:00 A.M. TO 5:00 P.M.  
MONDAY THROUGH FRIDAY (915) 546-2154 VOID NUMBER (OPTIONAL) 1092845678

I understand that under Section 13.031 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 32.51 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 mentally incapacitated, or (ii) partially mentally 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 Nagrete  
SIGNATURE OF APPLICANT

1/12/2023  
DATE

For Election Official Use Only  
Date \_\_\_\_/\_\_\_\_/20\_\_\_\_ Voter Unique Identification Number (VUID), if any \_\_\_\_\_  
THIS DEPUTIZATION IS VALID IN AND FOR EL PASO COUNTY ONLY

BW2-2.doc  
Prescribed by Secretary of State  
Sections 13.033, 13.036 Texas Election Code  
09/15

**CERTIFICATE OF APPOINTMENT FOR  
VOLUNTEER DEPUTY REGISTRAR  
El Paso County 2023-2024**



Please print legibly

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

Residence Address: 123 Main El Paso 79901  
Street City Zip Code

Voter Unique Identifier (VUID) (if any): 1092845678

I, Lisa Wise, Voter Registrar for El Paso County, do hereby appoint Brenda Nagrete, 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 1 / 12 /2023, and expire on **December 31, 2024** (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 Nagrete  
Signature of Appointee

1/12/2023  
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

- A Volunteer Deputy Registrar must:
  - be 18 years of age or older
  - be a United States Citizen
  - 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
  - never have been convicted of failing to deliver a Voter Registration Application to a voter registrar
  - not have been finally convicted of a felony, or, if convicted, must have:
    1. fully discharged the sentence, including any term of 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

# QUALIFICATIONS

- not have been finally convicted of identity theft under Section 32.51 of the Texas Penal Code
- 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:
  1. Section 13.043, Texas Election Code, relating to delivery of completed Voter Registration Applications or
  2. Section 13.008, Texas Election Code, relating to performance-based compensation for Volunteer Deputy Registrars.

# QUALIFICATIONS

- 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.

# LENGTH OF APPOINTMENT

- A person who meets the qualifications may be appointed a Volunteer Deputy Registrar at any time.
- All appointments expire on December 31<sup>st</sup> of every even-numbered year.  
**This appointment will expire on 12/31/2024**
- 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.

# LENGTH OF APPOINTMENT

- 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

# SUPPLIES NEEDED

1. Certificate of Appointment\*
2. Texas Volunteer Deputy Registrar Guide and any other handbook provided by your appointing authority\*
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(s), 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.

# 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:
  - may **distribute** Voter Registration Applications to anyone who requests one.
  - 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.

# DISTRIBUTING AND ACCEPTING APPLICATIONS

- 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](http://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

- 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.
- 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.
- 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.

# REVIEWING THE APPLICATIONS

- A Voter Registration Application you accept from any resident of El Paso County should include the following:
  1. **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;
  2. **Section 2:** Full name, including any middle, maiden, or former name;
  3. **Section 3:** Residence address must be a street address or a description of the location of the residence;
  4. **Section 4:** Valid mailing address, if mail can't be delivered to the residence address;
  5. **Section 5:** City and County of former residence in Texas;
  6. **Section 6:** Date of birth, including month, day, and year;
  7. **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
  8. **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 an Agent is registering for an applicant, be sure the Agent provides his/her relationship to the applicant.

# REVIEWING THE APPLICATIONS

- A Volunteer Deputy Registrar **MAY NOT**:
  - determine if the applicant is actually qualified to register to vote; or
  - make the applicant provide his/her gender or telephone number.



# VRA EXAMPLE

Required

Optional

Must be Signed  
and Dated

Texas Voter Registration Application		For Official Use Only	
<small>Prescribed by the Office of the Secretary of State VR17.2016E.13</small>			
Please complete sections by printing LEGIBLY. If you have any questions about how to fill out this application, please call your local voter registrar.			
<b>1 These Questions Must Be Completed Before Proceeding (Check one)</b>			
<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	
<b>2 Last Name</b> Include Suffix if any (Jr, Sr, III) Smith		<b>First Name</b> Jane	<b>Middle Name</b> (if any) Doe
<b>3 Residence Address:</b> 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.		<b>City</b> El Paso	<b>State</b> TEXAS
<b>4 Mailing Address:</b> Street Address and Apartment Number. (If mail cannot be delivered to your residence address.) N/A		<b>County</b> El Paso	<b>Zip Code</b> 79901
<b>5 City and County of Former Residence in Texas</b> N/A		<b>City</b>	<b>State</b>
<b>6 Date of Birth:</b> (mm/dd/yyyy) 07/14/1985		<b>7 Gender</b> (Optional) <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	
<b>8 Telephone Number</b> (Optional) (915) 546-2154			
<b>9 Texas Driver's License No. or Texas Personal I.D. No.</b> (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-XXXX	
<input type="checkbox"/> I have not been issued a Texas Driver's License/Personal Identification Number or Social Security Number.			
<b>10</b> 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"><li>I am a resident of this county and a U.S. citizen;</li><li>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</li><li>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.</li></ul>			
<b>X</b> 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.			

# REGISTRATION RECEIPT

- For each completed Voter Registration Application you receive, you must:
  - prepare a receipt in duplicate
  - sign the receipt and give the original to the applicant
  - return the carbon copy (yellow form) along with the completed application
- You should not keep copies of the completed Voter Registration Applications because these documents contain information that is confidential by law.



# REGISTRATION EXAMPLE

<b>RECEIPT FOR VOTER REGISTRATION APPLICATION</b> Prescribed by the Texas Secretary of State Texas Election Code, Sections 13.040 & 13.042		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>
Name of Applicant: (Nombre de Solicitante): <b>Jane Smith</b>		
Name of Applicant's Agent, if any: (Nombre de Agente de Solicitante, si tiene):		
Name of Volunteer Deputy Registrar: (Nombre de Diputado Registrador Voluntario): <b>Melissa Rosales</b>		
Signature of Volunteer Deputy Registrar: (Firma de Diputado Registrador Voluntario): <b>Melissa Rose</b>		
Date of Registration: (Fecha de Registro):	<b>07 / 07 / 2016</b>	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 <sup>th</sup> 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)		

# RECORDING AND DISCLOSURE OF A VOTER REGISTRATION APPLICATION

- Under Section 13.004, Texas Election Code:
  - The registrar may not transcribe, copy, or otherwise record a telephone number furnished on a registration application.
  - The following information furnished on a Voter Registration Application is confidential and does not constitute public information for purposes of Chapter 552, Government Code:
    - a Social Security number;
    - a Texas Driver's License No.;
    - a Texas Personal I.D. No.;
    - an indication that an applicant is interested on working as an Election Judge; or
    - 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.
- Under Section 552.101, Texas Government Code, the date of birth is confidential pursuant to City of Dallas v. Paxton case.



# 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 5<sup>th</sup> day after the date you receive them.
- Alternatively, you may deliver completed registration applications and receipts to the El Paso County Voter Registrar through another Volunteer Deputy Registrar appointed by the El Paso County Voter Registrar no later than 4:45 p.m. on the 5<sup>th</sup> day after the date you receive them.
- You **MAY NOT** deliver the application(s) and receipt(s) by mail.

# DELIVERY OF APPLICATIONS AND RECEIPTS

- **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 (85<sup>th</sup> Legislature, RS, 2017), effective September 1, 2017, when you receive a completed application after the 34<sup>th</sup> 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.**

# VOTER REGISTRATION

(INFORMATION THAT APPLICANTS MAY WISH TO KNOW)



# APPLICANT ELIGIBILITY REQUIREMENTS

- To be eligible to register to vote a person must:
  - be at least 17 years and 10 months of age;
  - be a United States Citizen;
  - be a resident of El Paso County;
  - not have been 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
  - not have been finally convicted of a felony or, if so convicted, must have:
    - fully discharged the person's sentence, including any incarceration, parole, or supervision, or completed a period of probation ordered by any court; or
    - been pardoned or otherwise released from the resulting disability to vote



# VOTER NAME CHANGES

- If a voter's name changes, his/her voter registration can be updated by:
  - making the change on the back of his/her Voter Registration Certificate and mailing it to the El Paso County Voter Registrar;
  - submitting a new application form to the El Paso County Voter Registrar and checking the box for "change";
  - writing a letter to the El Paso County Voter Registrar explaining the name change.
  - submitting a change of name/address online at [www.epcountyvotes.com](http://www.epcountyvotes.com) or [www.texas.gov](http://www.texas.gov).

# VOTER ADDRESS CHANGES

- If the voter moves within El Paso County, his/her voter registration can be updated by:
  - making the change on the back of the Voter Registration Certificate and mailing it to the El Paso County Voter Registrar;
  - submitting a new application form to the El Paso County Voter Registrar and checking the box for “change”;
  - writing a letter to the El Paso County Voter Registrar explaining the change of address; or
  - submitting a change of name/address online at [www.epcountyvotes.com](http://www.epcountyvotes.com) or [www.texas.gov](http://www.texas.gov).
- If the voter moves to another county, they must re-register in the county of residence.

# EFFECTIVE DATE OF REGISTRATION

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

# PERIOD OF EFFECTIVENESS

- Voter registration will be automatically renewed every even-numbered year unless the voter:
  - moves to another address; or
  - is 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.

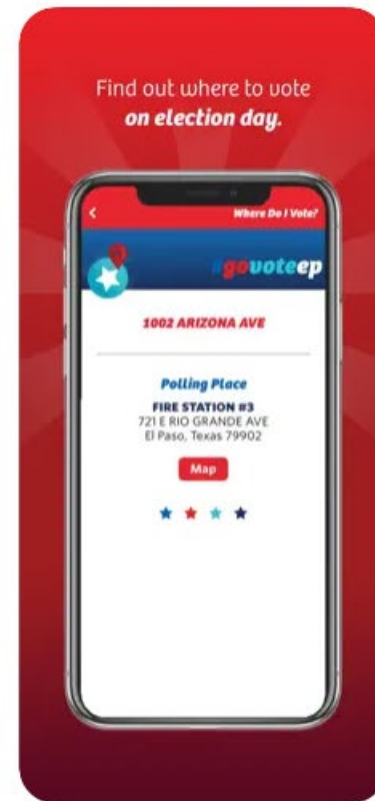
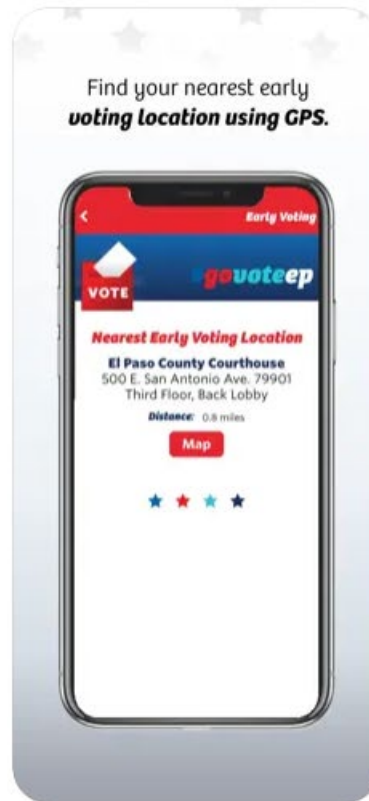


# UPCOMING ELECTIONS

- Ask our office about upcoming elections and deadlines to register to vote.
- For general voting information, please visit:  
**[www.epcountyvotes.com](http://www.epcountyvotes.com)**

# Download our app!

- It's free and available on the App Store and Google Play
- See if you are registered to vote, find your nearest Early Voting Location or Countywide Election Day Vote Center, and get all the information you need to prepare for Election Day!





# Contact Us

Texas Secretary of State

P.O. Box 12060

Austin, Texas 78711-2060

Phone: (512) 463-5650 or

1 (800) 252-VOTE (8683)

Fax: (512) 475-2811

Email: [elections@sos.texas.gov](mailto:elections@sos.texas.gov)

[www.sos.state.tx.us](http://www.sos.state.tx.us)

[www.votetexas.gov](http://www.votetexas.gov)



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